



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
MARCH 14, 2024
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Board Chair Comments**
5. **Approval of Agenda**
6. **Appreciation, Recognition and Presentations**
7. **Recognition of Citizens for Input Purposes**
8. **Reports/News**
 - a. Board Committee Report
 - b. Superintendent Report
 - c. Business Manager Report 3
 - d. Principal Report
9. **Consent Agenda Approval**

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

 - a. Approval of Regular Board Meeting Minutes 02.12.24 8
 - b. Claims, Accounts and Financial 15
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - c. Approval of Resignation/Termination 52
10. **Discussion/Information/Action Items**
 - a. Approval of Donations by Resolution 53
 - b. Approval of FY24 Revised Budget 54
 - c. Approval of Senior Class Trip 72
 - d. Approval of Nationals Trip for Robotics 74
 - e. Approval of 2024-2025 School Calendar 76
 - f. Policy Readings 88
 1. First Policy Readings 88
 - 205 Open Meetings and Closed Meetings
 - 208 Development, Adoption, and Implementation of Policies
 - 410 Family and Medical Leave Policy
 - 420 Students and Employees with Sexually Transmitted Infections
 - 501 School Weapons Policy

509 Enrollment of Nonresident Students	
711 Video Recording on School Buses	
2. Second Policy Readings	158
712 Video Surveillance Other Than On Bus	
714 Fund Balances	
3. Approval of Second Policy Reading (Final Reading due to minor changes)	162
713 Student Activity Accounting	
4. Approval of Third Policy Readings	166
210 Conflict of Interest - School Board Members	
506 Student Discipline	
534 School Meals Policy	
620 Credit for Learning	
621 Literacy and the READ Act	
624 Online Learning Options	
11. Upcoming Meeting Schedule	
1. Wednesday, March 27, Noon Finance Meeting	
2. Wednesday, March 27, 1PM Policy Meeting	
3. Monday, April 8, 6PM Regular Board Meeting	
4. TBD - Work Session	
12. Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05	
13. Adjournment	



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

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

FISCAL YEAR 2024
MARCH BUDGET UPDATE

ENROLLMENT

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

- As of February 2024: 914 (January - 920 Students)
 - ADM's calculated based on weighted factor
 - K-6th Grade = 1.0
 - 7th-12th Grade = 1.20
 - 23-24 updated School ADM Report not available yet

- Enrollment Tracking
 - Monthly
 - Budget impact
 - Updated MDE ADM Web Estimates
 - 12.05.2023
 - 922 ADM

GENERAL FUND REVENUES

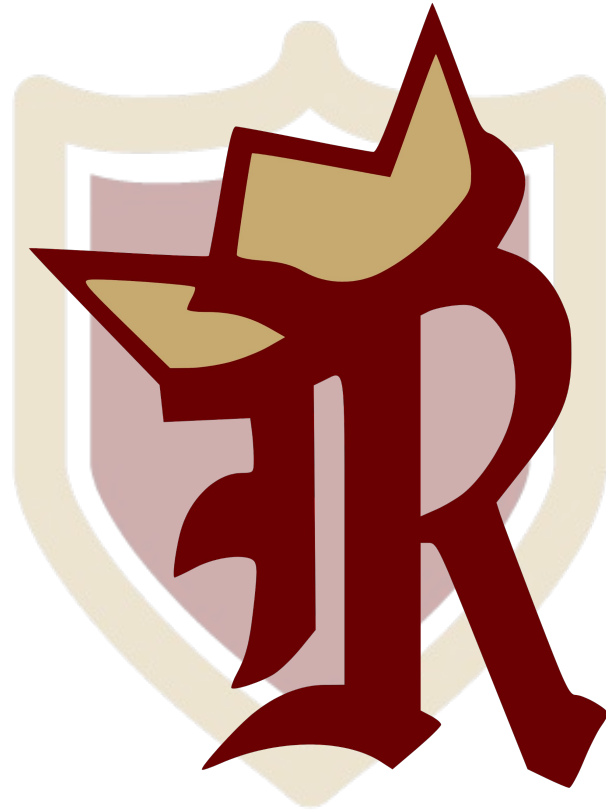
Revenues by Source	FISCAL YEAR 2024		PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted	Year-to-Date	Total	Year-to-Date	Total	Year-to-Date	% of	% of	% of
	Budget	Actual	Actual	Actual	Actual	Actual	Budget	Total	Total
Local Revenues	1,249,435.81	603,161.34	1,164,522.27	509,587.27	957,758.50	169,254.34	48.27%	43.76%	17.67%
State Revenues	9,641,139.23	4,616,623.76	9,225,544.60	4,591,928.62	8,651,374.22	4,327,931.37	47.88%	49.77%	50.03%
Federal Revenues	240,999.14	803.00	820,435.19	213,261.11	730,078.60	253,501.04	0.33%	25.99%	34.72%
Misc Local Revenues	3,000.00	29,923.56	22,207.66	1,000.00	-	-	997.45%	4.50%	0.00%
Total Revenues	11,134,574.18	5,250,511.66	11,232,709.72	5,315,777.00	10,339,211.32	4,750,686.75	47.16%	47.32%	45.95%

- On track with current year budget: 47%
- FY24 budget revision consideration

GENERAL FUND EXPENDITURES

Expenditures by Program	FISCAL YEAR 2024		PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted	Year-to-Date	Total	Year-to-Date	Total	Year-to-Date	% of	% of	% of
	Budget	Actual	Actual	Actual	Actual	Actual	Budget	Total	Total
Administration	782,881.25	398,129.42	753,989.01	428,652.66	661,685.79	361,699.82	50.85%	56.85%	54.66%
District Support	464,057.53	277,402.84	374,130.08	286,183.60	338,651.98	243,744.63	59.78%	76.49%	71.97%
Elem/Sec Instruction	4,691,262.79	2,267,274.67	4,840,514.50	2,293,942.23	4,670,464.96	2,252,651.69	48.33%	47.39%	48.23%
Vocational	207,366.68	137,824.92	235,669.04	118,104.61	204,454.20	84,587.68	66.46%	50.11%	41.37%
Special Education	1,402,753.63	590,016.38	1,444,518.40	575,091.07	1,406,195.42	525,076.61	42.06%	39.81%	37.34%
Instructional Support	443,730.68	285,374.53	853,633.54	325,585.09	783,729.41	204,552.89	64.31%	38.14%	26.10%
Pupil Support Services	1,032,762.57	518,361.02	1,288,989.69	607,582.99	1,000,873.57	483,875.04	50.19%	47.14%	48.35%
Sites & Buildings	1,654,704.39	992,490.06	1,831,906.24	1,268,261.91	1,576,338.51	806,245.48	59.98%	69.23%	51.15%
Fiscal & Other Costs	154,562.60	77,833.14	103,152.32	119,492.69	77,015.53	105,459.08	50.36%	115.84%	136.93%
Total Expenditures	10,834,082.12	5,544,706.98	11,726,502.82	6,022,896.85	10,719,409.37	5,067,892.92	51.18%	51.36%	47.28%

- On track with current year budget: 51%
- FY24 budget revision consideration



Thank you!

Regular Meeting

Monday, February 12, 2024 6:00 PM

High School Media Center, Enter Door #7, 120 South Hawthorn Street, Royalton, MN 56373

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

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 Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Absent

Yea: 5, Nay: 0, Absent: 1

6. Appreciation, Recognition and Presentations

The school board recognized Claire Prokott and Eli Psyck who were our Triple A (Academics, Arts, and Athletics Award) nominees for Royalton High School!

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

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 All Items on Consent Agenda.

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

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Absent

Yea: 5, Nay: 0, Absent: 1

9.a. Approval of Regular Board Meeting Minutes
01.08.24

9.b. Approval of Organizational Board Meeting
Minutes 01.08.24

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

9.d. Approval of Resignation/Termination

9.e. Approval of New Hires

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

10.a. Approval of the 2024 BPA Request for
Nationals

Motion to Approve the 2024 BPA Request for
Nationals. This motion, made by Lucas Boyd
and seconded by Randy Hackett, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Absent

Yea: 5, Nay: 0, Absent: 1

10.b. Middle School/High School Course Handbook

Motion to Approve Middle School/High School Course Handbook. 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: Absent

Yea: 5, Nay: 0, Absent: 1

10.c. Spring Break Survey Results Update

10.d. Building Security Update

10.e. Recommended FY24 Revised Budget Presentation

10.f. Approval of Donations by Resolution
Motion to Approve Donations by Resolution. 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: Absent

Yea: 5, Nay: 0, Absent: 1

Royalton American Legion has generously offered to donate \$2,000 to the Royalton High School Band to be used for transportation and extras.

The Blackbaud Giving Fund has generously offered a grant of \$3,000 made on behalf of the Medtronic Foundation Volunteer Grant Program and its donors. They have matched Clinton and Karen Coopicus donations from November 2023. \$2,000 will be presented to Royalton High School and \$500 to the Middle School for educational band programs and purchasing equipment. \$500 to the Elementary School benefit musical educational programs.

CyberGrants on behalf of Charities Aid Foundation of America has generously donated \$100 to match Melissa Talberg's donation to support one or more of our programs.

Roll call vote; Baumann, Boyd, Roering, Hackett and Hofstad.

10.g. School Meals Policy 534/Unpaid Lunch Discussion

10.h. Conflict of Interest Policy 210 Discussion

10.i. Policy Readings

10.i.1. First Policy Reading

10.i.2. Second Policy Reading

10.i.3. Approval of Second Policy Reading (final reading due to minor changes)
Motion to Approve Second Policy Reading, 504 Student Dress and Appearance for final reading due to minor changes. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra
Baumann: Yea

Luca
Boyd: Yea

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Rand
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Rian
Hofs Yea
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Roer Yea
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Mari
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Trau Absent
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Yea: 5, Nay: 0, Absent: 1

- 10.i.4. Approval of Third Policy Reading
Motion to Approve, 417 Chemical Use and
Abuse for the Third Policy Reading.
This motion, made by Tyra Baumann and
seconded by Randy Hackett, Passed.

Tyra
Baum Yea
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Luca
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Boyd Yea
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Rand
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Hack Yea
ett:

Rian
Hofs Yea
tad:

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Roer Yea
ing:

Mari
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Trau Absent
t:

Yea: 5, Nay: 0, Absent: 1

- 10.i.5. Request to Rescind
Motion to Request to Rescind Policies

450 Employee Recognition, 452
Information Technology Policy, and 750
Food Service Program Policy. This
motion, made by Randy Hackett and
seconded by Tyra Baumann, Passed.

Tyra
Baumann: Yea

Luca
s
Boyd: Yea
:

Rand
y
Hackett: Yea

Rian
Hofstad: Yea

Ange
la
Roering: Yea

Mari
a
Traut: Absent

Yea: 5, Nay: 0, Absent: 1

11. **Upcoming Meeting Schedule**

12. **Adjournment**

The meeting was adjourned at 8:18pm. This
motion, made by Tyra Baumann and seconded by
Randy Hackett, Passed.

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Absent

Yea: 5, Nay: 0, Absent: 1

Board Secretary

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76276	2724		AFSCME COUNCIL 65		Check		
				B 01	215 040	MFT		\$288.52	
				B 04	215 040	MFT		\$42.27	
PO#:	Voucher #:	41152	Invoice	Invoice No:	S2024140	2/1/2024		Paid Amt:	\$330.79
								Check Amount:	\$330.79
0485	PCB	76277	4665		HARTFORD INSURANCE		Check		
				B 01	215 032	Life		\$767.79	
				B 02	215 032	Life		\$56.62	
				B 04	215 032	Life		\$52.07	
				B 01	215 032	Adjustment		(\$91.89)	
PO#:	Voucher #:	40946	Invoice	Invoice No:	S2024130	2/1/2024		Paid Amt:	\$784.59
				B 01	215 031	LTD		\$749.83	
				B 01	215 031	Adjustment		\$75.21	
				B 02	215 031	LTD		\$41.70	
				B 04	215 031	LTD		\$38.60	
PO#:	Voucher #:	40947	Invoice	Invoice No:	S2024130	2/1/2024		Paid Amt:	\$905.34
				B 01	215 051	United Way		\$349.40	
				B 02	215 051	Payroll Deductions		\$22.82	
				B 04	215 051	Payroll Deductions		\$11.64	
				B 01	215 051	Adjustment		\$11.99	
PO#:	Voucher #:	40950	Invoice	Invoice No:	S2024130	2/1/2024		Paid Amt:	\$395.85
				B 01	215 032	Life		\$788.13	
				B 01	215 032	Adjustment		(\$146.69)	
				B 02	215 032	Life		\$37.31	
				B 04	215 032	Life		\$41.07	
PO#:	Voucher #:	40795	Invoice	Invoice No:	S2024110	2/1/2024		Paid Amt:	\$719.82
				B 01	215 031	LTD		\$755.85	
				B 01	215 031	Adjustment		(\$204.66)	
				B 02	215 031	LTD		\$38.78	
				B 04	215 031	LTD		\$34.79	
PO#:	Voucher #:	40796	Invoice	Invoice No:	S2024110	2/1/2024		Paid Amt:	\$624.76
				B 01	215 051	United Way		\$349.40	
				B 01	215 051	Adjustment		(\$0.44)	
				B 02	215 051	Payroll Deductions		\$17.07	
				B 04	215 051	Payroll Deductions		\$17.99	
PO#:	Voucher #:	40799	Invoice	Invoice No:	S2024110	2/1/2024		Paid Amt:	\$384.02
				B 01	215 032	Life	15	\$774.81	
				B 02	215 032	Life		\$37.31	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76277	4665		HARTFORD INSURANCE		Check		
				B 04	215 032	Life	\$41.07		
PO#:	Voucher #:	40819	Invoice	Invoice No:	S2024120	2/1/2024	Paid Amt:	\$853.19	
				B 01	215 031	LTD	\$755.85		
				B 02	215 031	LTD	\$38.78		
				B 04	215 031	LTD	\$34.79		
PO#:	Voucher #:	40820	Invoice	Invoice No:	S2024120	2/1/2024	Paid Amt:	\$829.42	
				B 01	215 051	United Way	\$349.40		
				B 02	215 051	Payroll Deductions	\$17.07		
				B 04	215 051	Payroll Deductions	\$11.64		
PO#:	Voucher #:	40823	Invoice	Invoice No:	S2024120	2/1/2024	Paid Amt:	\$378.11	
				B 01	215 032	Life	\$785.48		
				B 02	215 032	Life	\$56.62		
				B 04	215 032	Life	\$52.07		
PO#:	Voucher #:	41155	Invoice	Invoice No:	S2024140	2/1/2024	Paid Amt:	\$894.17	
				B 01	215 031	LTD	\$762.40		
				B 02	215 031	LTD	\$41.70		
				B 04	215 031	LTD	\$38.60		
PO#:	Voucher #:	41156	Invoice	Invoice No:	S2024140	2/1/2024	Paid Amt:	\$842.70	
				B 01	215 051	United Way	\$349.40		
				B 02	215 051	Payroll Deductions	\$22.82		
				B 04	215 051	Payroll Deductions	\$11.64		
PO#:	Voucher #:	41159	Invoice	Invoice No:	S2024140	2/1/2024	Paid Amt:	\$383.86	
							Check Amount:	\$7,995.83	
0485	PCB	76278	4620		HealthPartners Inc		Check		
				B 01	215 030	Hospital	\$38,035.93		
				B 02	215 030	Hospital	\$951.43		
				B 04	215 030	Hospital	\$1,310.32		
				B 01	215 030	Adjustment	(\$21,089.21)		
PO#:	Voucher #:	41153	Invoice	Invoice No:	S2024140	2/1/2024	Paid Amt:	\$19,208.47	
				B 01	215 035	Dental	\$1,609.46		
				B 02	215 035	Payroll Deductions	\$17.03		
				B 04	215 035	Payroll Deductions	\$25.53		
PO#:	Voucher #:	41149	Invoice	Invoice No:	S2024140	2/1/2024	Paid Amt:	\$1,652.02	
				B 01	215 035	Dental	\$1,554.98		
				B 02	215 035	Payroll Deductions	\$17.03		
				B 04	215 035	Payroll Deductions 16	\$25.53		
PO#:	Voucher #:	40942	Invoice	Invoice No:	S2024130	2/1/2024	Paid Amt:	\$1,597.54	
				B 01	215 030	Hospital	\$39,635.60		

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76278	4620		HealthPartners Inc		Check		
				B 02	215 030	Hospital		\$951.43	
				B 04	215 030	Hospital		\$1,310.33	
PO#:	Voucher #:	40943	Invoice	Invoice No:	S2024130	2/1/2024	Paid Amt:	\$41,897.36	
							Check Amount:	\$64,355.39	
0485	PCB	76279	1473		ROYALTON EA/SRP		Check		
				B 01	215 040	MFT		\$774.68	
				B 02	215 040	MFT		\$26.93	
				B 04	215 040	MFT		\$53.86	
PO#:	Voucher #:	41151	Invoice	Invoice No:	S2024140	2/1/2024	Paid Amt:	\$855.47	
							Check Amount:	\$855.47	
0485	PCB	76280	1474		ROYALTON FED TEACHERS		Check		
				B 01	215 040	MFT		\$5,030.93	
				B 04	215 040	MFT		\$97.77	
PO#:	Voucher #:	41150	Invoice	Invoice No:	S2024140	2/1/2024	Paid Amt:	\$5,128.70	
							Check Amount:	\$5,128.70	
0485	PCB	76281	2416		ADAM UTSCH		Check		
				E 01	020 294 055 000 420	Boys Basketball official EVW		\$150.00	
PO#:	Voucher #:	41307	Invoice	Invoice No:	02.06.2024	2/9/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76282	3296		ALAN HALBUR		Check		
				E 01	020 296 055 000 420	GBB EVW		\$150.00	
PO#:	Voucher #:	41195	Invoice	Invoice No:	01.30.2024	2/9/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76283	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 298 061 000 401	3 pack Rustoleum Stone Spray Paint		\$44.97	
				E 01	020 298 061 000 401	1 pack of Gold Sticky Glitter Foam		\$8.98	
PO#: 5639	Voucher #:	41260	Invoice	Invoice No:	1FQC-W9C3-QKLF	2/9/2024	Paid Amt:	\$53.95	
				E 01	005 810 000 000 401	Door Stoppers		\$26.99	
PO#:	Voucher #:	41261	Invoice	Invoice No:	111J-RJTT-67R7	2/9/2024	Paid Amt:	\$26.99	
				E 01	005 810 000 000 401	Cordless Vacuum		\$379.00	
PO#:	Voucher #:	41262	Invoice	Invoice No:	169H-9CDX-YX9M	2/9/2024	Paid Amt:	\$379.00	
				E 01	020 260 255 000 430	Disposable Bathroom Cups		\$21.99	
PO#:	Voucher #:	41263	Invoice	Invoice No:	169H-9CDX-RTR1	2/9/2024	Paid Amt:	\$21.99	
				E 01	020 260 255 000 430	Urine Test Strips		\$107.50	
PO#:	Voucher #:	41264	Invoice	Invoice No:	1DG4-L1NM-QG7Q	2/9/2024	Paid Amt:	\$107.50	
				E 01	020 260 255 000 430	Shooter Marbles		\$65.39	
PO#:	Voucher #:	41265	Invoice	Invoice No:	1HY9-D9FF-PTP4	2/9/2024	Paid Amt:	\$65.39	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76283	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	005 810 000 000 401	Custodial Supplies		\$520.56	
PO#:	Voucher #:	41181	Invoice		Invoice No: 1DTN-NXDQ-X3DQ	2/9/2024	Paid Amt:	\$520.56	
				E 01	020 260 255 000 430	Grow Lights for indoor plants		\$43.99	
PO#:	Voucher #:	41182	Invoice		Invoice No: 1KVV-3XYH-HR3V	2/9/2024	Paid Amt:	\$43.99	
				E 01	020 301 096 830 430	Classroom Supplies		\$149.90	
PO#:	Voucher #:	41183	Invoice		Invoice No: 1KVV-3XYH-HNK1	2/9/2024	Paid Amt:	\$149.90	
				E 01	020 260 255 000 430	Classroom Supplies		\$202.18	
PO#:	Voucher #:	41184	Invoice		Invoice No: 1WM4-RD36-FWCR	2/9/2024	Paid Amt:	\$202.18	
				E 01	020 211 000 000 401	Teacher Desk Chair		\$159.00	
PO#: 5645	Voucher #:	41185	Invoice		Invoice No: 1Q9Y-XH9K-F9W3	2/9/2024	Paid Amt:	\$159.00	
				E 01	020 260 000 000 430	Classroom Supplies		\$48.96	
PO#:	Voucher #:	41186	Invoice		Invoice No: 1XDT-R693-FYX4	2/9/2024	Paid Amt:	\$48.96	
				E 01	020 260 255 000 430	Clamp Lamp Light & Portable Dishwasher		\$315.39	
PO#:	Voucher #:	41187	Invoice		Invoice No: 1YFY-3G4Y-D4FK	2/9/2024	Paid Amt:	\$315.39	
				E 01	005 810 000 000 401	Elevator Keys		\$54.89	
PO#:	Voucher #:	41188	Invoice		Invoice No: 1YFY-3G4Y-DLF3	2/9/2024	Paid Amt:	\$54.89	
				E 01	020 298 061 000 401	Horns for Beast		\$13.39	
				E 01	020 298 061 000 401	Caster 4 pack		\$103.96	
				E 01	020 298 061 000 401	Beast Wig and Beard		\$25.99	
				E 01	020 298 061 000 401	Beast Hands		\$16.18	
				E 01	020 298 061 000 401	Top Hat		\$14.99	
				E 01	020 298 061 000 401	Toggle Clamp 6 pack		\$6.99	
				E 01	020 298 061 000 401	Knee High White Socks		\$19.98	
				E 01	020 298 061 000 401	Cogsworth Wig		\$15.99	
PO#: 5636	Voucher #:	41189	Invoice		Invoice No: 1YHD-T4PQ-KNCY	2/9/2024	Paid Amt:	\$217.47	
				E 01	020 260 255 000 430	Non-Latex Rubber Bands		\$19.68	
PO#:	Voucher #:	41303	Invoice		Invoice No: 1V3Y-M9VF-MQHX	2/9/2024	Paid Amt:	\$19.68	
				E 01	010 203 690 000 401	960-001090 Logitech HD C922 Pro Webcam		\$130.58	
				E 01	020 211 690 000 401	960-001090 Logitech HD C922 Pro Webcam		\$65.29	
				E 01	020 211 690 000 401	981-001383 Logitech Zone Learn Over-Ear Wi		\$34.99	
				E 01	010 203 690 000 401	981-001383 Logitech Zone Learn Over-Ear Wi		\$34.99	
				E 01	020 211 690 000 401	TLP606B Tripp Lite 6 Outlet Surge Protector P		\$62.32	
				E 01	020 211 690 000 401	TLP712B Tripp Lite 7 Outlet Surge Protector P		\$56.60	
PO#: 5649	Voucher #:	41315	Invoice		Invoice No: 1N9K-1XYY-HTFF	2/9/2024	Paid Amt:	\$384.77	
								Check Amount:	\$2,771.61
0485	PCB	76284	1903		BECKER SCREENPRINTING	18	Check		
				E 04	005 505 000 321 401	CE Shirts		\$284.00	
PO#:	Voucher #:	41322	Invoice		Invoice No: 6164	2/9/2024	Paid Amt:	\$284.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76284	1903		BECKER SCREENPRINTING		Check		
				E 01	005 810 000 000 412	Clothing Allowance Deb Struck		\$93.00	
	PO#:	Voucher #:	41190	Invoice	Invoice No: 6153	2/9/2024	Paid Amt:	\$93.00	
							Check Amount:	\$377.00	
0485	PCB	76285	4541		BIO CORPORATION INC		Check		
				E 01	020 260 255 000 430	Class Set-Shark		\$195.53	
				E 01	020 260 255 000 430	Pigeon		\$162.40	
				E 01	020 260 255 000 430	Clams		\$6.40	
				E 01	020 260 255 000 430	Perch		\$7.60	
				E 01	020 260 255 000 430	Pregnant Rat		\$67.60	
				E 01	020 260 255 000 430	Squid		\$19.60	
				E 01	020 260 255 000 430	Shipping		\$98.09	
	PO#: 5644	Voucher #:	41258	Invoice	Invoice No: 1060717	2/9/2024	Paid Amt:	\$557.22	
							Check Amount:	\$557.22	
0485	PCB	76286	4818		Brady, Martz & Associates, P.C.		Check		
				E 01	005 110 000 000 312	22-23 Audit Fee Final		\$19,100.00	
	PO#:	Voucher #:	41192	Invoice	Invoice No: 812444	2/9/2024	Paid Amt:	\$19,100.00	
							Check Amount:	\$19,100.00	
0485	PCB	76287	3556		BRIAN HILTNER		Check		
				E 01	020 294 055 000 420	Double Ref		\$75.00	
	PO#:	Voucher #:	41249	Invoice	Invoice No: 01.29.2024	2/9/2024	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0485	PCB	76288	3442		BROTHERS FIRE PROTECTION		Check		
				E 01	005 715 000 342 319	Elementary & High School Security Panels Pa		\$16,822.21	
	PO#: 5381	Voucher #:	40846	Invoice	Invoice No: W30483	2/9/2024	Paid Amt:	\$16,822.21	
				E 01	005 715 000 342 319	Replace and Test Card Reader on Door 8		\$503.00	
	PO#:	Voucher #:	41280	Invoice	Invoice No: W30423	2/9/2024	Paid Amt:	\$503.00	
							Check Amount:	\$17,325.21	
0485	PCB	76289	2016		BSN SPORTS		Check		
				E 01	020 294 054 000 412	FB Equipment		\$3,740.00	
				E 01	020 294 054 000 430	Freight		\$74.80	
	PO#:	Voucher #:	41277	Invoice	Invoice No: 924561247	2/9/2024	Paid Amt:	\$3,814.80	
							Check Amount:	\$3,814.80	
0485	PCB	76290	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 305	Toilet Rental		\$110.00	
	PO#:	Voucher #:	41259	Invoice	Invoice No: 3341	2/9/2024	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76291	4370		CAPITAL ONE		Check
				E 04	005 505 000 321 401	Community Ed Supplies	\$14.18
				E 01	020 301 096 830 430	Liddane Ag	\$138.94
				E 01	020 301 096 830 430	Liddane Ag	\$40.40
				E 01	020 301 096 830 430	Liddane Ag	\$62.73
				E 01	020 211 936 000 401	PBS	\$240.64
				E 01	020 298 151 000 401	Care Closet	\$695.76
				E 01	020 298 151 000 401	Care Closet	\$44.82
PO#:	Voucher #:	41312	Invoice	Invoice No:	01.19.2024	2/9/2024	Paid Amt: \$1,237.47
							Check Amount: \$1,237.47
0485	PCB	76292	1074		CENTRA SOTA COOPERATIVE		Check
				E 01	005 760 000 720 442	UNLEADED	\$1,061.02
				E 01	005 760 000 720 442	Discount	(\$40.59)
PO#:	Voucher #:	41285	Invoice	Invoice No:	5441328	2/9/2024	Paid Amt: \$1,020.43
				E 01	005 760 000 720 442	Wintermaster Dyed	\$2,403.64
				E 01	005 760 000 720 442	Discount	(\$75.02)
PO#:	Voucher #:	41286	Invoice	Invoice No:	5441329	2/9/2024	Paid Amt: \$2,328.62
				E 01	005 760 000 720 442	UNLEADED	\$1,407.78
				E 01	005 760 000 720 442	Discount	(\$42.93)
PO#:	Voucher #:	41332	Invoice	Invoice No:	5210006	2/9/2024	Paid Amt: \$1,364.85
				E 01	005 760 000 720 442	Fieldmaster Diesel	\$2,247.63
				E 01	005 760 000 720 442	Discount	(\$65.95)
PO#:	Voucher #:	41333	Invoice	Invoice No:	5210005	2/9/2024	Paid Amt: \$2,181.68
							Check Amount: \$6,895.58
0485	PCB	76293	1783		Cimenski, Melanie		Check
				E 01	020 298 061 000 401	Royalty License	\$50.00
PO#:	Voucher #:	41318	Invoice	Invoice No:	02.6.2024	2/9/2024	Paid Amt: \$50.00
							Check Amount: \$50.00
0485	PCB	76294	1086		CITY OF ROYALTON		Check
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer	\$1,289.43
PO#:	Voucher #:	41282	Invoice	Invoice No:	02.01.2024	2/9/2024	Paid Amt: \$1,289.43
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer	\$666.48
PO#:	Voucher #:	41283	Invoice	Invoice No:	02012024	2/9/2024	Paid Amt: \$666.48
							Check Amount: \$1,955.91
0485	PCB	76295	2602		CLIMATE AIR INC		Check
				E 01	005 810 000 000 350	Repair of greenhouse Modine heater	\$1,223.59
PO#:	Voucher #:	41193	Invoice	Invoice No:	57071	2/9/2024	Paid Amt: \$1,223.59

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76295	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	Elementary HVAC Repair		\$2,305.96	
	PO#:	Voucher #:	41302	Invoice	Invoice No: 57140	2/9/2024	Paid Amt:	\$2,305.96	
							Check Amount:	\$3,529.55	
0485	PCB	76296	1090		CMERDC		Check		
				E 01	005 110 000 000 305	W2 Uploading to IRS		\$550.00	
	PO#:	Voucher #:	41329	Invoice	Invoice No: 195441	2/9/2024	Paid Amt:	\$550.00	
							Check Amount:	\$550.00	
0485	PCB	76297	1848		CRAIG EHRLICHMAN		Check		
				E 01	020 294 055 000 420	BBB Official ACGC		\$150.00	
	PO#:	Voucher #:	41309	Invoice	Invoice No: 02.06.2024	2/9/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76298	3738		CULINEX		Check		
				E 02	005 770 000 701 401	Pans, Scrapers, Disher, Spoodle, Spreader		\$341.16	
	PO#:	Voucher #:	41250	Invoice	Invoice No: INV892132	2/9/2024	Paid Amt:	\$341.16	
				E 02	005 770 000 701 401	Disher, Spoodle, & storage Container		\$78.28	
	PO#:	Voucher #:	41251	Invoice	Invoice No: INV893246	2/9/2024	Paid Amt:	\$78.28	
							Check Amount:	\$419.44	
0485	PCB	76299	1774		DALE MOELLER		Check		
				E 01	020 294 055 000 420	Boys Basketball official EVW		\$150.00	
	PO#:	Voucher #:	41306	Invoice	Invoice No: 02.06.2024	2/9/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76300	3817		DAVID LEON		Check		
				E 01	020 294 055 000 420	Double Ref compensation		\$75.00	
	PO#:	Voucher #:	41206	Invoice	Invoice No: 01.29.2024	2/9/2024	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0485	PCB	76301	1136		EDUCATION WEEK		Check		
				E 01	010 050 000 000 401	RENEWAL		\$97.00	
	PO#:	Voucher #:	41194	Invoice	Invoice No: 4F8D95DD-0004	2/9/2024	Paid Amt:	\$97.00	
							Check Amount:	\$97.00	
0485	PCB	76302	3955		Engdahl, Sandra		Check		
				E 01	020 296 055 000 420	Girls Basketball Official Maple Lake		\$150.00	
	PO#:	Voucher #:	41276	Invoice	Invoice No: 02.02.2024	2/9/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76303	1165		FLINN SCIENTIFIC INC		Check		
				E 01	020 260 255 000 430	Calcium Chloride 21		\$6.95	
				E 01	020 260 255 000 430	Na2CO3		\$11.60	
				E 01	020 260 255 000 430	Talc, soap, stone		\$11.60	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76303	1165		FLINN SCIENTIFIC INC		Check		
				E 01	020 260 255 000 430	Calcite		\$14.18	
				E 01	020 260 255 000 430	Magnetite		\$20.79	
				E 01	020 260 255 000 430	Graduated Cylinders		\$104.58	
				E 01	020 260 255 000 430	Shipping		\$16.97	
	PO#: 5647	Voucher #:	41330	Invoice	Invoice No: 2969555		2/9/2024	Paid Amt:	\$186.67
								Check Amount:	\$186.67
0485	PCB	76304	1184		GOV CONNECTION		Check		
				E 01	020 211 690 000 401	BDP-S1700 Sony Streaming Blu-Ray Disc Pla		\$71.28	
	PO#: 5641	Voucher #:	41323	Invoice	Invoice No: 74935033		2/9/2024	Paid Amt:	\$71.28
								Check Amount:	\$71.28
0485	PCB	76305	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Custodial Supplies		\$2,419.81	
	PO#:	Voucher #:	41196	Invoice	Invoice No: 605368273		2/9/2024	Paid Amt:	\$2,419.81
								Check Amount:	\$2,419.81
0485	PCB	76306	1241		ISCORP		Check		
				E 01	005 110 000 000 305	Skyward hosting Student service for March, 20		\$157.50	
	PO#:	Voucher #:	41197	Invoice	Invoice No: 0737329		2/9/2024	Paid Amt:	\$157.50
								Check Amount:	\$157.50
0485	PCB	76307	4365		Johnson Fitness & Wellness		Check		
				E 01	020 292 000 000 305	Fitness Center Maintenance		\$237.00	
				E 04	005 505 000 321 305	Fitness Center Maintenance		\$237.00	
	PO#:	Voucher #:	41278	Invoice	Invoice No: 22-042341		2/9/2024	Paid Amt:	\$474.00
								Check Amount:	\$474.00
0485	PCB	76308	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$148.90	
	PO#:	Voucher #:	41198	Invoice	Invoice No: 4999915		2/9/2024	Paid Amt:	\$148.90
				E 02	005 770 000 701 490	MILK		\$282.95	
	PO#:	Voucher #:	41199	Invoice	Invoice No: 4998239		2/9/2024	Paid Amt:	\$282.95
				E 02	005 770 000 701 490	MILK		\$431.90	
	PO#:	Voucher #:	41200	Invoice	Invoice No: 103134641		2/9/2024	Paid Amt:	\$431.90
				E 02	005 770 000 701 490	MILK		\$417.00	
	PO#:	Voucher #:	41201	Invoice	Invoice No: 5002080		2/9/2024	Paid Amt:	\$417.00
				E 02	005 770 000 701 490	MILK		\$416.95	
	PO#:	Voucher #:	41202	Invoice	Invoice No: 5002136		2/9/2024	Paid Amt:	\$416.95
				E 02	005 770 000 701 490	MILK		\$268.10	
	PO#:	Voucher #:	41203	Invoice	Invoice No: 103134651		2/9/2024	Paid Amt:	\$268.10

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76308	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490 MILK			\$163.75	
	PO#:	Voucher #:	41252	Invoice	Invoice No: 5009572	2/9/2024		Paid Amt:	\$163.75
				E 02	005 770 000 701 490 MILK			\$416.95	
	PO#:	Voucher #:	41253	Invoice	Invoice No: 5008167	2/9/2024		Paid Amt:	\$416.95
				E 02	005 770 000 701 490 MILK			\$282.95	
	PO#:	Voucher #:	41254	Invoice	Invoice No: 5013486	2/9/2024		Paid Amt:	\$282.95
				E 02	005 770 000 701 490 MILK			\$387.20	
	PO#:	Voucher #:	41255	Invoice	Invoice No: 5013932	2/9/2024		Paid Amt:	\$387.20
				E 02	005 770 000 701 490 MILK			\$284.80	
	PO#:	Voucher #:	41324	Invoice	Invoice No: 5018664	2/9/2024		Paid Amt:	\$284.80
				E 02	005 770 000 701 490 MILK			\$149.90	
	PO#:	Voucher #:	41325	Invoice	Invoice No: 5020877	2/9/2024		Paid Amt:	\$149.90
								Check Amount:	\$3,651.35
0485	PCB	76309	2387		KEVIN BEEHLER		Check		
				E 01	020 294 056 000 420 Wrestling Official 02-01-2024			\$240.00	
	PO#:	Voucher #:	41191	Invoice	Invoice No: 02.01.2024	2/9/2024		Paid Amt:	\$240.00
								Check Amount:	\$240.00
0485	PCB	76310	1764		Kimman, Scott		Check		
				E 01	020 294 055 000 420 BBB Official Foley			\$150.00	
	PO#:	Voucher #:	41204	Invoice	Invoice No: 01.29.2024	2/9/2024		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76311	1868		Kremer, Bob		Check		
				E 01	020 296 055 000 420 GBB Official EVW			\$150.00	
	PO#:	Voucher #:	41205	Invoice	Invoice No: 01.30.2024	2/9/2024		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76312	1790		Lofstrom, Joel		Check		
				E 01	020 294 055 000 420 BBB Official Foley			\$150.00	
	PO#:	Voucher #:	41207	Invoice	Invoice No: 01.29.2024	2/9/2024		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76313	1713		MAAE		Check		
				E 01	020 298 062 000 366 Number 2689 Ag Tech Conference			\$145.00	
	PO#:	Voucher #:	41313	Invoice	Invoice No: 2689	2/9/2024		Paid Amt:	\$145.00
								Check Amount:	\$145.00
0485	PCB	76314	1713		MAAE		Check		
				E 01	020 298 062 000 366 Number 2517 Ag Tech Conference			\$145.00	
	PO#:	Voucher #:	41319	Invoice	Invoice No: 2517	2/9/2024		Paid Amt:	\$145.00
								Check Amount:	\$145.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76315	4540		MARCO		Check
				E 01	005 690 690 302 555 Copiers		\$1,946.60
	PO#:	Voucher #:	41314	Invoice	Invoice No: 35887361	2/9/2024	Paid Amt: \$1,946.60
							Check Amount: \$1,946.60
0485	PCB	76316	1899		MARCO TECHNOLOGIES, LLC		Check
				E 01	005 690 690 000 305 Design Meeting		\$286.00
	PO#:	Voucher #:	41279	Invoice	Invoice No: INV12113563	2/9/2024	Paid Amt: \$286.00
							Check Amount: \$286.00
0485	PCB	76317	3660		MERRIN POLZINE-LUST		Check
				E 01	010 203 000 000 366 Milage Itasca Field Trip \$178.82		\$178.82
	PO#:	Voucher #:	41320	Invoice	Invoice No: 10.17.2023	2/9/2024	Paid Amt: \$178.82
							Check Amount: \$178.82
0485	PCB	76318	3915		MICHAEL PAULUS		Check
				E 01	020 294 055 000 420 BBB Official Foley		\$150.00
	PO#:	Voucher #:	41222	Invoice	Invoice No: 01.29.2024	2/9/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
0485	PCB	76319	2524		MIDCONTINENT COMMUNICATIONS		Check
				E 01	005 810 000 000 320 PHONE SERVICE		\$1,265.22
	PO#:	Voucher #:	41281	Invoice	Invoice No: 14529320113831	2/9/2024	Paid Amt: \$1,265.22
							Check Amount: \$1,265.22
0485	PCB	76320	1331		MID-STATE EDUCATION DIST		Check
				E 01	005 400 000 000 394 ADMIN		\$7,859.00
				E 01	010 412 450 740 396 ECSE		\$9,724.59
				E 01	010 412 450 740 397 ECSE		\$823.04
				E 01	005 400 000 000 394 Business Manager		\$2,284.13
				E 01	005 405 450 740 396 HEAR IMPAIRED		\$2,352.18
				E 01	005 405 450 740 397 HEAR IMPAIRED		\$239.20
				E 01	005 420 450 740 396 OT/PT		\$2,900.56
				E 01	005 420 450 740 397 OT/PT		\$371.57
				E 01	005 420 450 740 396 APE		\$1,209.01
				E 01	005 420 450 740 397 APE		\$164.87
				E 04	005 580 450 325 390 ECFE		\$2,517.75
				E 04	005 582 450 344 390 PRESCHOOL SCREENING		\$823.50
				E 01	020 211 390 000 391 TELECOMMUNICATION ACCESS		\$4,740.38
				E 01	010 401 450 740 396 SPEECH/LANGUAGE		\$18,507.15
				E 01	010 401 450 740 397 SPEECH/LANGUAGE		\$913.10
				E 01	005 420 450 740 396 Psych Service		\$8,460.32

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76320	1331		MID-STATE EDUCATION DIST		Check
				E 01	005 420 450 740 397	Psych Service	\$1,153.68
PO#:		Voucher #:	41335	Invoice	Invoice No: 3843	2/9/2024	Paid Amt: \$65,044.03
				E 01	005 400 000 000 394	ADMIN	\$7,859.00
				E 01	010 412 450 740 396	ECSE	\$9,724.59
				E 01	010 412 450 740 397	ECSE	\$823.04
				E 01	005 400 000 000 394	Business Manager	\$2,284.13
				E 01	005 405 450 740 396	HEAR IMPAIRED	\$2,352.18
				E 01	005 405 450 740 397	HEAR IMPAIRED	\$239.20
				E 01	005 420 450 740 396	OT/PT	\$2,900.56
				E 01	005 420 450 740 397	OT/PT	\$371.57
				E 01	005 420 450 740 396	APE	\$1,209.01
				E 01	005 420 450 740 397	APE	\$164.87
				E 04	005 580 450 325 390	ECFE	\$2,517.75
				E 04	005 582 450 344 390	PRESCHOOL SCREENING	\$823.50
				E 01	020 211 390 000 391	TELECOMMUNICATION ACCESS	\$4,740.38
				E 01	010 401 450 740 396	SPEECH/LANGUAGE	\$18,507.15
				E 01	010 401 450 740 397	SPEECH/LANGUAGE	\$913.10
				E 01	005 420 450 740 396	Psych Service	\$8,460.32
				E 01	005 420 450 740 397	Psych Service	\$1,153.68
PO#:		Voucher #:	41336	Invoice	Invoice No: 3833	2/9/2024	Paid Amt: \$65,044.03
				E 01	005 400 000 000 394	ADMIN	\$7,859.00
				E 01	010 412 450 740 396	ECSE	\$9,724.59
				E 01	010 412 450 740 397	ECSE	\$823.04
				E 01	005 400 000 000 394	Business Manager	\$2,284.13
				E 01	005 405 450 740 396	HEAR IMPAIRED	\$2,352.18
				E 01	005 405 450 740 397	HEAR IMPAIRED	\$239.20
				E 01	005 420 450 740 396	OT/PT	\$2,900.56
				E 01	005 420 450 740 397	OT/PT	\$371.57
				E 01	005 420 450 740 396	APE	\$1,209.01
				E 01	005 420 450 740 397	APE	\$164.87
				E 04	005 580 450 325 390	ECFE	\$2,517.75
				E 04	005 582 450 344 390	PRESCHOOL SCREENING	\$823.50
				E 01	020 211 390 000 391	TELECOMMUNICATION ACCESS	\$4,740.38
				E 01	010 401 450 740 396	SPEECH/LANGUAGE	\$18,507.15
				E 01	010 401 450 740 397	SPEECH/LANGUAGE	\$913.10
				E 01	005 420 450 740 396	Psych Service	\$8,460.32
				E 01	005 420 450 740 397	Psych Service	\$1,153.68
PO#:		Voucher #:	41337	Invoice	Invoice No: 3838	2/9/2024	Paid Amt: \$65,044.03

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76320	1331		MID-STATE EDUCATION DIST		Check
				E 01	005 400 000 000 394 ADMIN		\$7,859.00
				E 01	010 412 450 740 396 ECSE		\$9,724.59
				E 01	010 412 450 740 397 ECSE		\$823.04
				E 01	005 400 000 000 394 Business Manager		\$2,284.13
				E 01	005 405 450 740 396 HEAR IMPAIRED		\$2,352.18
				E 01	005 405 450 740 397 HEAR IMPAIRED		\$239.20
				E 01	005 420 450 740 396 OT/PT		\$2,900.56
				E 01	005 420 450 740 397 OT/PT		\$371.57
				E 01	005 420 450 740 396 APE		\$1,209.01
				E 01	005 420 450 740 397 APE		\$164.87
				E 04	005 580 450 325 390 ECFE		\$2,517.75
				E 04	005 582 450 344 390 PRESCHOOL SCREENING		\$823.50
				E 01	020 211 390 000 391 TELECOMMUNICATION ACCESS		\$4,740.38
				E 01	010 401 450 740 396 SPEECH/LANGUAGE		\$18,507.15
				E 01	010 401 450 740 397 SPEECH/LANGUAGE		\$913.10
				E 01	005 420 450 740 396 Psych Service		\$8,460.32
				E 01	005 420 450 740 397 Psych Service		\$1,153.68
PO#:	Voucher #:	41338	Invoice	Invoice No:	3850	2/9/2024	Paid Amt: \$65,044.03
							Check Amount: \$260,176.12
0485	PCB	76321	1346		MINNESOTA POWER		Check
				E 01	020 810 000 000 331 Acct 6691032130 Elect		\$34.64
PO#:	Voucher #:	41208	Invoice	Invoice No:	669337146586	2/9/2024	Paid Amt: \$34.64
				E 01	020 810 000 000 331 Acct 5091115490 MS/HS		\$12,542.96
PO#:	Voucher #:	41209	Invoice	Invoice No:	509469925488	2/9/2024	Paid Amt: \$12,542.96
				E 01	010 810 000 000 331 ES		\$3,625.72
PO#:	Voucher #:	41210	Invoice	Invoice No:	401179593102	2/9/2024	Paid Amt: \$3,625.72
							Check Amount: \$16,203.32
0485	PCB	76322	3965		MRI SOFTWARE LLC		Check
				E 01	005 110 000 000 305 Staff Screen		\$50.00
PO#:	Voucher #:	41287	Invoice	Invoice No:	MRIUS1848346	2/9/2024	Paid Amt: \$50.00
							Check Amount: \$50.00
0485	PCB	76323	4888		Myers, Camille L		Check
				E 01	020 296 055 000 420 GBB EVW		\$150.00
PO#:	Voucher #:	41211	Invoice	Invoice No:	01.30.2024	2/9/2024	Paid Amt: \$150.00
							Check Amount: \$150.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76324	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401	Butt Connector & Peak -30		\$41.80	
PO#:	Voucher #:	41212	Invoice		Invoice No: 583473	2/9/2024	Paid Amt:	\$41.80	
							Check Amount:	\$41.80	
0485	PCB	76325	4871		Ness, Eion J		Check		
				E 01	020 294 056 000 420	Wrestling Official 02-01-2024		\$150.00	
PO#:	Voucher #:	41213	Invoice		Invoice No: 02.01.2024	2/9/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76326	1833		NICK BERSCHIED		Check		
				E 01	020 296 055 000 420	Girls Basketball Official Maple Lake		\$150.00	
PO#:	Voucher #:	41274	Invoice		Invoice No: 02.02.2024	2/9/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76327	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 401	Reflective Tape		\$2.85	
PO#:	Voucher #:	41214	Invoice		Invoice No: X220083939:02	2/9/2024	Paid Amt:	\$2.85	
				E 01	005 760 000 720 401	15W40 Gal Jug		\$197.10	
PO#:	Voucher #:	41215	Invoice		Invoice No: X220083998:01	2/9/2024	Paid Amt:	\$197.10	
				E 01	005 760 000 720 401	Reflective Tape		\$19.95	
PO#:	Voucher #:	41216	Invoice		Invoice No: X220083939:01	2/9/2024	Paid Amt:	\$19.95	
				E 01	005 760 000 720 401	Control, Module 7-Ser		\$337.67	
PO#:	Voucher #:	41217	Invoice		Invoice No: X220084051:01	2/9/2024	Paid Amt:	\$337.67	
				E 01	005 760 000 720 401	Checking hard starting engine		\$2,754.94	
PO#:	Voucher #:	41218	Invoice		Invoice No: R220007372:01	2/9/2024	Paid Amt:	\$2,754.94	
				E 01	005 760 000 720 401	Arm, Air S/A, high-Int with Str		\$522.01	
PO#:	Voucher #:	41334	Invoice		Invoice No: X220084546:01	2/9/2024	Paid Amt:	\$522.01	
							Check Amount:	\$3,834.52	
0485	PCB	76328	4515		Northern Pines Mental Health Center		Check		
				E 01	005 730 012 161 362	Interventionist Contract January, 2023		\$1,281.25	
PO#:	Voucher #:	41331	Invoice		Invoice No: JAN 24 Royalton	2/9/2024	Paid Amt:	\$1,281.25	
							Check Amount:	\$1,281.25	
0485	PCB	76329	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$128.88	
PO#:	Voucher #:	41219	Invoice		Invoice No: 10000624029003	2/9/2024	Paid Amt:	\$128.88	
				E 02	005 770 000 701 490	BREAD		\$104.54	
PO#:	Voucher #:	41220	Invoice		Invoice No: 10000624022005	2/9/2024	Paid Amt:	\$104.54	
				E 02	005 770 000 701 490	BREAD		\$185.06	
PO#:	Voucher #:	41221	Invoice		Invoice No: 10000624029004	2/9/2024	Paid Amt:	\$185.06	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76329	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490 BREAD			\$145.64	
	PO#:	Voucher #:	41271	Invoice	Invoice No: 10000624036004	2/9/2024		Paid Amt:	\$145.64
				E 02	005 770 000 701 490 BREAD			\$67.89	
	PO#:	Voucher #:	41284	Invoice	Invoice No: 10000624036003	2/9/2024		Paid Amt:	\$67.89
								Check Amount:	\$632.01
0485	PCB	76330	4242		RADEMACHER COMPANIES, INC.		Check		
				E 01	020 301 096 830 430 Food for Liddane's class			\$2.35	
	PO#:	Voucher #:	41223	Invoice	Invoice No: 00057996	2/9/2024		Paid Amt:	\$2.35
								Check Amount:	\$2.35
0485	PCB	76331	3113		REPUBLIC SERVICES #891		Check		
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$1,127.64	
	PO#:	Voucher #:	41224	Invoice	Invoice No: 0891-001330563	2/9/2024		Paid Amt:	\$1,127.64
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$1,308.47	
	PO#:	Voucher #:	41225	Invoice	Invoice No: 0891-001330562	2/9/2024		Paid Amt:	\$1,308.47
								Check Amount:	\$2,436.11
0485	PCB	76332	1460		RESOURCE TRAINING & SOL		Check		
				E 01	020 640 000 316 366 (640)Regional Crisis Team Meeting			\$50.00	
	PO#:	Voucher #:	41273	Invoice	Invoice No: 39894	2/9/2024		Paid Amt:	\$50.00
								Check Amount:	\$50.00
0485	PCB	76333	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401 Washer, Sink Tailpiece & Trap			\$13.46	
	PO#:	Voucher #:	41226	Invoice	Invoice No: 29796/3	2/9/2024		Paid Amt:	\$13.46
				E 01	005 810 000 000 401 Cable Pipe Heating			\$29.99	
	PO#:	Voucher #:	41227	Invoice	Invoice No: 29804/3	2/9/2024		Paid Amt:	\$29.99
								Check Amount:	\$43.45
0485	PCB	76334	3514		Ridpath, Pat		Check		
				E 01	020 296 055 000 420 Girls Basketball Official Maple Lake			\$150.00	
	PO#:	Voucher #:	41275	Invoice	Invoice No: 02.02.2024	2/9/2024		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76335	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 810 000 000 401 Spray paint and Nozle Rear Trigger			\$25.47	
	PO#:	Voucher #:	41328	Invoice	Invoice No: 865884	2/9/2024		Paid Amt:	\$25.47
								Check Amount:	\$25.47
0485	PCB	76336	3916		SAUK CENTRE PUBLIC SCHOOLS		Check		
				E 01	020 294 055 000 425 BB Scrimmage Fee 28			\$75.00	
	PO#:	Voucher #:	41228	Invoice	Invoice No: 01.30.2024	2/9/2024		Paid Amt:	\$75.00
								Check Amount:	\$75.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76337	1087		SCHOOL SPECIALTY		Check		
				E 01	020 260 255 000 430	560101-Test Tube Brushes		\$22.60	
				E 01	020 260 255 000 430	587031-PH Paper		\$51.95	
				E 01	020 260 255 000 430	1515162-PH 10 Buffer		\$9.48	
				E 01	020 260 255 000 430	1515133-PH 4 Buffer		\$12.46	
				E 01	020 260 255 000 430	2001149-PH 6 Buffer		\$11.94	
				E 01	020 260 255 000 430	2001201-PH 8 Buffer		\$11.68	
	PO#: 5629	Voucher #: 41229		Invoice	Invoice No: 308104461467	2/9/2024	Paid Amt:	\$120.11	
				E 01	020 260 255 000 430	578025-Benedict's Solution		\$36.45	
				E 01	020 260 255 000 430	578061-Biuret Solution		\$17.28	
				E 01	020 260 255 000 430	578895-Iodine		\$48.74	
	PO#: 5643	Voucher #: 41326		Invoice	Invoice No: 308104465318	2/9/2024	Paid Amt:	\$102.47	
							Check Amount:	\$222.58	
0485	PCB	76338	2558		Simmons, Carl		Check		
				E 01	020 294 055 000 420	Boys Basketball official EVW		\$80.00	
	PO#:	Voucher #: 41308		Invoice	Invoice No: 02.06.2024	2/9/2024	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0485	PCB	76339	2464		SPEER CHIROPRACTIC, PA		Check		
				E 01	005 760 000 720 305	DOT PHYSICAL G Popp		\$100.00	
	PO#:	Voucher #: 41230		Invoice	Invoice No: 01.26.2024	2/9/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76340	3270		STAPLES MOTLEY ISD #2170		Check		
				E 01	020 298 069 000 305	Speech Meet Lions Invitational		\$67.00	
	PO#:	Voucher #: 41304		Invoice	Invoice No: 02.06.2024	2/9/2024	Paid Amt:	\$67.00	
							Check Amount:	\$67.00	
0485	PCB	76341	3985		Swenson, Tom		Check		
				E 01	020 294 055 000 420	Double Ref		\$75.00	
	PO#:	Voucher #: 41231		Invoice	Invoice No: 01.29.2024	2/9/2024	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0485	PCB	76342	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 401	SUPPLIES		\$313.09	
	PO#:	Voucher #: 41288		Invoice	Invoice No: 253548413	2/9/2024	Paid Amt:	\$313.09	
				E 02	005 770 000 701 401	Pizza cutter wheel		\$11.33	
	PO#:	Voucher #: 41289		Invoice	Invoice No: 253551676	2/9/2024	Paid Amt:	\$11.33	
				E 02	005 770 000 701 401	Sheet Alum pan		\$61.75	
	PO#:	Voucher #: 41290		Invoice	Invoice No: 253550107	2/9/2024	Paid Amt:	\$61.75	
				E 02	005 770 000 701 401	WPRcent Holder Pot		\$20.96	
	PO#:	Voucher #: 41291		Invoice	Invoice No: 253547791	2/9/2024	Paid Amt:	\$20.96	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76342	2577		SYSKO WESTERN MN, INC.		Check
				E 02	005 770 000 701 490 LUNCH		\$465.98
PO#:	Voucher #:	41292	Invoice		Invoice No: 253558990	2/9/2024	Paid Amt: \$465.98
				E 02	005 770 000 701 490 LUNCH		\$2,066.38
				E 02	005 770 000 705 490 BREAKFAST		\$327.44
				E 02	005 770 000 701 401 SUPPLIES		\$154.41
PO#:	Voucher #:	41293	Invoice		Invoice No: 253569661	2/9/2024	Paid Amt: \$2,548.23
				E 02	005 770 000 701 491 Commodity		\$18.46
PO#:	Voucher #:	41294	Invoice		Invoice No: 253569659	2/9/2024	Paid Amt: \$18.46
				E 02	005 770 000 701 491 Commodity		\$18.46
PO#:	Voucher #:	41295	Invoice		Invoice No: 253569660	2/9/2024	Paid Amt: \$18.46
				E 02	005 770 000 705 490 BREAKFAST		\$74.55
PO#:	Voucher #:	41266	Invoice		Invoice No: 253562354	2/9/2024	Paid Amt: \$74.55
				E 02	005 770 000 701 491 Commodity		\$69.73
PO#:	Voucher #:	41267	Invoice		Invoice No: 253569665	2/9/2024	Paid Amt: \$69.73
				E 02	005 770 000 701 491 Commodity		\$69.73
PO#:	Voucher #:	41268	Invoice		Invoice No: 253569663	2/9/2024	Paid Amt: \$69.73
				E 02	005 770 000 701 490 LUNCH		\$3,008.61
				E 02	005 770 000 705 490 BREAKFAST		\$275.36
				E 02	005 770 000 701 401 SUPPLIES		\$166.13
PO#:	Voucher #:	41269	Invoice		Invoice No: 253569664	2/9/2024	Paid Amt: \$3,450.10
				E 02	005 770 000 705 490 BREAKFAST		\$784.36
PO#:	Voucher #:	41270	Invoice		Invoice No: 253569662	2/9/2024	Paid Amt: \$784.36
				E 02	005 770 000 701 491 Commodity		\$120.41
PO#:	Voucher #:	41232	Invoice		Invoice No: 253563498	2/9/2024	Paid Amt: \$120.41
				E 02	005 770 000 701 491 Commodity		\$93.87
PO#:	Voucher #:	41233	Invoice		Invoice No: 253563494	2/9/2024	Paid Amt: \$93.87
				E 02	005 770 000 701 491 Commodity		\$57.19
PO#:	Voucher #:	41234	Invoice		Invoice No: 01.22.2024	2/9/2024	Paid Amt: \$57.19
				E 02	005 770 000 705 490 BREAKFAST		\$725.48
PO#:	Voucher #:	41235	Invoice		Invoice No: 253563495	2/9/2024	Paid Amt: \$725.48
				E 02	005 770 000 705 490 BREAKFAST		\$913.32
PO#:	Voucher #:	41236	Invoice		Invoice No: 253558987	2/9/2024	Paid Amt: \$913.32
				E 02	005 770 000 701 490 LUNCH		\$3,013.14
				E 02	005 770 000 705 490 BREAKFAST		\$114.72
				E 02	005 770 000 701 401 SUPPLIES		\$93.71
PO#:	Voucher #:	41237	Invoice		Invoice No: 253558988	30 2/9/2024	Paid Amt: \$3,221.57
				E 02	005 770 000 701 490 LUNCH		\$2,326.44

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76342	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 401	SUPPLIES		\$144.40	
PO#:	Voucher #:	41239	Invoice		Invoice No: 253563496	2/9/2024	Paid Amt:	\$2,470.84	
				E 02	005 770 000 701 490	LUNCH		\$271.25	
PO#:	Voucher #:	41240	Invoice		Invoice No: 253563497	2/9/2024	Paid Amt:	\$271.25	
				E 02	005 770 000 705 490	BREAKFAST		\$66.77	
PO#:	Voucher #:	41241	Invoice		Invoice No: 253558991	2/9/2024	Paid Amt:	\$66.77	
				E 04	005 570 000 000 490	MAP		\$309.64	
PO#:	Voucher #:	41242	Invoice		Invoice No: 253563493	2/9/2024	Paid Amt:	\$309.64	
				E 02	005 770 000 701 490	LUNCH		\$2,991.43	
				E 02	005 770 000 705 490	BREAKFAST		\$73.08	
				E 02	005 770 000 701 401	SUPPLIES		\$134.93	
PO#:	Voucher #:	41243	Invoice		Invoice No: 253563492	2/9/2024	Paid Amt:	\$3,199.44	
							Check Amount:	\$19,356.51	
0485	PCB	76343	3604		T & M SHOOTING SPORTS INC.		Check		
				E 01	020 292 087 000 401	Clays and Shells		\$3,736.00	
PO#:	Voucher #:	41246	Invoice		Invoice No: 79171	2/9/2024	Paid Amt:	\$3,736.00	
							Check Amount:	\$3,736.00	
0485	PCB	76344	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$100.00	
PO#:	Voucher #:	41244	Invoice		Invoice No: 01.21.2024	2/9/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76345	1578		TRAINING ROOM INC		Check		
				E 01	020 294 056 000 430	Mat Tape		\$266.08	
PO#:	Voucher #:	41248	Invoice		Invoice No: 101156	2/9/2024	Paid Amt:	\$266.08	
							Check Amount:	\$266.08	
0485	PCB	76346	3672		TYLER TECHNOLOGIES, INC		Check		
				E 01	005 760 000 720 305	PACE Subscription & Support & Maint Agreem		\$6,073.13	
PO#:	Voucher #:	41256	Invoice		Invoice No: 045-448951	2/9/2024	Paid Amt:	\$6,073.13	
				E 01	005 760 000 720 305	Tax Credit		\$417.13	
PO#:	Voucher #:	41257	Credit		Invoice No: 045-451817	2/9/2024	Paid Amt:	(\$417.13)	
							Check Amount:	\$5,656.00	
0485	PCB	76347	4528		U.S. BANK		Check		
				E 07	005 910 000 000 790	BUILDING BONDS		\$550.00	
PO#:	Voucher #:	41321	Invoice		Invoice No: 6960853	2/9/2024	Paid Amt:	\$550.00	
							Check Amount:	\$550.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76348	1582		UHL COMPANY, INC		Check		
				E 01	005 810 000 000 350	Elementary School HVAC Repair		\$1,070.40	
	PO#:	Voucher #:	41327	Invoice	Invoice No: 59075A	2/9/2024	Paid Amt:	\$1,070.40	
							Check Amount:	\$1,070.40	
0485	PCB	76349	4868		White, Carlton		Check		
				E 01	020 294 055 000 420	Boys Basketball official EVW		\$80.00	
	PO#:	Voucher #:	41305	Invoice	Invoice No: 02.06.2024	2/9/2024	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0485	PCB	76350	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 260 255 000 430	Books		\$27.21	
	PO#:	Voucher #:	41358	Invoice	Invoice No: 1FC3-67RJ-6Y6C	2/16/2024	Paid Amt:	\$27.21	
				E 01	020 260 000 000 430	Headphones		\$70.97	
	PO#:	Voucher #:	41359	Invoice	Invoice No: 179Q-G9MV-9TQ3	2/16/2024	Paid Amt:	\$70.97	
				E 01	020 292 057 000 401	Large Pop up Beach Tent		\$43.99	
	PO#:	Voucher #:	41399	Invoice	Invoice No: 1JRW-VD6K-3Y47	2/16/2024	Paid Amt:	\$43.99	
				E 01	020 211 936 000 401	PBIS supplies		\$202.56	
	PO#:	Voucher #:	41400	Invoice	Invoice No: 1RD3-HWJG-7NWW	2/16/2024	Paid Amt:	\$202.56	
							Check Amount:	\$344.73	
0485	PCB	76351	4180		AUTO VALUE LITTLE FALLS		Check		
				E 01	005 760 000 720 401	Halogen Bulbs, Squeegee, 3 Ton Jack		\$342.83	
	PO#:	Voucher #:	41396	Invoice	Invoice No: 12047148	2/16/2024	Paid Amt:	\$342.83	
				E 01	005 760 000 720 401	Floor Dry		\$20.99	
	PO#:	Voucher #:	41397	Invoice	Invoice No: 12047158	2/16/2024	Paid Amt:	\$20.99	
				E 01	005 760 000 720 401	Engine Oil Filter		\$12.78	
	PO#:	Voucher #:	41398	Invoice	Invoice No: 12048121	2/16/2024	Paid Amt:	\$12.78	
							Check Amount:	\$376.60	
0485	PCB	76352	1042		BATTERIES PLUS		Check		
				E 01	005 810 000 000 401	Light Bulbs and Batteries		\$271.39	
	PO#:	Voucher #:	41360	Invoice	Invoice No: P70349770	2/16/2024	Paid Amt:	\$271.39	
							Check Amount:	\$271.39	
0485	PCB	76353	4223		Bemboom, Tyler		Check		
				E 01	020 294 056 000 420	WR OFFICIAL		\$170.00	
	PO#:	Voucher #:	41361	Invoice	Invoice No: 02.08.2024	2/16/2024	Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
0485	PCB	76354	4360		BENEFIT EXTRAS, INC.		Check		
				E 01	005 110 000 000 305	COBRA Processing Fee & Letters		\$65.00	
	PO#:	Voucher #:	41362	Invoice	Invoice No: 120658	2/16/2024	Paid Amt:	\$65.00	
							Check Amount:	\$65.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76355	1860		BROWERVILLE HIGH SCHOOL		Check		
				E 01	020 298 069 000 305	Speech Competition Fee		\$56.00	
	PO#:	Voucher #:	41363	Invoice	Invoice No: 02.13.2024	2/16/2024	Paid Amt:	\$56.00	
							Check Amount:	\$56.00	
0485	PCB	76356	3344		CDW-GOVERNMENT		Check		
				E 01	020 211 690 000 401	SFD-KEY Middle Atlantic Keys for Standard Fr		\$22.02	
	PO#: 5642	Voucher #:	41364	Invoice	Invoice No: PJ84387	2/16/2024	Paid Amt:	\$22.02	
							Check Amount:	\$22.02	
0485	PCB	76357	1132		ECKROTH MUSIC CO		Check		
				E 01	020 258 000 000 430	Pro Mark Drum Sticks 5B Wood Tip 2 Pieces		\$78.60	
				E 01	020 258 000 000 430	Mike Balter Mallets Yarn Soft Red Birch Qty. 2		\$57.80	
	PO#: 5621	Voucher #:	41365	Invoice	Invoice No: 5145443	2/16/2024	Paid Amt:	\$136.40	
							Check Amount:	\$136.40	
0485	PCB	76358	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	Feb 12 Regular Meeting Agenda		\$77.00	
	PO#:	Voucher #:	41366	Invoice	Invoice No: 985190	2/16/2024	Paid Amt:	\$77.00	
							Check Amount:	\$77.00	
0485	PCB	76359	3429		ECMECC ISD 911		Check		
				E 01	020 690 690 000 366	2024 Technical Leadership Conference		\$250.00	
	PO#:	Voucher #:	41395	Invoice	Invoice No: 2751	2/16/2024	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0485	PCB	76360	1165		FLINN SCIENTIFIC INC		Check		
				E 01	020 260 000 000 430	Conglomerate Samples		\$9.77	
				E 01	020 260 000 000 430	Phyllite Samples		\$10.80	
				E 01	020 260 000 000 430	Schist Samples		\$9.89	
				E 01	020 260 000 000 430	Shipping		\$7.50	
	PO#: 5610	Voucher #:	41367	Invoice	Invoice No: 2950188	2/16/2024	Paid Amt:	\$37.96	
							Check Amount:	\$37.96	
0485	PCB	76361	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Custodial Supplies		\$4,733.40	
	PO#:	Voucher #:	41368	Invoice	Invoice No: 605383004	2/16/2024	Paid Amt:	\$4,733.40	
							Check Amount:	\$4,733.40	
0485	PCB	76362	4215		HORTICULTURAL PRODUCTS & SERVICES		Check		
				E 01	020 301 000 830 433	Green House Seed Order		\$463.75	
	PO#: 5648	Voucher #:	41369	Invoice	Invoice No: 112888	2/16/2024	Paid Amt:	\$463.75	
							Check Amount:	\$463.75	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76363	1247		J W PEPPER & SON INC		Check		
				E 01	020 259 000 000 430	10335633-Payphone CD		\$26.99	
	PO#: 5633	Voucher #:	41371	Invoice	Invoice No: 366170454	2/16/2024	Paid Amt:	\$26.99	
							Check Amount:	\$26.99	
0485	PCB	76364	2336		JACKIE SCHILLER, MN BPA		Check		
				E 01	020 298 073 000 401	STATE LEADERSHIP		\$765.00	
	PO#:	Voucher #:	41370	Invoice	Invoice No: 260-161	2/16/2024	Paid Amt:	\$765.00	
							Check Amount:	\$765.00	
0485	PCB	76365	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$299.80	
	PO#:	Voucher #:	41372	Invoice	Invoice No: 5025420	2/16/2024	Paid Amt:	\$299.80	
				E 02	005 770 000 701 490	MILK		\$464.70	
	PO#:	Voucher #:	41373	Invoice	Invoice No: 5025327	2/16/2024	Paid Amt:	\$464.70	
				E 02	005 770 000 701 490	MILK		\$284.80	
	PO#:	Voucher #:	41408	Invoice	Invoice No: 5030433	2/16/2024	Paid Amt:	\$284.80	
				E 02	005 770 000 701 490	MILK		\$239.90	
	PO#:	Voucher #:	41409	Invoice	Invoice No: 5030557	2/16/2024	Paid Amt:	\$239.90	
							Check Amount:	\$1,289.20	
0485	PCB	76366	1764		Kimman, Scott		Check		
				E 01	020 294 055 000 420	BBB Official Kimball		\$150.00	
	PO#:	Voucher #:	41374	Invoice	Invoice No: 02.13.2024	2/16/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76367	4809		Liddane, Joelle		Check		
				E 01	020 211 000 302 460	Reimbursement Life Skills Items		\$62.49	
	PO#:	Voucher #:	41375	Invoice	Invoice No: 02.02.2024	2/16/2024	Paid Amt:	\$62.49	
							Check Amount:	\$62.49	
0485	PCB	76368	4699		MAHS		Check		
				E 12	020 298 036 301 401	Minnesota Honor Society Certificates		\$55.00	
				E 12	020 298 036 301 401	Shipping		\$7.00	
	PO#: 5653	Voucher #:	41376	Invoice	Invoice No: 6413	2/16/2024	Paid Amt:	\$62.00	
							Check Amount:	\$62.00	
0485	PCB	76369	1314		MASSP		Check		
				E 01	020 050 000 000 366	MASSP WINTER CONF.		\$350.00	
	PO#:	Voucher #:	41401	Invoice	Invoice No: WC8019	2/16/2024	Paid Amt:	\$350.00	
							Check Amount:	\$350.00	
0485	PCB	76370	3258		MINNESOTA CLAY USA	34	Check		
				E 01	020 212 000 000 430	White Earthenware Cone 06-2-WET		\$108.75	
				E 01	020 212 000 000 430	MB 6 White Stoneware Cone 6-WET		\$157.35	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76370	3258		MINNESOTA CLAY USA		Check
				E 01	020 212 000 000 430	Kit 3 Stroke and Coat 2 oz. Mayco	\$44.20
				E 01	020 212 000 000 430	SC-6 Sunkissed Pint Mayco	\$17.85
				E 01	020 212 000 000 430	SC-7 Leapin Lizard Pint Mayco	\$0.00
				E 01	020 212 000 000 430	SC-73 Candy Apple Red Pint Mayo	\$17.85
				E 01	020 212 000 000 430	SC-33 Fruit of the Vine Pint Mayco	\$17.85
				E 01	020 212 000 000 430	SW-177 Raspberry Mist Pint Mayco	\$14.45
				E 01	020 212 000 000 430	SW-176 Sandstone Pint Mayco	\$14.45
				E 01	020 212 000 000 430	SW-101 Stoned Denim Pint Mayco	\$11.26
				E 01	020 212 000 000 430	SW-131 Birch Pint Mayco	\$11.26
				E 01	020 212 000 000 430	SW-189 Cenote Pint Mayco	\$14.45
				E 01	020 212 000 000 430	Palletize and Shrinkwrap charge	\$17.85
	PO#: 5652	Voucher #: 41377	Invoice	Invoice No: 143267		2/16/2024	Paid Amt: \$447.57
			E 01	020 212 000 000 430	Clay		\$154.67
	PO#:	Voucher #: 41378	Invoice	Invoice No: 143354		2/16/2024	Paid Amt: \$154.67
							Check Amount: \$602.24
0485	PCB	76371	1406		PAN-O-GOLD BAKING CO		Check
				E 02	005 770 000 701 490	BREAD	\$50.83
	PO#:	Voucher #: 41379	Invoice	Invoice No: 10000624043003		2/16/2024	Paid Amt: \$50.83
			E 02	005 770 000 701 490	BREAD		\$76.22
	PO#:	Voucher #: 41380	Invoice	Invoice No: 10000624043004		2/16/2024	Paid Amt: \$76.22
							Check Amount: \$127.05
0485	PCB	76372	2084		PAUL ZIMNY		Check
				E 01	005 760 000 720 401	Reimbursement of Van Part	\$50.98
	PO#:	Voucher #: 41391	Invoice	Invoice No: 02.12.2024		2/16/2024	Paid Amt: \$50.98
							Check Amount: \$50.98
0485	PCB	76373	4651		STANFIELD, Landon		Check
				E 01	020 294 055 000 305	BBB Official Kimball	\$150.00
	PO#:	Voucher #: 41381	Invoice	Invoice No: 02.13.2024		2/16/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
0485	PCB	76374	2577		SYSCO WESTERN MN, INC.		Check
				E 02	005 770 000 705 490	BREAKFAST	\$270.30
	PO#:	Voucher #: 41392	Invoice	Invoice No: 253574172		2/16/2024	Paid Amt: \$270.30
			E 02	005 770 000 705 490	BREAKFAST		\$534.79
	PO#:	Voucher #: 41393	Invoice	Invoice No: 253574173		2/16/2024	Paid Amt: \$534.79
			E 02	005 770 000 701 491	Commodity		\$32.08
	PO#:	Voucher #: 41383	Invoice	Invoice No: 253574170		2/16/2024	Paid Amt: \$32.08
			E 02	005 770 000 701 491	Commodity		\$18.59
	PO#:	Voucher #: 41384	Invoice	Invoice No: 253574175		2/16/2024	Paid Amt: \$18.59

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76374	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	LUNCH		\$2,061.97	
				E 02	005 770 000 701 401	SUPPLIES		\$24.18	
PO#:	Voucher #:	41385	Invoice		Invoice No: 253574171		2/16/2024	Paid Amt:	\$2,086.15
				E 02	005 770 000 701 490	LUNCH		\$2,280.13	
				E 02	005 770 000 701 401	SUPPLIES		\$170.18	
PO#:	Voucher #:	41386	Invoice		Invoice No: 253574174		2/16/2024	Paid Amt:	\$2,450.31
				E 02	005 770 000 701 490	LUNCH		\$71.26	
				E 02	005 770 000 701 401	SUPPLIES		\$52.03	
PO#:	Voucher #:	41387	Invoice		Invoice No: 253574176		2/16/2024	Paid Amt:	\$123.29
				E 02	005 770 000 701 401	Supply Credit		\$78.79	
PO#:	Voucher #:	41389	Credit		Invoice No: 15323255P		2/16/2024	Paid Amt:	(\$78.79)
				E 02	005 770 000 705 490	Credit Breakfast		\$165.54	
PO#:	Voucher #:	41390	Credit		Invoice No: 15323289P		2/16/2024	Paid Amt:	(\$165.54)
								Check Amount:	\$5,271.18
0485	PCB	76375	4213		TIM SANBORN		Check		
				E 01	020 294 055 000 305	BBB Official Kimball		\$150.00	
PO#:	Voucher #:	41382	Invoice		Invoice No: 02.13.2024		2/16/2024	Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76376	4764		Yager's Fire Protection		Check		
				E 01	005 865 000 363 305	Fire Extinguisher Repair		\$135.50	
PO#:	Voucher #:	41394	Invoice		Invoice No: 12504		2/16/2024	Paid Amt:	\$135.50
								Check Amount:	\$135.50
0485	PCB	76377	4890		Reinhardt, Steven		Check		
				B 01	215 000	Replace Direct deposit that was returned to ba		\$1,288.62	
PO#:	Voucher #:	41410	Invoice		Invoice No: 02.16.2024		2/16/2024	Paid Amt:	\$1,288.62
								Check Amount:	\$1,288.62
0485	PCB	76378	4890		Reinhardt, Steven		Check		
				B 01	215 000	Replace Direct deposit that was returned to ba		\$1,400.04	
PO#:	Voucher #:	41446	Invoice		Invoice No: 02.22.2024		2/22/2024	Paid Amt:	\$1,400.04
								Check Amount:	\$1,400.04
0485	PCB	76379	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	005 110 000 000 401	Office Supplies		\$37.56	
PO#:	Voucher #:	41452	Invoice		Invoice No: 1L36-VDJ9-CRV7		2/23/2024	Paid Amt:	\$37.56
				E 01	020 211 690 000 401	Zarimi Compressed air Duster		\$48.89	
				E 01	020 211 690 000 401	Office Depot Cleaning Dusters, 10 Oz, Pack O		\$52.95	
PO#: 5656	Voucher #:	41412	Invoice		Invoice No: 1LDD-LLLJ-937L		2/23/2024	Paid Amt:	\$101.84

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76379	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	005 110 000 000 401	Office Supplies		\$106.30	
PO#:	Voucher #:	41413	Invoice		Invoice No: 1XHD-41V4-NR7N	2/23/2024	Paid Amt:	\$106.30	
				E 01	020 260 255 000 430	Vinyl Exam Gloves, Dishwasher Detergent & b		\$125.68	
PO#:	Voucher #:	41414	Invoice		Invoice No: 1(RX-3YWT-G6MN	2/23/2024	Paid Amt:	\$125.68	
				E 01	005 110 000 000 401	Office Supply Credit		\$37.56	
PO#:	Voucher #:	41448	Credit		Invoice No: 1PTP-NXP4-4NKL	2/23/2024	Paid Amt:	(\$37.56)	
							Check Amount:	\$333.82	
0485	PCB	76380	4460		CARLIN SALES CORP		Check		
				E 01	020 301 000 830 433	Greenhouse Supplies		\$2,620.32	
PO#: 5651	Voucher #:	41411	Invoice		Invoice No: 4014785-00	2/23/2024	Paid Amt:	\$2,620.32	
							Check Amount:	\$2,620.32	
0485	PCB	76381	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,078.27	
				E 01	005 760 000 720 442	Discount		(\$39.73)	
PO#:	Voucher #:	41431	Invoice		Invoice No: 5210049	2/23/2024	Paid Amt:	\$1,038.54	
							Check Amount:	\$1,038.54	
0485	PCB	76382	3763		Cheeley, Pete		Check		
				E 01	020 294 055 000 305	BBB Official Holdingford		\$80.00	
PO#:	Voucher #:	41439	Invoice		Invoice No: 02.20.2024	2/23/2024	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0485	PCB	76383	4237		DSC Communications		Check		
				E 01	005 715 000 342 319	Portable SL300 UHF 403-470Mhz 3 Watts 99 (\$1,527.00	
				E 01	005 715 000 342 319	Charger SL Series Desktop Single Unit		\$88.29	
				E 01	005 715 000 342 319	Swivel Earpiece With Mic		\$48.00	
				E 01	005 715 000 342 319	FCC License/Coordination - 3 Additional Frequ		\$245.00	
				E 01	005 715 000 342 319	Programming of 1 Subscriber, Mobile, Pager, F		\$0.00	
				E 01	005 715 000 342 319	Cloning of Each Additional Subscriber, Mobile,		\$0.00	
				E 01	005 715 000 342 319	Reprogramming of 1st existing radio to add EC		\$0.00	
				E 01	005 715 000 342 319	Reprogramming of 27 existing radios to add E(\$0.00	
				E 01	005 715 000 342 319	Fixed Fee		\$420.00	
				E 01	005 715 000 342 319	Discount Equipment		(\$150.00)	
				E 01	005 715 000 342 319	Computer & Technology		\$0.00	
PO#: 5614	Voucher #:	41450	Invoice		Invoice No: 2241352	2/23/2024	Paid Amt:	\$2,178.29	
							Check Amount:	\$2,178.29	
0485	PCB	76384	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	January 8 Regular Meeting		\$65.00	
PO#:	Voucher #:	41434	Invoice		Invoice No: 986012	2/23/2024	Paid Amt:	\$65.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76384	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	January 8 Organizational Minutes		\$236.00	
	PO#:	Voucher #:	41435	Invoice	Invoice No: 986011	2/23/2024		Paid Amt:	\$236.00
								Check Amount:	\$301.00
0485	PCB	76385	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Solenoid Valve Assembly		\$232.96	
	PO#:	Voucher #:	41417	Invoice	Invoice No: 700577073	2/23/2024		Paid Amt:	\$232.96
								Check Amount:	\$232.96
0485	PCB	76386	3949		JOEL SWENSON		Check		
				E 01	020 050 000 000 366	Conference Reimbursement		\$211.05	
	PO#:	Voucher #:	41456	Invoice	Invoice No: 02.21.2024	2/23/2024		Paid Amt:	\$211.05
								Check Amount:	\$211.05
0485	PCB	76387	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$419.80	
	PO#:	Voucher #:	41420	Invoice	Invoice No: 5040201	2/23/2024		Paid Amt:	\$419.80
				E 02	005 770 000 701 490	MILK		\$404.85	
	PO#:	Voucher #:	41421	Invoice	Invoice No: 5036370	2/23/2024		Paid Amt:	\$404.85
								Check Amount:	\$824.65
0485	PCB	76388	2692		KEVIN RUEN		Check		
				E 01	020 296 055 000 305	GBB Official ACGC		\$150.00	
	PO#:	Voucher #:	41443	Invoice	Invoice No: 02.20.2024	2/23/2024		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76389	1764		Kimman, Scott		Check		
				E 01	020 294 055 000 305	BBB Official Holdingford		\$150.00	
	PO#:	Voucher #:	41442	Invoice	Invoice No: 02.20.2024	2/23/2024		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76390	4758		LIBERTY MUTUAL INSURANCE		Check		
				E 01	005 760 000 720 340	AUTO		\$1,951.89	
				E 01	005 940 000 000 340	UMBRELL/PACKAGE		\$6,304.15	
	PO#:	Voucher #:	41433	Invoice	Invoice No: 14795054	2/23/2024		Paid Amt:	\$8,256.04
								Check Amount:	\$8,256.04
0485	PCB	76391	1790		Lofstrom, Joel		Check		
				E 01	020 294 055 000 305	BBB Official Holdingford		\$150.00	
	PO#:	Voucher #:	41441	Invoice	Invoice No: 02.20.2024	2/23/2024		Paid Amt:	\$150.00
								Check Amount:	\$150.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76392	1306		MAPLE LAKE PUBLIC SCHOOLS		Check		
				E 01	020 298 069 000 401	SPEECH REGISTRATION		\$56.00	
	PO#:	Voucher #:	41445	Invoice	Invoice No: 02.21.2024			Paid Amt:	\$56.00
								Check Amount:	\$56.00
0485	PCB	76393	1899		MARCO TECHNOLOGIES, LLC		Check		
				E 01	005 690 690 000 305	Nurse line & Elementary auto attendant		\$92.50	
	PO#:	Voucher #:	41430	Invoice	Invoice No: INV12177990			Paid Amt:	\$92.50
								Check Amount:	\$92.50
0485	PCB	76394	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 0191115490		\$519.61	
	PO#:	Voucher #:	41432	Invoice	Invoice No: 019703530810			Paid Amt:	\$519.61
								Check Amount:	\$519.61
0485	PCB	76395	3012		NICK OTTERSON		Check		
				E 01	020 294 055 000 305	BBB Official Holdingford		\$150.00	
	PO#:	Voucher #:	41440	Invoice	Invoice No: 02.20.2024			Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76396	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$107.40	
	PO#:	Voucher #:	41418	Invoice	Invoice No: 10000624050005			Paid Amt:	\$107.40
				E 02	005 770 000 701 490	BREAD		\$98.88	
	PO#:	Voucher #:	41419	Invoice	Invoice No: 10000624050004			Paid Amt:	\$98.88
								Check Amount:	\$206.28
0485	PCB	76397	4658		REGION 5A		Check		
				R 01	000 294 056 000 062	Wrestling Section Admission		\$760.00	
	PO#:	Voucher #:	41447	Invoice	Invoice No: 02.21.2024			Paid Amt:	\$760.00
								Check Amount:	\$760.00
0485	PCB	76398	4658		REGION 5A		Check		
				E 01	020 298 070 000 401	Large Group Fee Choir		\$100.00	
	PO#:	Voucher #:	41454	Invoice	Invoice No: 02.22.2024			Paid Amt:	\$100.00
								Check Amount:	\$100.00
0485	PCB	76399	4658		REGION 5A		Check		
				E 01	020 298 065 000 401	Large Group Fee Band		\$100.00	
	PO#:	Voucher #:	41455	Invoice	Invoice No: 02-22-2024			Paid Amt:	\$100.00
								Check Amount:	\$100.00
0485	PCB	76400	4654		Sandberg, John		Check		
				E 01	020 296 055 000 305	GBB Official ACGC 39		\$150.00	
	PO#:	Voucher #:	41444	Invoice	Invoice No: 02.20.2024			Paid Amt:	\$150.00
								Check Amount:	\$150.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76401	1087		SCHOOL SPECIALTY		Check
				E 01	020 260 255 000 430	Clay	\$28.95
				E 01	020 260 255 000 430	Modeling Clay, Terra Cotta, 1 lb.	\$15.25
				E 01	020 260 255 000 430	Modeling Clay, Cream, 1 lb.	\$15.25
				E 01	020 260 255 000 430	Eisco Labs Test Tube Brushes, Nylon, 20 Millir	\$26.64
				E 01	020 260 255 000 430	Frey Scientific Reusable Heat Pack, 8x8 inche	\$28.72
				E 01	020 260 255 000 430	Dixon Oriole No. 2 Pre-sharpened pencils	\$72.00
				E 01	020 260 255 000 430	5-Hole Punched Filler Paper with red margin	\$16.35
				E 01	020 260 255 000 430	Frey Scientific Steel Tuning Forks 256-512 Her	\$34.31
				E 01	020 260 255 000 430	3 Hole Punched filler paper	\$10.15
				E 01	020 260 255 000 430	Frey Scientific Ball and Ring Apparatus, Brass	\$14.16
				E 01	020 260 255 000 430	Dual Temperature Mini Glue Sticks	\$18.30
				E 01	020 260 255 000 430	Dual Temperature Glue Gun	\$24.16
				E 01	020 260 255 000 430	Surebonder Mini Low Temp Glue Gun 10 Watt	\$27.90
				E 01	020 260 255 000 430	Creativity Street Pony Beads, Purple	\$5.39
				E 01	020 260 255 000 430	Creativity Steet Pony Beads, Orange	\$5.39
				E 01	020 260 255 000 430	Creativity Street Pony Beads, Green	\$5.39
				E 01	020 260 255 000 430	Creativity Street Pony Beads, White	\$5.39
				E 01	020 260 255 000 430	Creativity Street Pony Beads, Yellow	\$5.39
				E 01	020 260 255 000 430	Creativity Street Pony Beads, Black	\$5.39
				E 01	020 260 255 000 430	Creativity Street Pony Beads, Red	\$5.39
				E 01	020 260 255 000 430	Creativity Street Pony Beads, Blue	\$5.39
				E 01	020 260 255 000 430	Creativity Steet Pony Beads, Pink	\$5.39
	PO#: 5646	Voucher #: 41416		Invoice	Invoice No: 308104467499	2/23/2024	Paid Amt: \$380.65
							Check Amount: \$380.65
0485	PCB	76402	3309		SUNRAY PRINTING SOLUTIONS, INC		Check
				E 01	010 203 000 000 305	24%	\$786.28
				E 01	020 211 000 000 305	24%	\$786.28
				E 01	020 292 000 000 305	6%	\$196.57
				E 02	005 770 000 701 305	6%	\$196.57
				E 04	005 505 000 321 305	40%	\$1,310.48
	PO#:	Voucher #: 41453		Invoice	Invoice No: 24181	2/23/2024	Paid Amt: \$3,276.18
							Check Amount: \$3,276.18
0485	PCB	76403	2577		SYSCO WESTERN MN, INC.		Check
				E 02	005 770 000 701 490	LUNCH	\$141.23
	PO#:	Voucher #: 41415		Invoice	Invoice No: 253569784	2/23/2024	Paid Amt: \$141.23
				E 02	005 770 000 701 490	LUNCH	\$796.11
				E 02	005 770 000 705 490	BREAKFAST	\$224.68

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76403	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 401	SUPPLIES		\$146.39	
PO#:	Voucher #:	41422	Invoice	Invoice No:	253578590	2/23/2024	Paid Amt:	\$1,167.18	
				E 02	005 770 000 705 490	Breakfast credit		\$4.48	
PO#:	Voucher #:	41424	Credit	Invoice No:	253579030	2/23/2024	Paid Amt:	(\$4.48)	
				E 02	005 770 000 701 491	Commodity		\$12.20	
PO#:	Voucher #:	41425	Invoice	Invoice No:	253578589	2/23/2024	Paid Amt:	\$12.20	
				E 02	005 770 000 701 401	SUPPLIES		\$179.85	
PO#:	Voucher #:	41426	Invoice	Invoice No:	253578591	2/23/2024	Paid Amt:	\$179.85	
				E 02	005 770 000 705 490	BREAKFAST		\$570.53	
PO#:	Voucher #:	41427	Invoice	Invoice No:	253578592	2/23/2024	Paid Amt:	\$570.53	
				E 02	005 770 000 701 490	LUNCH		\$1,297.60	
				E 02	005 770 000 701 401	SUPPLIES		\$207.66	
PO#:	Voucher #:	41428	Invoice	Invoice No:	253578593	2/23/2024	Paid Amt:	\$1,505.26	
				E 02	005 770 000 701 491	Commodity		\$62.38	
PO#:	Voucher #:	41429	Invoice	Invoice No:	253578594	2/23/2024	Paid Amt:	\$62.38	
							Check Amount:	\$3,634.15	
0485	PCB	76404	1592		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$300.30	
PO#:	Voucher #:	41436	Invoice	Invoice No:	9956458790	2/23/2024	Paid Amt:	\$300.30	
							Check Amount:	\$300.30	
0485	PCB	76405	3791		Waytashek, Mary		Check		
				E 01	020 296 055 000 305	GBB Official ACGC		\$150.00	
PO#:	Voucher #:	41438	Invoice	Invoice No:	02.20.2024	2/23/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76406	1611		XCEL ENERGY		Check		
				E 01	005 810 000 000 440	Acct 51-4433400-5		\$13,510.53	
PO#:	Voucher #:	41437	Invoice	Invoice No:	864901780	2/23/2024	Paid Amt:	\$13,510.53	
							Check Amount:	\$13,510.53	
0485	PCB	76407	1715		DVS RENEWAL		Check		
				E 01	005 760 000 720 820	DVS RENEWAL		\$531.25	
PO#:	Voucher #:	41495	Invoice	Invoice No:	02.28.2024	2/28/2024	Paid Amt:	\$531.25	
							Check Amount:	\$531.25	
0485	PCB	76408	4433		TOUCHPOINT INDUSTRIES LLC		Check		
				E 01	005 690 000 000 555	Timeclock 1 Year Renewal - White Glove Servi		\$1,415.00	
PO#: 5630	Voucher #:	40909	Invoice	Invoice No:	163934	2/28/2024	Paid Amt:	\$1,415.00	
							Check Amount:	\$1,415.00	
							Report Total:	\$527,679.85	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann	\$683.89		
PO#:	Voucher #:	41161	Invoice		Invoice No: S2024140	2/1/2024	Paid Amt:	\$683.89	
				B 01	215 005	Tax Ann	\$171.23		
PO#:	Voucher #:	41162	Invoice		Invoice No: S2024140	2/1/2024	Paid Amt:	\$171.23	
				B 01	215 005	Tax Ann	\$1,586.47		
PO#:	Voucher #:	41163	Invoice		Invoice No: S2024140	2/1/2024	Paid Amt:	\$1,586.47	
				B 01	215 005	Tax Ann	\$8,479.53		
				B 04	215 005	Payroll Deductions	\$207.88		
PO#:	Voucher #:	41164	Invoice		Invoice No: S2024140	2/1/2024	Paid Amt:	\$8,687.41	
				B 01	215 005	Tax Ann	\$156.80		
PO#:	Voucher #:	41165	Invoice		Invoice No: S2024140	2/1/2024	Paid Amt:	\$156.80	
				B 01	215 005	Tax Ann	\$237.50		
PO#:	Voucher #:	41166	Invoice		Invoice No: S2024140	2/1/2024	Paid Amt:	\$237.50	
							Check Amount:	\$11,523.30	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA	\$30,084.43		
				B 04	215 018	TRA	\$809.56		
PO#:	Voucher #:	41160	Invoice		Invoice No: S2024140	2/2/2024	Paid Amt:	\$30,893.99	
							Check Amount:	\$30,893.99	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA	\$14,005.81		
				B 02	215 017	PERA	\$1,946.45		
				B 04	215 017	PERA	\$1,534.17		
PO#:	Voucher #:	41157	Invoice		Invoice No: S2024140	2/2/2024	Paid Amt:	\$17,486.43	
							Check Amount:	\$17,486.43	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA	\$12,768.45		
				B 02	215 084	HSA	\$45.00		
				B 04	215 084	Payroll Deductions	\$172.92		
PO#:	Voucher #:	41154	Invoice		Invoice No: S2024140	2/2/2024	Paid Amt:	\$12,986.37	
							Check Amount:	\$12,986.37	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax	\$10,005.33		
				B 02	215 013	State Tax	\$449.56		
				B 04	215 013	State Tax	\$516.62		
PO#:	Voucher #:	41347	Invoice		Invoice No: S2024150	42 2/26/2024	Paid Amt:	\$10,971.51	
							Check Amount:	\$10,971.51	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$683.89	
PO#:	Voucher #:	41350	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$683.89	
				B 01	215 005	Tax Ann		\$171.23	
PO#:	Voucher #:	41351	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$171.23	
				B 01	215 005	Tax Ann		\$1,586.47	
PO#:	Voucher #:	41352	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$1,586.47	
				B 01	215 005	Tax Ann		\$8,762.86	
				B 04	215 005	Payroll Deductions		\$207.88	
PO#:	Voucher #:	41353	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$8,970.74	
				B 01	215 005	Tax Ann		\$156.80	
PO#:	Voucher #:	41354	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$156.80	
				B 01	215 005	Tax Ann		\$237.50	
PO#:	Voucher #:	41355	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$237.50	
							Check Amount:	\$11,806.63	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$43,487.36	
				B 02	215 010	FICA		\$2,527.94	
				B 04	215 010	FICA		\$2,773.78	
				B 01	215 011	Federal Tax		\$17,152.73	
				B 02	215 011	Federal Tax		\$598.70	
				B 04	215 011	Federal Tax		\$643.04	
				B 01	215 011	Adjustment		(\$2,308.62)	
PO#:	Voucher #:	41356	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$64,874.93	
							Check Amount:	\$64,874.93	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$15,978.87	
				B 02	215 017	PERA		\$2,356.29	
				B 04	215 017	PERA		\$1,807.50	
PO#:	Voucher #:	41346	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$20,142.66	
							Check Amount:	\$20,142.66	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$30,245.23	
				B 04	215 018	TRA		\$832.66	
PO#:	Voucher #:	41349	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$31,077.89	
							Check Amount:	\$31,077.89	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,351.78	
				B 02	215 084	HSA		\$45.00	

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 04	215 084			Payroll Deductions	\$172.92
	PO#:	Voucher #:	41343	Invoice	Invoice No:	S2024150	2/26/2024	Paid Amt:	\$6,569.70
								Check Amount:	\$6,569.70
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Flex	\$200.00
	PO#:	Voucher #:	41461	Invoice	Invoice No:	02.01.2024	2/26/2024	Paid Amt:	\$200.00
								Check Amount:	\$200.00
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Flex	\$4.62
	PO#:	Voucher #:	41462	Invoice	Invoice No:	02.05.2024	2/26/2024	Paid Amt:	\$4.62
								Check Amount:	\$4.62
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Daycare	\$416.68
	PO#:	Voucher #:	41463	Invoice	Invoice No:	02.12.2024	2/26/2024	Paid Amt:	\$416.68
								Check Amount:	\$416.68
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Flex	\$6.46
	PO#:	Voucher #:	41464	Invoice	Invoice No:	02.13.2024	2/26/2024	Paid Amt:	\$6.46
								Check Amount:	\$6.46
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Flex	\$98.42
	PO#:	Voucher #:	41465	Invoice	Invoice No:	02.14.2024	2/26/2024	Paid Amt:	\$98.42
								Check Amount:	\$98.42
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Flex	\$112.19
	PO#:	Voucher #:	41466	Invoice	Invoice No:	02.17.2024	2/26/2024	Paid Amt:	\$112.19
								Check Amount:	\$112.19
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Flex	\$46.74
	PO#:	Voucher #:	41467	Invoice	Invoice No:	02/17/2024	2/26/2024	Paid Amt:	\$46.74
								Check Amount:	\$46.74
0485	PCB	4614			WEX		Wire		
				B 01	215 082			Daycare	\$208.34
	PO#:	Voucher #:	41468	Invoice	Invoice No:	02.20.2024	2/26/2024	Paid Amt:	\$208.34
								Check Amount:	\$208.34

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	Flex	\$40.00
PO#:	Voucher #:	41469	Invoice	Invoice No:	02.22.2024	2/26/2024	Paid Amt: \$40.00
							Check Amount: \$40.00
0485	PCB	4614			WEX		Wire
				E 01	005 110 000 000 305	WEX Service Fee Dec 2023	\$217.00
PO#:	Voucher #:	41470	Invoice	Invoice No:	0001896087-IN	2/26/2024	Paid Amt: \$217.00
							Check Amount: \$217.00
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
				B 01	215 010	FICA	\$44,330.88
				B 02	215 010	FICA	\$2,261.94
				B 04	215 010	FICA	\$2,568.20
				B 01	215 011	Federal Tax	\$17,380.24
				B 02	215 011	Federal Tax	\$455.97
				B 04	215 011	Federal Tax	\$547.15
PO#:	Voucher #:	41528	Invoice	Invoice No:	S2024160	2/29/2024	Paid Amt: \$67,544.38
							Check Amount: \$67,544.38
0485	PCB	4614			WEX		Wire
				B 01	215 082	Flex	\$1,000.00
PO#:	Voucher #:	41543	Invoice	Invoice No:	02.28.2024	2/29/2024	Paid Amt: \$1,000.00
							Check Amount: \$1,000.00
Report Total:							\$288,228.24

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$470,604.77
02	Food Service	\$37,691.20
04	Community Service	\$18,771.88
07	Debt Service	\$550.00
12	Student Activities	\$62.00
Report Total		\$527,679.85

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$264,747.11
02	Food Service	\$10,686.85
04	Community Service	\$12,794.28
Report Total		\$288,228.24

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19597	4295		AMAZON CAPITAL SERVICES		Check		
				E 12 020 298 053 301 401	Robotics Safety Glasses			\$44.50	
	PO#:	Voucher #:	41296	Invoice	Invoice No: 1H7V-Q361-FD4L	2/9/2024	Paid Amt:	\$44.50	
							Check Amount:	\$44.50	
0485	ACT	19598	2133		BERNICK'S		Check		
				E 12 020 298 018 301 401	POP PAYMENT			\$1,183.68	
	PO#:	Voucher #:	41297	Invoice	Invoice No: 10176051	2/9/2024	Paid Amt:	\$1,183.68	
				E 12 020 298 018 301 401	POP PAYMENT			\$460.32	
	PO#:	Voucher #:	41298	Invoice	Invoice No: 10173525	2/9/2024	Paid Amt:	\$460.32	
				E 12 020 298 018 301 401	POP PAYMENT			\$1,380.96	
	PO#:	Voucher #:	41299	Invoice	Invoice No: 10178705	2/9/2024	Paid Amt:	\$1,380.96	
							Check Amount:	\$3,024.96	
0485	ACT	19599	2150		Bratsch, Donna		Check		
				E 12 020 298 018 301 401	REIMB CONCESSION SUPPLIES			\$2,802.92	
	PO#:	Voucher #:	41301	Invoice	Invoice No: 02.05.2024	2/9/2024	Paid Amt:	\$2,802.92	
							Check Amount:	\$2,802.92	
0485	ACT	19600	1783		Cimenski, Melanie		Check		
				E 12 020 298 023 301 401	Painting supplies, costumes, props			\$653.56	
	PO#:	Voucher #:	41317	Invoice	Invoice No: 02.06.2024	2/9/2024	Paid Amt:	\$653.56	
							Check Amount:	\$653.56	
0485	ACT	19601	2135		GRANITE CITY JOBBING		Check		
				E 12 020 298 018 301 401	CONCESSIONS PRODUCTS			\$213.52	
	PO#:	Voucher #:	41300	Invoice	Invoice No: 370796	2/9/2024	Paid Amt:	\$213.52	
							Check Amount:	\$213.52	
0485	ACT	19602	3782		NATIONAL FFA ORGANIZATION		Check		
				E 12 020 298 030 301 369	FFA Jacket			\$1.00	
	PO#:	Voucher #:	41316	Invoice	Invoice No: MDS316970	2/9/2024	Paid Amt:	\$1.00	
							Check Amount:	\$1.00	
0485	ACT	19603	4889		Royalton School District		Check		
				E 12 020 298 018 301 401	Tranfer from SA to the General Fund			\$3,513.55	
	PO#:	Voucher #:	41310	Invoice	Invoice No: 02.01.2024	2/9/2024	Paid Amt:	\$3,513.55	
							Check Amount:	\$3,513.55	
0485	ACT	19604	2257		Skwira, Robert		Check		
				E 12 020 298 035 301 401	YES Club Tubing Activity			\$512.00	
	PO#:	Voucher #:	41311	Invoice	Invoice No: 01.31.2024	2/9/2024	Paid Amt:	\$512.00	
							Check Amount:	\$512.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19605	3604		T & M SHOOTING SPORTS INC.		Check		
				E 12	020 292 050 301 401 Clays and Shells			\$4,226.04	
	PO#:	Voucher #:	41247	Invoice	Invoice No: 79171B	2/9/2024	Paid Amt:	\$4,226.04	
							Check Amount:	\$4,226.04	
0485	ACT	19606	1061		BUDS TO BLOSSOMS		Check		
				E 12	020 294 046 301 401 WR PARENTS NIGHT FLOWERS			\$155.00	
	PO#:	Voucher #:	41402	Invoice	Invoice No: 854567	2/16/2024	Paid Amt:	\$155.00	
							Check Amount:	\$155.00	
0485	ACT	19607	1783		Cimenski, Melanie		Check		
				E 12	020 298 023 301 401 Ribbon & material for Mrs Pott's			\$32.94	
	PO#:	Voucher #:	41406	Invoice	Invoice No: 02.13.2024	2/16/2024	Paid Amt:	\$32.94	
							Check Amount:	\$32.94	
0485	ACT	19608	4357		JON KOENIG		Check		
				E 12	020 298 041 301 401 Can Crush Sales			\$25.98	
	PO#:	Voucher #:	41403	Invoice	Invoice No: 02.12.2024	2/16/2024	Paid Amt:	\$25.98	
				E 12	020 298 041 301 401 Can Crush Sales			\$25.98	
	PO#:	Voucher #:	41404	Invoice	Invoice No: 02.08.2024	2/16/2024	Paid Amt:	\$25.98	
							Check Amount:	\$51.96	
0485	ACT	19609	4375		MAIMOUNA TOURE		Check		
				E 12	020 298 041 301 401 Crush Can Sales			\$25.98	
	PO#:	Voucher #:	41405	Invoice	Invoice No: 02.12.2024	2/16/2024	Paid Amt:	\$25.98	
							Check Amount:	\$25.98	
0485	ACT	19610	3782		NATIONAL FFA ORGANIZATION		Check		
				E 12	020 298 030 301 369 State Degree			\$27.00	
	PO#:	Voucher #:	41407	Invoice	Invoice No: MDS318638	2/16/2024	Paid Amt:	\$27.00	
							Check Amount:	\$27.00	
0485	ACT	19611	4295		AMAZON CAPITAL SERVICES		Check		
				E 12	020 298 023 301 401 Theatre makeup			\$220.27	
	PO#:	Voucher #:	41449	Invoice	Invoice No: 1H93-TT9T-QT61	2/23/2024	Paid Amt:	\$220.27	
							Check Amount:	\$220.27	
0485	ACT	19612	3095		MUSIC FESTIVALS AND TOURS		Check		
				E 12	020 298 039 301 369 Group Excursion during band cruise			\$5,846.00	
	PO#:	Voucher #:	41457	Invoice	Invoice No: 02.19.2024	2/23/2024	Paid Amt:	\$5,846.00	
							Check Amount:	\$5,846.00	
								Report Total:	\$21,351.20

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Student Activities	\$21,351.20
Report Total	\$21,351.20

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: 1047	Baldzicki , Olivia															
	02/29/2024	S202416-0	P	EBENONW2	0.00		132.03	\$132.03	01-020-640-000-316-366	1	02/15/2024	02	Meal & Parking Exper		1038	
	Units Subtotal:			0.00	EBENONW2 Total:			\$132.03								
	Units:			0.00	Emp Pay:			\$132.03								
Id: 538	Bishop , Shari															
	02/15/2024	S202415-0	P	EBENONW2	0.00		26.40	\$26.40		1	01/31/2024	02	Mileage Reimburse		1038	
	02/15/2024	S202415-0	P	EBENONW2	0.00		16.88	\$16.88		1	01/31/2024	02	Mileage Reimburse		1038	
	Units Subtotal:			0.00	EBENONW2 Total:			\$43.28								
	Units:			0.00	Emp Pay:			\$43.28								
Id: 165	Graczyk , Tammy															
	02/29/2024	S202416-0	P	EBENONW2	0.00		19.98	\$19.98		1	02/15/2024	02	Uniform Allowance		1038	
	Units Subtotal:			0.00	EBENONW2 Total:			\$19.98								
	Units:			0.00	Emp Pay:			\$19.98								
Id: 178	Heinen , Karen															
	02/15/2024	S202415-0	P	EBENONW2	0.00		200.00	\$200.00	01-005-810-000-000-412	1	01/31/2024	02	Uniform Allowance		1038	
	Units Subtotal:			0.00	EBENONW2 Total:			\$200.00								
	Units:			0.00	Emp Pay:			\$200.00								
Id: 1076	Leisenheimer , Hannah															
	02/15/2024	S202415-0	P	EBENONW2	0.00		5.63	\$5.63		1	01/31/2024	02	Mileage Reimburse		1038	
	Units Subtotal:			0.00	EBENONW2 Total:			\$5.63								
	Units:			0.00	Emp Pay:			\$5.63								
Id: 263	Petron , Cynthia															
	02/15/2024	S202415-0	P	EBENONW2	0.00		7.50	\$7.50	01-010-203-000-000-366	1	01/31/2024	02	Mileage Reimburse		1038	
	02/15/2024	S202415-0	P	EBENONW2	0.00		60.30	\$60.30	01-010-203-000-000-366	1	01/31/2024	02	Mileage Reimburse		1038	
	Units Subtotal:			0.00	EBENONW2 Total:			\$67.80								
	Units:			0.00	Emp Pay:			\$67.80								
Id: 657	Popp , Thomas															
	02/29/2024	S202416-0	P	EBENONW2	0.00		10.00	\$10.00		1	02/15/2024	02	Meal Reimbursement		1038	
	Units Subtotal:			0.00	EBENONW2 Total:			\$10.00								
	Units:			0.00	Emp Pay:			\$10.00								
Employee Count	7	Totals:		0.00				51	\$478.72							

Resignation/Termination 03.14.24

Brittney Meehl	Preschool Teacher
----------------	-------------------

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;

Little Falls Machine has generously offered to donate \$250.00 to the Royalton Community Education Robotics to be used for registration, supplies, and/or tournament fees, and

Virnig Manufacturing had graciously donated \$500.00 to the Royalton Community Education Robotics to be used for registration, supplies, and/or tournament fees;

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 _____, 2024.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering



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

FY24 Budget Revision Presentation All Funds

FY24 Budget Revision Fund 01

Revenue:

1. **Special Education Cross-subsidy**
2. **Support Aid**
3. **Unemployment Reimbursement**

Expense:

1. **Wages & Benefits (contract settlements and unemployment)**
2. **Purchased Services (LTFM projects)**
3. **Supplies (curriculum and technology)**
4. **Capital Expenditures (facilities)**

Enrollment: 920 ADM's

Royalton School District

Original Budget FY24

Revised Budget FY24

General Fund 01

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
<u>EXPENDITURES</u>						
100 Salaries & Wages	\$ 6,082,205	\$ 6,412,479	\$ 6,007,286	\$ 6,722,489	\$ 310,010	4.83%
200 Employee Benefits	1,683,469	1,756,061	1,969,060	1,929,109	\$ 173,048	9.85%
300 Purchased Services	1,606,288	1,665,328	1,626,087	1,423,954	\$ (241,374)	-14.49%
400 Supplies & Materials	821,237	855,400	918,752	975,571	\$ 120,171	14.05%
500 Capital Expenditures	524,343	1,014,689	328,629	247,200	\$ (767,489)	-75.64%
800 Other Expenditures	1,866	22,546	11,684	34,555	\$ 12,009	53.26%
	<u>\$ 10,719,408</u>	<u>\$ 11,726,503</u>	<u>\$ 10,861,498</u>	<u>\$ 11,332,878</u>	<u>\$ (393,625)</u>	<u>-3.36%</u>
<u>REVENUE</u>						
	\$ 10,339,211	\$ 11,232,710	\$ 11,331,992	\$ 11,333,511	\$ 100,801	0.90%
Net Surplus/(Deficit)	<u>\$ (380,197)</u>	<u>\$ (493,793)</u>	<u>\$ 470,494</u>	<u>\$ 633</u>	<u>\$ 494,426</u>	

ROYALTON PUBLIC SCHOOLS
GENERAL FUND BALANCE SUMMARY

<i>Reserve Fund Balance</i>	Final FY22	Expenditures				Expenditures			
		Revenue FY23	FY23	Transfers	Final FY23	Revenue FY24	FY24	Transfers	FY24
Staff Development 403	\$ 121,768	\$ 141,984	\$ (263,752)	\$ -	\$ -	\$ 144,359	\$ (69,359)	\$ -	75,000
Operating Capital 424	472,767	261,450	(588,675)	-	145,542	222,727	(218,200)	-	150,069
Gifted and Talented 438	20,413	13,447	(27,929)	-	5,931	13,146	(23,463)	4,386	-
Safe Schools 449	74,831	37,257	(40,318)	-	71,770	34,844	(13,698)	-	92,916
Long Term Facilities Maint 467	67,509	177,642	(241,960)	-	3,191	199,651	(184,583)	-	18,259
Medical Assistance 472	108,568	17,031	(43,359)	-	82,240	15,000	(97,240)	-	-
TOTAL RESERVE FUND BALANCE	\$ 1,001,626	\$ 648,811	\$ (1,205,993)	\$ -	\$ 308,674	\$ 629,727	\$ (606,543)	\$ 4,386	336,244

<i>Unassigned Fund Balance</i>	Final FY22	Expenditures				Expenditures			
		Revenue FY23	FY23	Transfers	Final FY23	Revenue FY24	FY24	Transfers	FY24
TOTAL UNASSIGNED FUND BALANCE	\$ 1,901,870	\$ 10,611,053	\$ (10,533,633)	\$ -	\$ 1,817,633 *	\$ 10,703,784	\$ (10,726,335)	\$ (4,386)	\$ 1,790,696 **

<i>Assigned Fund Balance</i>	Final FY22	FY23		FY24	
		(Use)/Assign	Final FY23	(Use)/Assign	FY24
Roof Repairs		\$ -	\$ 100,000	\$ -	\$ 100,000
Reading Specialist		-	170,000	-	170,000
TOTAL ASSIGNED FUND BALANCE	-	-	270,000	-	270,000

* FY23 Unassigned Fund Balance 15.5%

**FY24 Unassigned Fund Balance 16%

Board Policy 14-20%

FY24 Budget Revision Fund 02

Revenue:

1. Free Meals

Expense:

1. Benefits (health insurance)
2. Fees for Service (repairs)
3. Supplies (food/milk)

Fund Balance: \$189,482 - 27%

Royalton School District

Original Budget FY24

Revised Budget FY24

FOOD SERVICE FUND 02

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
<u>EXPENDITURES</u>						
100 Salaries & Wages	\$ 226,736	\$ 230,080	\$ 227,680	\$ 262,300	\$ 32,220	14.00%
200 Employee Benefits	59,890	69,876	64,749	54,671	\$ (15,205)	-21.76%
300 Purchased Services	4,222	18,176	12,215	12,250	\$ (5,926)	-32.60%
400 Supplies & Materials	279,774	358,910	262,000	331,530	\$ (27,380)	-7.63%
500 Capital Expenditures	-	-	-	-	\$ -	0.00%
800 Other Expenditures	58,327	44,015	44,015	45,520	\$ 1,505	3.42%
	<u>\$ 628,949</u>	<u>\$ 721,057</u>	<u>\$ 610,659</u>	<u>\$ 706,271</u>	<u>\$ (14,786)</u>	<u>-2.05%</u>
<u>REVENUE</u>	<u>\$ 740,391</u>	<u>\$ 684,998</u>	<u>\$ 569,685</u>	<u>\$ 757,330</u>	<u>\$ 72,332</u>	<u>10.56%</u>
Net Surplus/(Deficit)	<u>\$ 111,442</u>	<u>\$ (36,059)</u>	<u>\$ (40,974)</u>	<u>\$ 51,059</u>	<u>\$ 87,118</u>	

FY24 Budget Revision Fund 04

Revenue:

1. Program participation

Expense:

1. Wages & Benefits (staffing and contract settlements)
2. Supplies (program participation)

Fund Balance: \$341,195 - 65%

Royalton School District

Original Budget FY24

Revised Budget FY24

COMMUNITY EDUCATION FUND 04

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
<u>EXPENDITURES</u>						
100 Salaries & Wages	\$ 236,578	\$ 295,000	\$ 281,258	\$ 372,879	\$ 77,879	26.40%
200 Employee Benefits	61,518	70,653	62,192	73,164	\$ 2,511	3.55%
300 Purchased Services	50,172	48,258	33,100	46,623	\$ (1,635)	-3.39%
400 Supplies & Materials	22,639	22,701	17,335	33,534	\$ 10,833	47.72%
500 Capital Expenditures	-	-	-	-	\$ -	0.00%
800 Other Expenditures	-	-	-	150	\$ 150	100.00%
	<u>\$ 370,907</u>	<u>\$ 436,612</u>	<u>\$ 393,885</u>	<u>\$ 526,350</u>	<u>\$ 132,465</u>	<u>30.34%</u>
<u>REVENUE</u>	<u>\$ 442,903</u>	<u>\$ 469,765</u>	<u>\$ 425,509</u>	<u>\$ 493,338</u>	<u>\$ 23,573</u>	<u>5.02%</u>
Net Surplus/(Deficit)	<u>\$ 71,996</u>	<u>\$ 33,153</u>	<u>\$ 31,624</u>	<u>\$ (33,012)</u>	<u>\$ (66,165)</u>	

Royalton School District

Original Budget FY24

Revised Budget FY24

DEBT SERVICE FUND 07

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
<u>EXPENDITURES</u>						
Bond Principal	\$ 1,155,000	\$ 1,215,000	\$ 1,215,000	\$ 1,275,000	\$ 60,000	4.94%
Bond Interest	859,908	804,558	804,558	746,308	\$ (58,250)	-7.24%
Bond Other	975	1,025	1,050	1,025	\$ -	0.00%
	<u>\$ 2,015,883</u>	<u>\$ 2,020,583</u>	<u>\$ 2,020,608</u>	<u>\$ 2,022,333</u>	<u>\$ 1,750</u>	<u>0.09%</u>
<u>REVENUE</u>	<u>\$ 2,010,808</u>	<u>\$ 2,032,740</u>	<u>\$ 2,010,909</u>	<u>\$ 2,042,271</u>	<u>\$ 9,531</u>	<u>0.47%</u>
Net Surplus/(Deficit)	<u>\$ (5,075)</u>	<u>\$ 12,157</u>	<u>\$ (9,699)</u>	<u>\$ 19,938</u>	<u>\$ 7,781</u>	



Thank you!

**ROYALTON PUBLIC SCHOOL
ISD 485**

FY24 REVISED BUDGET

School Board Meeting
Thursday, March 14, 2024

**Royalton School District
FY24 Revised Budget**

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**ROYALTON SCHOOL DISTRICT
FY24 REVISED BUDGET
BUDGET SUMMARY - ALL FUNDS**

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase/ (Decrease) FY23	% Change FY23
<u>FUND 01 - General Fund</u>						
<i>Incl. Transportation, Capital, Scholarships & Student</i>						
Revenue	\$ 10,339,211	\$ 11,232,710	\$ 11,331,992	\$ 11,333,511	\$ 100,801	0.90%
Expenditures	\$ 10,719,408	\$ 11,726,503	\$ 10,861,498	\$ 11,332,878	\$ (393,625)	-3.36%
Net Surplus/(Deficit)	\$ (380,197)	\$ (493,793)	\$ 470,494	\$ 633	\$ 494,426	
<u>FUND 02 - Food Service Fund</u>						
Revenue	\$ 740,391	\$ 684,998	\$ 569,685	\$ 757,330	\$ 72,332	10.56%
Expenditures	\$ 628,949	\$ 721,057	\$ 610,659	\$ 706,271	\$ (14,786)	-2.05%
Net Surplus/(Deficit)	\$ 111,442	\$ (36,059)	\$ (40,974)	\$ 51,059	\$ 87,118	
<u>FUND 04 - Community Ed Fund</u>						
Revenue	\$ 442,903	\$ 469,765	\$ 425,509	\$ 493,338	\$ 23,573	5.02%
Expenditures	\$ 370,907	\$ 436,612	\$ 393,885	\$ 526,350	\$ 89,738	20.55%
Net Surplus/(Deficit)	\$ 71,996	\$ 33,153	\$ 31,624	\$ (33,012)	\$ (66,165)	
<u>FUND 07 - Debt Service Fund</u>						
Revenue	\$ 2,010,808	\$ 2,032,740	\$ 2,010,909	\$ 2,042,271	\$ 9,531	0.47%
Expenditures	\$ 2,015,883	\$ 2,020,583	\$ 2,020,608	\$ 2,022,333	\$ 1,750	0.09%
Net Surplus/(Deficit)	\$ (5,075)	\$ 12,157	\$ (9,699)	\$ 19,938	\$ 7,781	
TOTAL REVENUE	\$ 13,533,313	\$ 14,420,213	\$ 14,338,095	\$ 14,626,450	\$ 206,237	1.43%
TOTAL EXPENDITURES	\$ 13,735,147	\$ 14,904,755	\$ 13,886,650	\$ 14,587,832	\$ (316,923)	-2.13%
TOTAL ALL FUNDS						
Net Surplus/(Deficit)	\$ (201,834)	\$ (484,542)	\$ 451,445	\$ 38,618	\$ 523,160	

Royalton School District

Original Budget FY24

Revised Budget FY24

General Fund 01

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
EXPENDITURES						
100 Salaries & Wages	\$ 6,082,205	\$ 6,412,479	\$ 6,007,286	\$ 6,722,489	\$ 310,010	4.83%
200 Employee Benefits	1,683,469	1,756,061	1,969,060	1,929,109	\$ 173,048	9.85%
300 Purchased Services	1,606,288	1,665,328	1,626,087	1,423,954	\$ (241,374)	-14.49%
400 Supplies & Materials	821,237	855,400	918,752	975,571	\$ 120,171	14.05%
500 Capital Expenditures	524,343	1,014,689	328,629	247,200	\$ (767,489)	-75.64%
800 Other Expenditures	1,866	22,546	11,684	34,555	\$ 12,009	53.26%
	\$ 10,719,408	\$ 11,726,503	\$ 10,861,498	\$ 11,332,878	\$ (393,625)	-3.36%
REVENUE						
	\$ 10,339,211	\$ 11,232,710	\$ 11,331,992	\$ 11,333,511	\$ 100,801	0.90%
Net Surplus/(Deficit)	\$ (380,197)	\$ (493,793)	\$ 470,494	\$ 633	\$ 494,426	

ROYALTON PUBLIC SCHOOLS
GENERAL FUND BALANCE SUMMARY

<i>Reserve Fund Balance</i>	Final FY22	Expenditures				Expenditures			
		Revenue FY23	FY23	Transfers	Final FY23	Revenue FY24	FY24	Transfers	FY24
Staff Development 403	\$ 121,768	\$ 141,984	\$ (263,752)	\$ -	\$ -	\$ 144,359	\$ (69,359)	\$ -	75,000
Operating Capital 424	472,767	261,450	(588,675)	-	145,542	222,727	(218,200)	-	150,069
Gifted and Talented 438	20,413	13,447	(27,929)	-	5,931	13,146	(23,463)	4,386	-
Safe Schools 449	74,831	37,257	(40,318)	-	71,770	34,844	(13,698)	-	92,916
Long Term Facilities Maint 467	67,509	177,642	(241,960)	-	3,191	199,651	(184,583)	-	18,259
Medical Assistance 472	108,568	17,031	(43,359)	-	82,240	15,000	(97,240)	-	-
TOTAL RESERVE FUND BALANCE	\$ 1,001,626	\$ 648,811	\$ (1,205,993)	\$ -	\$ 308,674	\$ 629,727	\$ (606,543)	\$ 4,386	336,244

<i>Unassigned Fund Balance</i>	Final FY22	Expenditures				Expenditures			
		Revenue FY23	FY23	Transfers	Final FY23	Revenue FY24	FY24	Transfers	FY24
TOTAL UNASSIGNED FUND BALANCE	\$ 1,901,870	\$ 10,611,053	\$ (10,533,633)	\$ -	\$ 1,817,633 *	\$ 10,703,784	\$ (10,726,335)	\$ (4,386)	\$ 1,790,696 **

<i>Assigned Fund Balance</i>	Final FY22	FY23		FY24	
		(Use)/Assign	Final FY23	(Use)/Assign	FY24
Roof Repairs		\$ -	\$ 100,000		\$ 100,000
Reading Specialist		-	170,000		170,000
TOTAL ASSIGNED FUND BALANCE	-	-	270,000	-	270,000

* FY23 Unassigned Fund Balance 15.5%

**FY24 Unassigned Fund Balance 16%

Royalton School District

Original Budget FY24

Revised Budget FY24

FOOD SERVICE FUND 02

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
EXPENDITURES						
100 Salaries & Wages	\$ 226,736	\$ 230,080	\$ 227,680	\$ 262,300	\$ 32,220	14.00%
200 Employee Benefits	59,890	69,876	64,749	54,671	\$ (15,205)	-21.76%
300 Purchased Services	4,222	18,176	12,215	12,250	\$ (5,926)	-32.60%
400 Supplies & Materials	279,774	358,910	262,000	331,530	\$ (27,380)	-7.63%
500 Capital Expenditures	-	-	-	-	\$ -	0.00%
800 Other Expenditures	58,327	44,015	44,015	45,520	\$ 1,505	3.42%
	<u>\$ 628,949</u>	<u>\$ 721,057</u>	<u>\$ 610,659</u>	<u>\$ 706,271</u>	<u>\$ (14,786)</u>	<u>-2.05%</u>
REVENUE	\$ 740,391	\$ 684,998	\$ 569,685	\$ 757,330	\$ 72,332	10.56%
Net Surplus/(Deficit)	<u>\$ 111,442</u>	<u>\$ (36,059)</u>	<u>\$ (40,974)</u>	<u>\$ 51,059</u>	<u>\$ 87,118</u>	

FUND BALANCE PROJECTION - FUND 02 FOOD SERVICE

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 134,630	
FY14	\$ 35,534	\$ 170,164	37.33%
FY15	\$ (13,072)	\$ 157,092	30.20%
FY16	\$ (3,538)	\$ 153,554	28.53%
FY17	\$ (69,316)	\$ 84,238	13.51%
FY18	\$ (30,407)	\$ 53,831	9.13%
FY19	\$ 16,547	\$ 70,378	13.74%
FY20	\$ (18,995)	\$ 51,383	9.93%
FY21	\$ 11,657	\$ 63,040	15.13%
FY22	\$ 111,442	\$ 174,482	27.74%
FY23	\$ (36,059)	\$ 138,423	19.20%
Projected:			
FY24	\$ 51,059	\$ 189,482	26.83%

Notes:
Target fund balance = 3 months of expenditures / \$235K

Royalton School District

Original Budget FY24

Revised Budget FY24

COMMUNITY EDUCATION FUND 04

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
EXPENDITURES						
100 Salaries & Wages	\$ 236,578	\$ 295,000	\$ 281,258	\$ 372,879	\$ 77,879	26.40%
200 Employee Benefits	61,518	70,653	62,192	73,164	\$ 2,511	3.55%
300 Purchased Services	50,172	48,258	33,100	46,623	\$ (1,635)	-3.39%
400 Supplies & Materials	22,639	22,701	17,335	33,534	\$ 10,833	47.72%
500 Capital Expenditures	-	-	-	-	\$ -	0.00%
800 Other Expenditures	-	-	-	150	\$ 150	100.00%
	<u>\$ 370,907</u>	<u>\$ 436,612</u>	<u>\$ 393,885</u>	<u>\$ 526,350</u>	<u>\$ 132,465</u>	<u>30.34%</u>
REVENUE	\$ 442,903	\$ 469,765	\$ 425,509	\$ 493,338	\$ 23,573	5.02%
Net Surplus/(Deficit)	<u>\$ 71,996</u>	<u>\$ 33,153</u>	<u>\$ 31,624</u>	<u>\$ (33,012)</u>	<u>\$ (66,165)</u>	

FUND BALANCE PROJECTION - FUND 04 COMMUNITY ED

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 79,511	41.57%
FY14	\$ 23,751	\$ 103,262	60.84%
FY15	\$ 25,650	\$ 128,912	72.75%
FY16	\$ 5,848	\$ 134,760	63.10%
FY17	\$ 7,984	\$ 142,744	57.56%
FY18	\$ (29,703)	\$ 113,041	36.93%
FY19	\$ 50,487	\$ 163,528	49.90%
FY20	62,021	\$ 225,549	87.31%
FY21	\$ 43,509	\$ 269,058	117.15%
FY22	\$ 71,996	\$ 341,054	91.95%
FY23	\$ 33,153	\$ 374,207	85.71%
Projected:			
FY24	\$ (33,012)	\$ 341,195	64.82%

Royalton School District

Original Budget FY24

Revised Budget FY24

DEBT SERVICE FUND 07

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
EXPENDITURES						
Bond Principal	\$ 1,155,000	\$ 1,215,000	\$ 1,215,000	\$ 1,275,000	\$ 60,000	4.94%
Bond Interest	859,908	804,558	804,558	746,308	\$ (58,250)	-7.24%
Bond Other	975	1,025	1,050	1,025	\$ -	0.00%
	<u>\$ 2,015,883</u>	<u>\$ 2,020,583</u>	<u>\$ 2,020,608</u>	<u>\$ 2,022,333</u>	<u>\$ 1,750</u>	<u>0.09%</u>
REVENUE	\$ 2,010,808	\$ 2,032,740	\$ 2,010,909	\$ 2,042,271	\$ 9,531	0.47%
Net Surplus/(Deficit)						
	<u>\$ (5,075)</u>	<u>\$ 12,157</u>	<u>\$ (9,699)</u>	<u>\$ 19,938</u>	<u>\$ 7,781</u>	

FUND BALANCE PROJECTION - FUND 07 DEBT SERVICE

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 116,292	15.18%
FY14	\$ 36,264	\$ 152,556	19.67%
FY15	\$ 651,988	\$ 804,544	101.40%
FY16	\$ (634,339)	\$ 170,205	11.95%
FY17	\$ 91,133	\$ 261,338	13.94%
FY18	\$ 76,654	\$ 337,992	16.70%
FY19	\$ 85,721	\$ 423,713	21.00%
FY20	\$ 21,972	\$ 445,685	22.07%
FY21	\$ (636)	\$ 445,049	21.99%
FY22	\$ (5,075)	\$ 439,974	21.83%
FY23	\$ 12,157	\$ 452,131	22.38%
Projected:			
FY24	\$ 19,938	\$ 472,069	23.34%



March 14, 2024

TO: Royalton School Board Members, Dr. Kristine Wehrkamp Herman
FROM: Joel Swenson, RHS/MS Principal
RE: Senior Class Trip

I am including this information with a request for the board to approve the Royalton High School (RHS) senior class trip on May 19-20 at Cragun's Resort on Gull Lake.

This class trip has been an annual tradition for over 20 years at RHS. Seniors will leave on Sunday morning, eat breakfast in Brainerd, and arrive at Craguns around 10:30am. They will have the day to canoe, golf, fish, hang out on the beach or pool area, and participate in other activities the resort has to offer. We will have a large pizza order on Sunday night for dinner and a bonfire on the beach (weather permitting). On Monday, students will depart Craguns around 11am. We will stop for lunch at Buffalo Wild Wings in Brainerd before returning to school between 1:30-2:00pm.

- Lodging is either in the lakeside cabins or the main lodge at Craguns depending on availability.
- Students have their baggage and belongings checked by chaperones before boarding the bus.
- Students have to ride the bus to and from Craguns and are not allowed to be transported to the class trip without approval from the high school principal in the case of extenuating circumstances.
- Students are not allowed to operate a motorized vehicle or boat at the resort.
- No outside visitors are allowed to participate or visit at any time.

The trip will be paid for by class dues collected by the senior class during their time as students at RHS, with the exception of their breakfast on Sunday and lunch on Monday, which the students pay for themselves. We will have three faculty chaperones and three parent chaperones for the trip.

Any students who leave the premises, violate drug, alcohol, or tobacco rules, or create a serious problem will be sent home and may not be permitted to participate in graduation ceremonies. This has been a fun experience for our students prior to graduating from high school, and I do not anticipate any issues with our students. We have had very few, if any, behavioral issues on these trips in the past.

Joel Swenson– RHS/MS Principal

Robotics World VEX Travel Proposal
April 27-May 1 (does not include extra days for driving)
Dallas, Tx

Worlds Registration \$1,800

Flying option

Flights estimate $\$257 \times 5 = \$1,285$

Van Rental - MiniVan \$676

Driving option

Round trip 2,049 miles

$2,049 / 20\text{mpg} = 102.45$ gallons of gas

$102.45 \times 3.30 = 338.60$

lodging for travel days - 3 rooms per night $\$550 \times 2$ nights = $\$1,100$

Lodging

Hotel 3 room $\times 5$ nights $\$2,205$

VRBO 5 nights $\$3,500$

Food

Meal Vouchers at the event $\$23$ per day per person $\$345$

We will also need breakfast and supper for 5 days - $\$25$ per student and coach

Flying

$\$8,706$ estimated total - may have additional cost for robot transport. Includes registration fee

Driving

$\$8,083.60$ estimated total- includes registration fee.

District Recommendation:

Drive*

- **School Covers**
 - **Lodging - Hotel 4 nights (vs VRBO) in Dallas through event options \$1,800**
 - **Provide school van \$0**
 - **Pay for fuel \$340**
 - **Cost of meals 5 days / 5 People (\$50 / day per diem) \$1,250**

Total District General Fund Cost: \$3,390

***Driving vs flying adds 2-3 additional days away from school and is not included in the above total covered by the school. Additional days/costs would be the responsibility of Robotics.**



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

2024-2025 School Calendar Options Presentation

January 8, 2024

READ Act Professional Development Requirements

PreK - Gr 3, All K-12 SPED Teachers, ALL Reading Interventionists, PreK- Gr 5 Curriculum Directors and Employees who select reading materials, and Instructional Support Staff who provide reading support must be trained in the **Science of Teaching Reading by July 1, 2025**

Gr 4-12, Curriculum Directors and Employees who select reading materials, and Instructional Support Staff who provide reading support must be trained in the **Science of Teaching Reading by July 1, 2027**

<https://education.mn.gov/MDE/dse/READ/>

MDE Approved Programs

Lexia - Language Essentials for Teachers of Reading and Spelling (LETRS)

Center for Applied Research and Education Improvement (CAREI) - CAREIALL: Advancing Language and Literacy

Consortium on Reaching Excellence in Education (CORE)

Royalton Public Schools

- Elects to participate in LETRS training
 - Allows for more flexibility in training dates
 - Well-known and well-respected in the Teaching and Learning Profession
 - The only option that has a component specifically for Early Childhood

Training Schedule

- LETRS training will take place over the next two school years
 - District will request an extension from MDE on the completion date
- Two options to ensure training is completed
 - Add Early Outs to the School Schedule
 - Teachers: If early outs: 12 Board credits toward lane change, no stipend
 - Title Paras: If early outs: \$1000 stipend, \$500 after completion of the first 4 units, \$500 after completion of the next 4 units = \$6,000 stipend for paras
 - No Early Outs to the School Schedule
 - Teachers: 12 Board credits toward lane change + \$500 stipend for the entire training (8 modules) = \$20,500 for stipends for teachers
 - Title Paras: If no early outs: \$1500 stipend: \$750 after completion of the first 4 units, \$750 after completion next 4 units = \$9,000 stipend for paras

Calendar Options

- Four Calendar Options for consideration:
 - [Option 1](#) - calendar is similar to prior years
 - [Option 2](#) - calendar includes spring break
 - [Option 3](#) - calendar includes spring break and early outs
 - [Option 4](#) - calendar includes early outs and **No** spring break

Discussion



Thank you!



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2024-2025 School Calendar Options

March 14, 2024

Calendar Options

- Calendar Options for consideration:
 - [Option 1](#) - calendar is similar to prior years
 - [Option 4](#) - calendar includes early outs

Recommendation

Option 4 (calendar with early outs)



Thank you!

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit

such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal

advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
 Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
 Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
 Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
 Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
 Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
 Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
 Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
 Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
 Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
 Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
 Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
 Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
 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 207 (Public Hearings)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 202217

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect ~~the~~ Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces ~~the philosophy of openness accountability and transparency~~ in the conduct of its business, in the belief that openness produces better programs, more efficient ~~cy in~~ administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the an~~ individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum ~~or more of school board~~ members ~~of the school board~~, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at ~~its primary~~ the school district offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a

special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment ~~of the school board~~, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, ~~the~~ advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Meetings during Pandemic or ~~Declared Chapter 12~~ Emergency

In the event of a health pandemic or an emergency declared under ~~Minn. Stat. Ch. Minnesota Statutes chapter 12~~, a meeting may be conducted by telephone or ~~other electronic interactive technology means~~ in compliance with ~~Minn. Stat. § Minnesota Statutes section 13D.021~~.

8. Meetings ~~Conducted~~ by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with ~~Minnesota Statutes section Minn. Stat. § 13D.02~~.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose, ~~and the journal~~ or any minutes used to record votes of a meeting shall be available must be open to the public during all normal business hours at the school district's administrative offices ~~of the school district~~.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed ~~merely because the to discuss~~ data ~~to be that discussed~~ are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions meetings, and hearings between the school board and its employees or their respective representatives are public meetings. These Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a

licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.

- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the-its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. §Minnesota Statutes section 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A ~~closed~~ meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

a. Any portion of a meeting must be closed if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

b. ~~(2)~~ active investigative data collected or created by a law enforcement agency;

c. ~~(3)~~ educational data, health data, medical data, welfare data, or mental health data that are not public data; or

d. ~~(4)~~ an individual's personal medical records.

be. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures](#))[Student Dismissal Hearing](#))
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach](#)[Coaches; Opportunity to Respond](#))
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination](#))[Teacher Discharge Hearing](#))
Minn. Stat. § 179A.14, Subd. 3 ([Negotiation Procedures](#)[Labor Negotiations](#))
Minn. Rules Part 5510.2810 ([Petition for Mediation](#)[Bureau of Mediation Services](#))
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 21-003 \(April 19, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 21-002 \(January 13, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 19-012 \(October 24, 2019\)](#)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
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 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "C" (Minnesota's Open Meeting Law)

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of three school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Adopted: _____

MSBA/MASA Model Policy 208

Orig. 1995

Revised: _____

Rev. 2022

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an

emergency.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 ; Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 722 Public Data Requests;~~ and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school

district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember, who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid

family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on

which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:

- i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely

contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at the time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case

where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. **SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA

will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. 2022

Rev. 2023

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited

with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of

deployment;

7. to attend post-deployment activities related to a covered military member;
 8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

[Note: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the 12 weeks of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date; (c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 60 days before implementing this change.]

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in

whole or in part, on the condition precipitating the need for military caregiver leave; or

- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to

provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does

not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
 - 4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: ~~MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)~~ None

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school principal and nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These

precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;

7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 420

Orig. 1995

Revised: _____

Rev. 202215

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[Note: School districts are not required by statute to have a policy addressing these issues. However, ~~Minn. Stat. §Minnesota Statutes section~~ 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case

basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school (title), along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's

policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and -Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. §Minnesota Statutes section 121A.23 ~~which-that~~ includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441-~~442~~ (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
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Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in) Minnesota Statutes, section 609.66, Subdivision 1d (f) listed in Section IV.B. above.. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with

instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of

weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 20142021

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device

designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under ~~Minnesota Statutes~~ §section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with ~~Minnesota Statutes~~ §§section 624.714 or 624.715 or other firearms in accordance with §Minnesota Statutes section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§Sections 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;

8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in (7) to Minnesota Statutes Section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes Section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

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V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
 1. immediate out-of-school suspension;

2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

~~C. The appropriate school official building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil student who brings a firearm to school unlawfully.~~

~~CD.~~ Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

A. The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

Legal References: Minn. Stat. § 97B.045 (~~Transporting~~ of Firearms)
Minn. Stat. § 121A.05 (~~Policy to Refer Firearms Possessor~~Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education. Go to "Students and Families," then, under "School Choice," select "open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."

E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.
- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. 2023

509 ENROLLMENT OF NONRESIDENT STUDENTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, ~~with except that such term does~~

~~not include the exception of~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful

excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (~~The~~-Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of weapon\)](#)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

Adopted: _____

MSBA/MASA Model Policy 711

Orig. 1995

Revised: _____

Rev. 202212

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers 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 on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, [Minnesota Statutes chapter Minn. Stat. Ch. 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.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

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. Rules Parts 1205.0100-1205.2000 (Data Practices)
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 712 (Video Surveillance Other Than on Buses)
[MSBA Service Manual, Chapter 2, Transportation](#)

Adopted: March 14, 2024
Revised: _____

~~Royalton School District Policy 712~~
Reviewed: _____

712 VIDEO SURVEILLANCE OTHER THAN ON 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, [Minnesota Statutes chapter 13](#), and the Family Educational Rights and Privacy Act, 20 [United States Code section 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, [Minnesota Statutes chapter 13](#), and the Family Educational Rights and Privacy Act, 20 [United States Code section 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.

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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)

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Adopted: ~~June 13, 2011~~
Revised: ~~June 27, 2022~~

~~Roylton School District Policy 714,~~
~~Reviewed:~~

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[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]¶

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are

technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 14-20 percent of the annual budget, 3 months of operating expenses.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. STABILIZATION ARRANGEMENTS

X. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: None

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[Note: The school board determines this order.]

Deleted: _____ *[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]*

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Deleted: *[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]*

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[Note: The school board should determine the review period adequate for their school district and change "an annual" to "a quarterly" or "a monthly" or some other time frame if appropriate.]

Deleted: MSBA Service Manual, Chapter 7, Education Funding

Adopted: November 25, 2019
Revised: _____

~~Royalton School District Policy 713~~
Reviewed: _____

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

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Deleted: [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.] ¶

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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.14, 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)

Deleted: *[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.]*

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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)

713-4

Adopted: ~~May 15, 2018~~

~~Royalton Public Schools Policy 210~~

Revised: _____

Reviewed: _____

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with [Minnesota Statutes chapter 118A](#). Any school board member having said interest shall disclose that interest and the interest shall be entered upon the [school board](#) minutes. Disclosure ~~shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later.~~ Disclosure serves as notice of the interest and ~~need~~ only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board ~~shall~~ authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price

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at which the goods or services could be obtained elsewhere.

- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
- c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

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- 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only when the school district has a population of 1,000 or less according to the last federal census.)*
- 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

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¶
→ [Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]

- C. The Royalton School Board members will not be employed by the school district or receive compensation in any capacity other than school board duties, and stipend positions in Schedule D of the Royalton Education Master Agreement.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

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IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 ([Employment; Contracts; Termination](#))
Minn. Stat. § 123B.195 (Board Member’s Right to Employment)
Minn. Stat. § 471.87 (Public Officers, [Interest in Contract; Penalty](#))
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

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Adopted: December 11, 2006
Revised: May 23, 2022

Royalton School District Policy 506
Reviewed:

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1)

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

[and \(2\); 121A.031, subdivision 4, paragraph \(a\), clause \(1\); 121A.61, subdivision 3, paragraph \(r\); and 122A.627, clause \(3\).](#)

- B. ["Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.](#)

IV. POLICY

- A. [The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring. See Addendum A.](#)

- B. [The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.](#)

- C. [The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.](#)

- D. [For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:](#)

1. [for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;](#)

2. [a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and](#)

3. [the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.](#)

V. AREAS OF RESPONSIBILITY

- A. [The School Board.](#) The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. [Superintendent.](#) The superintendent shall establish guidelines and directives to carry

out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to ~~restrain a student to~~ prevent imminent bodily harm or death to ~~the student or~~ another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to ~~restrain a student to~~ prevent imminent bodily harm or death to ~~the student or~~ another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to ~~restrain a student to~~ prevent bodily harm or death to ~~the student or~~ another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report

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annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy #504;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

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- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district’s Hazing Prohibition Policy [#526](#);
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district’s Student Attendance Policy [#503](#);
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district’s Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy [#419](#);
 - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 - 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics,

drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy [#501](#);
14. Violation of the school district's Violence Prevention Policy [#525](#);
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy [#524](#);
22. [Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy #524.](#)
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy [#709](#);
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy [#502](#);

Deleted: Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy [#527](#);
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy [#514](#);
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy [#525](#);
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance,

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disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy [#505](#);
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. ["Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.](#)
- B. [The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.](#)
- C. [The school district must not use recess detention unless:](#)
 1. [a student causes or is likely to cause serious physical harm to other students or staff;](#)
 2. [the student's parent or guardian specifically consents to the use of recess detention; or](#)
 3. [for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.](#)
- D. [The school district must not withhold recess from a student based on incomplete schoolwork.](#)
- E. [The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.](#)
- F. [The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.](#)
- G. [The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing](#)

[responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.](#)

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district [code of conduct](#), rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;

- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student’s parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student’s conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

If any student is removed from class, that student shall be sent to the Principal or designee for determination of appropriate consequences as per policy.

When a teacher decides to remove a student from a class for a class activity or class

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period, the teacher shall:

1. Direct the student to go directly to the main office.
2. Contact the main office by telephone or intercom system in order to alert office staff and the Principal. The name of the student and a brief description of why the student is being sent to the office will be given to the main office staff.
3. If necessary, the teacher can call the main office and ask for assistance in the removal of a student, or ask that an adult escort the student to the main office.
4. Upon arrival at the main office the student will be seated in the main office.
5. The student will meet with the Principal or designee for determination of appropriate consequences as per school/district policy.
6. At the high school the teacher who removes a student from class will complete a student discipline referral and forward it to the principal for review. The report must be completed within 1 school day of the removal from class. At the elementary school the teacher may be asked by the elementary principal for a written or an oral report. The parent/guardian will be contacted at this time by the principal or referring teacher.
7. The referring teacher may be asked by the principal to contact the parent of the student removed from class.

D. Period of Time for Which a Student may be Removed From a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed From Class.

1. Any student removed from class shall report to the office immediately.
2. The teacher removing the student from class will, before sending the student to the office, notify the office by telephone that the student is coming to the office.
3. An adult escort may be required to bring the student to the office.
4. Temporary custody will be determined by the principal or designee.
5. After evaluation of the reasons for being removed from class, the principal may:
 - a. Place the student in an in-school suspension room.
 - b. Designate another adult in the building to supervise the student.
 - c. Contact the student's parent.
6. If possible the student removed from class will bring class work to the office with him/her on which s/he can work.

F. Procedures for Return of a Student to a Specific Class From Which the Student was Removed.

1. When a student returns to class after removal for part of one class session:
 - a. The student will have a pass from the principal or his/her designee.
 - b. The teacher will be notified that the student is returning to class.

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2. When a student returns to class after being removed from a class for more than one class session:
 - a. The student will meet with the principal or his/her designee prior to returning to class for readmission to that class.
 - b. A parent may be required to attend the readmission meeting.
 - c. The teacher(s) to whom the student will return may be required to participate in the readmission meeting.
 - d. A readmission plan may be developed and required for readmission to the class.

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G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. If determined necessary by the principal or designee the teacher and the parent will receive oral or written notification of the consequence.
2. The student and parent/guardian will be notified of rule violation(s) and consequences orally, by telephone or in writing.
3. The principal or designee may require that a teacher notify the parent either orally or in written communication of the consequence.

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H. Students with a Disability; Special Provisions.

1. If deemed necessary by the principal or his/her designee a manifest determination hearing may be held. At that hearing it may be determined that:
 - a. No further action occur.
 - b. Consequences or disciplinary action may or may not be taken.
 - c. Further assessment may be required.
2. The principal and/or his/her designee will consult with the case manager of a disabled student removed from class to determine if there is a need to review the student's individual education plan (IEP) for adequacy.
3. The IEP team will be the team that determines if any referral for other services is necessary.
4. Teachers may refer students for evaluation for special education services by using the Royalton Schools Child Study Referral Form. Parents may request that their child be evaluated for special education services by using the Royalton Schools Child Study Referral Form or in writing.

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I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

- Pre-Assessment Team**
1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual.
 2. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.

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- b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
- d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
- e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

- 1. All violations of the student code of conduct as found in the District Student Discipline Policy will be forwarded to the building principal;
 - a. In writing using a discipline referral form.
 - b. Reported in electronic format using email or the student data management program.
 - c. Verbally in person or by telephone.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

- 1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
 - a. By the building principal or his/her designee orally or in writing.
 - b. By the classroom teacher orally or in writing.
- 2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

- 1. Teachers and support staff should report in writing using the Royalton Schools Child Study Referral Form any student who they think may benefit from early intervention for behavior problems.
- 2. After receipt of the form, the Child Study Team will make recommendations and/or referrals in reference to the student's behavior.
- 3. Parents may submit in writing or verbally to the principal, guidance counselor, social worker or the chemical health counselor (if available) any concerns or questions regarding the investigation and/or possible evaluation of a student in order to detect any possible behavioral problems.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and

- 1. Students in need of special education referrals may be referred by parents/guardians, teachers, administration, Opportunity Team, and Child Study teams where data is logged through documented interventions and then assessed through our special education service provider.

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 2. → Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota StatutesN section 121A.29. ¶

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N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

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1. Students that are victims of bullying who respond with behavior not allowed under the School's Behavior Policies have access to a remedial response through, including but not limited to, the school Social Worker, Counselor, Special Education Teacher (if applicable), Administrator, Psychologist, and/or Behavior Interventionist.

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XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

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The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

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- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

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- C. Disciplinary Dismissals Prohibited

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1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

- a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the

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same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the

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Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) [consecutive school](#) days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe [the nonexclusionary disciplinary practices](#) accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district [must](#) advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) [and is posted on its website](#).

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6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and

comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

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XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration

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of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

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XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See Addendum B.

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The Discipline Complaint Procedure must, at a minimum:¶
¶
1.-> provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;¶
¶
2.-> provide an opportunity for involved parties to submit additional information related to the complaint;¶
¶
3.-> provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;¶
¶
4.-> provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;¶
¶
5.-> if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and¶
¶
6.-> prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.¶

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. §§ 121A.60 (Definitions)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 122A.42 (General Control of Schools)
 - Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
 - Minn. Stat. § 124D.03 (Enrollment Options Program)
 - Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
 - Minn. Stat. Ch. 125A (Special Education and Special Programs)
 - Minn. Stat. § 152.22, Subd. 6 (Definitions)
 - Minn. Stat. § 152.23 (Limitations)
 - Minn. Stat. Ch. 260A (Truancy)
 - Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
 - 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 - 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

- Cross References:**
- MSBA/MASA Model Policy 413 (Harassment and Violence)
 - MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
 - MSBA/MASA Model Policy 501 (School Weapons)
 - MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 - MSBA/MASA Model Policy 503 (Student Attendance)
 - MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 - MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 - MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 - MSBA/MASA Model Policy 525 (Violence Prevention)
 - MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles;
Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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Addendum A

Guidelines for Implementation of Policy 506

The implementation requirements in Policy 506 will be adhered to by staff and administrators. Building Administrators will share the policy with staff, students and parents/guardians annually.

Teachers are expected to address student behavior and utilize the PBIS, MTSS, and other behavioral support systems in place to ensure a positive learning environment for students. If student behavior rises to the level of necessary intervention from administration, an investigation will occur. The depth of investigation will depend on the type of incident and the administrator is expected to use appropriate judgment in determining action steps.

Administrators will investigate any reported incidents as outlined in this policy as soon as possible with a heightened sense of urgency depending on the type of incident. Disciplinary action will comply with the discipline matrix provided in the student handbook.

Any discipline complaint will be handled as outlined in Addendum B to Policy 506.

Addendum B

Discipline Complaint Procedure of Policy 506

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

Complaints will be received and handled in the following manner:

- 1) Complaints can be made by email or telephone to the appropriate school district official. If the complaint is about a teacher, the communication should be directed to the principal. If the complaint is about the principal, the communication should be directed to the Superintendent.
- 2) Complaints will be investigated by district officials, who are not the subject of the complaint, within three days of the receipt of the complaint. During the investigation involved parties will be able to submit additional information related to the complaint.
- 3) Complainant will receive a written determination through email that addresses each allegation and the conclusions of the investigation.
- 4) If the investigation finds that behavior or discipline policies were not implemented appropriately, corrective action will be taken to amend the student's record.
- 5) Training, coaching, or other accountability practices will be provided to staff to ensure compliance with policies in the future.
- 6) Reprisal or retaliation toward a person who reports a complaint is prohibited and will result in appropriate disciplinary consequences.

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 \$10.00 and lower, the school district sends out a message to the account holder (i.e. parent/guardian) via email or the automated calling system 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.

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.

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[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, that now states 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.]¶

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[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]¶

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Deleted: [Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]¶

Deleted: [OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items or a second meal u... [1]

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If the school district receives school lunch aid under Minnesota Statutes section 124D.111... [3]

Deleted: A student who has been determined to be eligible for free and reduced-price lunch ... [4]

Deleted: E. → When a student has a negative account balance, the student will not be allowed to charge a snack item.¶ ... [5]

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 once their balance reaches \$10 or less. Families will be notified by email or the automated calling system.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students’ names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

Deleted: 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)].¶

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances with no contact for 90 days will be turned over to the superintendent or superintendent’s designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student’s participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

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Deleted: 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.

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

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Adopted: September 21, 2017
Revised: November 26, 2019

Royalton School District Policy 620
Reviewed: February 27, 2023

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student's race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

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

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

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least 7 credits from the school district.

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B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least 7 credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school

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district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. **POSTSECONDARY ENROLLMENT CREDIT**

A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.

3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.

6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.

C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school

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[district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.](#)

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

[Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph \(a\), clause \(7\), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.](#)

VII. ADVANCED ACADEMIC CREDIT

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

VIII. WEIGHTED GRADES

- A. The school district does not offer weighted grades.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why

Deleted: VI. → CREDIT FROM ONLINE LEARNING COURSES

A. → Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

Deleted: B. → Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.

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

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

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

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

1. → A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07).

2. → A grade awarded in an Honors course will be multiplied by a factor of ____.

3. → A grade awarded in a College In the Schools course will be multiplied by a factor of ____.

4. → A grade awarded in a course taken through a Post-Secondary/Postsecondary Enrollment Options program will be multiplied by a factor of ____.

5. → A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.

B. → The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

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

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Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
[Minn. Stat. § 124D.094 \(Online Instruction Act\)](#)

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Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

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

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Adopted: March 14, 2024

Revised: _____

Royalton School District Policy 621

Reviewed: _____

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621 LITERACY AND THE READ ACT

[Note: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.1117 to 120B.124.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the

Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading,

and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular

classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
 - 1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 - 2. a process to notify and involve parents;
 - 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 - 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 - 5. identification of staff development needs, including a plan to meet those needs;
 - 6. the curricula used by school site and grade level;
 - 7. a statement of whether the school district has adopted a MTSS framework;
 - 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and

- c. students in grades 4 to 12 who are identified as not reading at grade level; and
 - 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

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IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

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Legal References: Minn. Stat. § 120B.1118 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. §124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Adopted: November 25, 2019

Royalton School District Policy 624

Revised: _____

Reviewed: _____

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624 ONLINE INSTRUCTION

[Note: In 2023, the Minnesota Legislature repealed the Online Learning Option Act (Minnesota Statutes, section 124D.095) and replaced it with the Online Instruction Act (Minnesota Statutes, section 124D.094). This policy fully replaces the old Model Policy 624].

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online

instruction under paragraph (E).

- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this

subdivision.

- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
 - 1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 - 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; and
 - 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
 - 1. use an application form specified by MDE;
 - 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 - 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 - 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 - 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.
- G. A supplemental online course provider must participate in continuous improvement

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cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;
 - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 - 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.
- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must

apply the same graduation requirements to all students, including students taking supplemental online courses.

- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

LEGAL REFERENCES: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

CROSS REFERENCES: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)