



AGENDA  
REGULAR MEETING  
ROYALTON BOARD OF EDUCATION  
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1  
120 SOUTH HAWTHORN STREET  
ROYALTON, MN 56373  
APRIL 8, 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
  - e. Athletic Director
  - f. Community Ed
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 for March 14, 2024 8
  - b. Claims, Accounts and Financial 16  
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
  - c. Approval of New Hires  
The Royalton School Board will approve the following hires based upon the findings of each individual's background check, licensure status, and discipline report from the MN Department of Education.
10. **Discussion/Information/Action Items**
  - a. Unpaid Lunch Debt Discussion
  - b. Homeschool Exit Interview Discussion
  - c. cmERDC Discussion
  - d. Policy Readings
    1. First Policy Readings 55

206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Mtgs and Data Privacy Considerations	
209 - Code of Ethics	
214 - Out-of-State Travel by School Board Members	
406 - Public and Private Personnel Data	
FRM - Consent to Release - Request from an Individual	
407 - Employee Right to Know - Exposure to Hazardous Substances	
802 - Disposition of Obsolete Equipment and Material	
902 - Use of School District Facilities and Equipment	
Addendum	
905 - Advertising	
2. Second Policy Readings	125
205 - Open Meetings and Closed Meetings	
410 - Family and Medical Leave Policy	
509 - Enrollment of Nonresident Students	
3. Second Reading and Final (minor changes)	145
208 - Development, Adoption, and Implementation of Policies	
420 - Students and Employees with sexually Transmitted Infections	
501 - School Weapons Policy	
711 - Video Recording on School Buses	
4. Approval of Third Policy Readings	158
712 - Video Surveillance Other Than On Buses	
714 - Fund Balances	

**11. Upcoming Meeting Schedule**

Monday, May 13, 6:00 pm Regular Meeting  
 Wednesday, May 22, 12:00pm Finance Meeting  
 Wednesday, May 22, 1:00pm Policy Meeting  
 TBD Work Session

**12. Adjournment**



# ROYALTON PUBLIC SCHOOLS

*Home of the Royals*

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

## FISCAL YEAR 2024 APRIL BUDGET UPDATE BOARD MEETING

# ENROLLMENT

- Original Adopted Budget: 935 ADM
- Revised Budget: 922 ADM
  - Ended 22-23 943 ADM
  
- As of March 2024: 910 (February - 914 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
	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Local Revenues	1,171,980.81	650,807.86	1,164,522.27	552,574.63	957,758.50	184,291.68	55.53%	47.45%	19.24%
State Revenues	9,847,671.92	5,431,832.55	9,225,544.60	5,368,829.95	8,651,374.22	5,237,400.84	55.16%	58.20%	60.54%
Federal Revenues	170,440.22	1,303.00	820,435.19	460,874.45	730,078.60	253,501.04	0.76%	56.17%	34.72%
Misc Local Revenues	3,000.00	29,923.56	22,207.66	1,000.00	-	-	997.45%	4.50%	0.00%
<b>Total Revenues</b>	<b>11,193,092.95</b>	<b>6,113,866.97</b>	<b>11,232,709.72</b>	<b>6,383,279.03</b>	<b>10,339,211.32</b>	<b>5,675,193.56</b>	<b>54.62%</b>	<b>56.83%</b>	<b>54.89%</b>

- Overall on track with current year revised budget: 55%

# GENERAL FUND EXPENDITURES

Expenditures by Object	FISCAL YEAR 2024		PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Salaries & Wages	6,722,489.00	3,775,905.09	6,412,479.05	3,505,278.63	6,082,205.31	3,269,476.45	56.17%	54.66%	53.75%
Employee Benefits	1,929,109.00	1,070,351.58	1,756,061.32	1,012,774.48	1,683,469.24	964,532.02	55.48%	57.67%	57.29%
Purchased Services	1,418,954.00	1,153,584.53	1,665,327.83	1,146,680.34	1,606,287.99	905,388.16	81.30%	68.86%	56.37%
Supplies & Materials	855,153.00	566,557.94	855,399.51	574,569.83	821,237.49	441,099.47	66.25%	67.17%	53.71%
Capital Expenditures	247,200.00	144,543.48	1,014,689.22	649,417.60	524,343.28	341,637.37	58.47%	64.00%	65.16%
Other Expenditures	19,555.00	12,712.73	22,545.89	23,901.92	1,866.06	26,832.79	65.01%	106.01%	1437.94%
<b>Total Expenditures</b>	<b>11,192,460.00</b>	<b>6,723,655.35</b>	<b>11,726,502.82</b>	<b>6,912,622.80</b>	<b>10,719,409.37</b>	<b>5,948,966.26</b>	<b>60.07%</b>	<b>58.95%</b>	<b>55.50%</b>

- Overall on track with current year revised budget: 60%



**Thank you!**

## Regular Meeting

Thursday, March 14, 2024 6:00 PM

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

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

### 1. Call to Order

### 2. Pledge to Flag

### 3. Roll Call

### 4. Board Chair Comments

### 5. Approval of Agenda

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

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

### 6. Appreciation, Recognition and Presentations

2024 District Spelling Bee Champion, William Rausch

Excel Nominations - Natasha Ludwig and Lane Olson

Students of the Month:

December: Hannah Krueger

January: Adonijah Ripple

February: Brooke Wenner

Kaitlyn Frenchick who now has her license as our Assistant Principal.

### 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.**

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

Tyra  
Baumann: Yea

Lucas Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea

Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes  
02.12.24

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

9.c. Approval of Resignation/Termination

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

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

Tyra  
Baumann: Yea

Lucas  
Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Abstain (With Conflict)

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

10.b. Approval of FY24 Revised Budget

Motion to Approve FY24 Revised Budget. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra  
Baumann: Yea

Lucas  
Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea  
Yea: 6, Nay: 0

10.c. Approval of Senior Class Trip

Motion to Approve the Senior Class Trip. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Tyra  
Baumann: Yea

Lucas  
Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea  
Yea: 6, Nay: 0

10.d. Approval of Nationals Trip for Robotics  
Motion to Approve National Trip for  
Robotics. 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: Abstain (With Conflict)

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

10.e. Approval of 2024-2025 School Calendar  
Motion to Approve 2024-2025 School Calendar  
Option 4. This motion, made by Randy  
Hackett and seconded by Tyra Baumann,  
Passed.

Tyra  
Baumann: Yea

Lucas  
Boyd: Nay

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea  
Yea: 5, Nay: 1  
Lucas Boyd: Nay

#### 10.f. Policy Readings

10.f.1. First Policy Readings

10.f.2. Second Policy Readings

10.f.3. Approval of Second Policy Reading  
(Final Reading due to minor changes)  
Motion to Approve Second Policy Reading

713 Student Activity Accounting (Final Reading due to minor changes). This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Luca  
S Boyd: Yea  
:

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea

Yea: 6, Nay: 0

10.f.4. Approval of Third Policy Readings  
Approval of the Third Policy Reading, 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. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Luca  
S Boyd: Yea  
:

Randy  
Hackett: Yea

Rian: Yea

Hofs  
tad:

Ange  
la  
Roer Yea  
ing:

Mari  
a Yea  
Trau  
t:

Yea: 6, Nay: 0

**11. Upcoming Meeting Schedule**

Work Session will be Monday, March 25 at  
6:00pm

12. Closed Meeting for Superintendent Evaluation  
as permitted by MN Statute Section 13D.05  
Motion to close the regular meeting at 7:29pm.  
This motion, made by Maria Traut and seconded  
by Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Lucas Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea

Yea: 6, Nay: 0

Motion to open the closed meeting at 7:40pm.  
This motion, made by Tyra Baumann and seconded  
by Randy Hackett, Passed.

Tyra  
Baumann: Yea

Lucas Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea

Yea: 6, Nay: 0

Motion to close the closed meeting at 8:33pm.  
This motion, made by Randy Hackett and

seconded by Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Lucas Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea

Yea: 6, Nay: 0

Motion to open the regular meeting at 8:33pm.  
This motion, made by Randy Hackett and  
seconded by Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Lucas Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea

Yea: 6, Nay: 0

Roll call of who was present at the closed  
meetings: Director Hackett, Director Hofstad,  
Director Traut, Direct Roering, Director Boyd,  
Director Baumann, Kristine Wehrkamp Herman and  
Michelle Brezinka.

### 13. **Adjournment**

The meeting was adjourned at 8:33pm. This  
motion, made by Randy Hackett and seconded by  
Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Lucas Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea

Yea: 6, Nay: 0

---

Board Secretary

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76409	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	020 301 000 830 433	Garden hose, Water Wand, Plant Food, Water		\$146.07	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41479</b>	Invoice		<b>Invoice No:</b> 1MJG-HYTR-QYWR	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$146.07</b>	
				E 01	020 255 000 000 430	Wash Cloth Set, Torque Wrench, Ring & Gask		\$451.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41480</b>	Invoice		<b>Invoice No:</b> 1HVW-KJN1-TYHT	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$451.80</b>	
				E 01	005 810 000 000 401	Mop Heads, Bathroom Cleaning sign, Emerger		\$216.86	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41493</b>	Invoice		<b>Invoice No:</b> 11F9-VWFC-16MD	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$216.86</b>	
				E 01	020 260 000 000 430	Straw Stirrers, Drink mix, cups & spoons		\$39.44	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41496</b>	Invoice		<b>Invoice No:</b> 14WF-KYNF-167Q	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$39.44</b>	
				E 01	020 260 255 000 430	Pencil Sharpener		\$17.56	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41497</b>	Invoice		<b>Invoice No:</b> 19HJ-JNRL-HJVW	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$17.56</b>	
				E 01	020 260 255 000 430	Lab supplies		\$208.21	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41459</b>	Invoice		<b>Invoice No:</b> 13NJ-QRLD-H94G	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$208.21</b>	
							<b>Check Amount:</b>	<b>\$1,079.94</b>	
0485	PCB	76410	4891		<b>Andy's Towing LLC</b>		Check		
				E 01	005 760 000 720 401	Bus Tow 11-08		\$373.59	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41491</b>	Invoice		<b>Invoice No:</b> 24-147587	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$373.59</b>	
							<b>Check Amount:</b>	<b>\$373.59</b>	
0485	PCB	76411	4370		<b>CAPITAL ONE</b>		Check		
				E 01	020 301 096 830 430	Liddane Ag		\$76.41	
				E 01	020 301 000 830 430	Goldade Floral Design		\$150.57	
				E 01	020 211 086 000 430	DCD Coffee Shop		\$8.59	
				E 01	020 211 086 000 430	DCD Coffee Shop		\$76.57	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41486</b>	Invoice		<b>Invoice No:</b> 5293525	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$312.14</b>	
							<b>Check Amount:</b>	<b>\$312.14</b>	
0485	PCB	76412	4460		<b>CARLIN SALES CORP</b>		Check		
				E 01	020 301 096 830 430	Greenhouse Plugs		\$278.18	
<b>PO#:</b> 5618	<b>Voucher #:</b>	<b>41539</b>	Invoice		<b>Invoice No:</b> 4014260-00	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$278.18</b>	
							<b>Check Amount:</b>	<b>\$278.18</b>	
0485	PCB	76413	3344		<b>CDW-GOVERNMENT</b>		Check		
				E 01	020 211 690 000 401	V13H010L80 Epson ELPLP80 - projector lamp		\$66.96	
<b>PO#:</b> 5654	<b>Voucher #:</b>	<b>41476</b>	Invoice		<b>Invoice No:</b> PP25699	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$66.96</b>	
				E 01	010 203 690 000 401	V13H010L80 Epson ELPLP80 - projector lamp		\$66.96	
<b>PO#:</b> 5655	<b>Voucher #:</b>	<b>41477</b>	Invoice		<b>Invoice No:</b> PQ41102	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$66.96</b>	
							<b>Check Amount:</b>	<b>\$133.92</b>	
0485	PCB	76414	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	UNLEADED		\$896.71	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76414	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	Discount		(\$33.04)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41498</b>	Invoice		<b>Invoice No:</b> 5210114	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$863.67</b>
				E 01	005 760 000 720 442	Fieldmaster Diesel		\$3,048.19	
				E 01	005 760 000 720 442	Discount		(\$86.01)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41499</b>	Invoice		<b>Invoice No:</b> 5210113	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$2,962.18</b>
							<b>Check Amount:</b>		<b>\$3,825.85</b>
0485	PCB	76415	1092		<b>COLE PAPERS, INC.</b>		Check		
				E 01	005 810 000 000 410	Hand Soap		\$1,132.20	
				E 01	005 810 000 000 410	Hand Sanitizer		\$161.58	
				E 01	005 810 000 000 410	Processing Fee		\$7.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41494</b>	Invoice		<b>Invoice No:</b> 10406837	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$1,300.78</b>
							<b>Check Amount:</b>		<b>\$1,300.78</b>
0485	PCB	76416	3254		<b>DENNIS MIDDENDORF</b>		Check		
				E 01	020 296 055 000 305	GBB Official Pine City		\$150.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41489</b>	Invoice		<b>Invoice No:</b> 02.23.2024	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$150.00</b>
							<b>Check Amount:</b>		<b>\$150.00</b>
0485	PCB	76417	4645		<b>Johnson, Jarrett</b>		Check		
				E 01	020 296 055 000 305	GBB Official Pine City		\$150.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41488</b>	Invoice		<b>Invoice No:</b> 02.23.2024	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$150.00</b>
							<b>Check Amount:</b>		<b>\$150.00</b>
0485	PCB	76418	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490	MILK		\$299.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41478</b>	Invoice		<b>Invoice No:</b> 5049047	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$299.80</b>
				E 02	005 770 000 701 490	MILK		\$404.75	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41500</b>	Invoice		<b>Invoice No:</b> 5044640	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$404.75</b>
							<b>Check Amount:</b>		<b>\$704.55</b>
0485	PCB	76419	4214		<b>MARK RANDALL</b>		Check		
				E 01	020 296 055 000 305	GBB Official Pine City		\$150.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41490</b>	Invoice		<b>Invoice No:</b> 02.23.2024	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$150.00</b>
							<b>Check Amount:</b>		<b>\$150.00</b>
0485	PCB	76420	1326		<b>MENARDS</b>		Check		
				E 01	020 301 000 830 433	Greenhouse Supplies		\$103.72	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41530</b>	Invoice		<b>Invoice No:</b> 28296	<b>3/1/2024</b>	<b>Paid Amt:</b>		<b>\$103.72</b>
							<b>Check Amount:</b>		<b>\$103.72</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76421	1333		<b>MIDWAY IRON &amp; METAL, INC.</b>		Check		
				E 01	020 301 000 830 433 Welding Metal			\$1,546.18	
	PO#: 5518	Voucher #: 41501		Invoice	Invoice No: 572769	3/1/2024		Paid Amt: \$1,546.18	
								<b>Check Amount:</b>	<b>\$1,546.18</b>
0485	PCB	76422	1346		<b>MINNESOTA POWER</b>		Check		
				E 01	010 810 000 000 331 ES			\$4,516.97	
	PO#:	Voucher #: 41481		Invoice	Invoice No: 401764850951	3/1/2024		Paid Amt: \$4,516.97	
				E 01	020 810 000 000 331 Acct 811180000 Elect			\$12.51	
	PO#:	Voucher #: 41482		Invoice	Invoice No: 811704660288	3/1/2024		Paid Amt: \$12.51	
				E 01	020 810 000 000 331 Acct 5091115490 MS/HS			\$14,504.88	
	PO#:	Voucher #: 41483		Invoice	Invoice No: 509107891217	3/1/2024		Paid Amt: \$14,504.88	
				E 01	020 810 000 000 331 Acct 6691032130 Elect			\$34.46	
	PO#:	Voucher #: 41484		Invoice	Invoice No: 669628990535	3/1/2024		Paid Amt: \$34.46	
								<b>Check Amount:</b>	<b>\$19,068.82</b>
0485	PCB	76423	4892		<b>Moon, Tamber</b>		Check		
				R 02	005 770 000 701 601 Closing Lunch Account			\$6.20	
	PO#:	Voucher #: 41504		Invoice	Invoice No: 02.27.2024	3/1/2024		Paid Amt: \$6.20	
								<b>Check Amount:</b>	<b>\$6.20</b>
0485	PCB	76424	4458		<b>MOSYLE CORPORATION</b>		Check		
				E 01	005 690 690 000 405 Addtl Licenses 02/01/2024 through 07/31/2024			\$2.75	
	PO#:	Voucher #: 41540		Invoice	Invoice No: 2474858	3/1/2024		Paid Amt: \$2.75	
								<b>Check Amount:</b>	<b>\$2.75</b>
0485	PCB	76425	1375		<b>NAPA AUTO PARTS</b>		Check		
				E 01	005 760 000 720 401 Anti Freeze			\$77.94	
	PO#:	Voucher #: 41541		Invoice	Invoice No: 586556	3/1/2024		Paid Amt: \$77.94	
				E 01	005 760 000 720 401 Motor Oil			\$172.05	
	PO#:	Voucher #: 41542		Invoice	Invoice No: 587723	3/1/2024		Paid Amt: \$172.05	
								<b>Check Amount:</b>	<b>\$249.99</b>
0485	PCB	76426	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490 BREAD			\$102.42	
	PO#:	Voucher #: 41531		Invoice	Invoice No: 10000624057002	3/1/2024		Paid Amt: \$102.42	
								<b>Check Amount:</b>	<b>\$102.42</b>
0485	PCB	76427	4893		<b>SCTCC</b>		Check		
				E 04	005 505 053 321 401 VEX Team 13056B Registration			\$205.00	
	PO#:	Voucher #: 41505		Invoice	Invoice No: 02.28.2024	3/1/2024		Paid Amt: \$205.00	
								<b>Check Amount:</b>	<b>\$205.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76428	4755		<b>SQUIRES, WALDSPURGER &amp; MACE</b>		Check		
				E 01	005 020 000 000 313 Legal			\$562.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41460</b>	Invoice	<b>Invoice No:</b> 19299	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$562.36</b>
								<b>Check Amount:</b>	<b>\$562.36</b>
0485	PCB	76429	1524		<b>SRRHS SPEECH TEAM</b>		Check		
				E 01	020 298 069 000 305 SPEECH REGISTRATION			\$49.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41509</b>	Invoice	<b>Invoice No:</b> 02.28.2024	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$49.00</b>
								<b>Check Amount:</b>	<b>\$49.00</b>
0485	PCB	76430	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 705 490 BREAKFAST			\$552.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41533</b>	Invoice	<b>Invoice No:</b> 253583209	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$552.36</b>
				E 02	005 770 000 701 491 Commodity			\$25.65	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41534</b>	Invoice	<b>Invoice No:</b> 253583211	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$25.65</b>
				E 02	005 770 000 701 490 LUNCH			\$2,479.62	
				E 02	005 770 000 705 490 BREAKFAST			\$277.38	
				E 02	005 770 000 701 401 SUPPLIES			\$100.26	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41535</b>	Invoice	<b>Invoice No:</b> 253583210	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$2,857.26</b>
				E 02	005 770 000 701 490 LUNCH			\$651.62	
				E 02	005 770 000 705 490 BREAKFAST			\$346.86	
				E 02	005 770 000 701 401 SUPPLIES			\$16.12	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41502</b>	Invoice	<b>Invoice No:</b> 253583208	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$1,014.60</b>
				E 02	005 770 000 701 491 Commodity			\$44.22	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41503</b>	Invoice	<b>Invoice No:</b> 253583207	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$44.22</b>
								<b>Check Amount:</b>	<b>\$4,494.09</b>
0485	PCB	76431	1559		<b>TECH CHECK, LLC</b>		Check		
				E 01	020 211 690 000 401 Battery Replacement			\$297.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41475</b>	Invoice	<b>Invoice No:</b> 54795	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$297.50</b>
								<b>Check Amount:</b>	<b>\$297.50</b>
0485	PCB	76432	4206		<b>T-MOBILE</b>		Check		
				E 01	005 810 000 000 320 Mobile Internet Acct 971799683			\$100.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41532</b>	Invoice	<b>Invoice No:</b> 02.21.2024	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$100.00</b>
								<b>Check Amount:</b>	<b>\$100.00</b>
0485	PCB	76433	1582		<b>UHL COMPANY, INC</b>		Check		
				E 01	005 810 000 000 350 Elementary School HVAC Repair			\$690.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41536</b>	Invoice	<b>Invoice No:</b> 60560A	<b>3/1/2024</b>		<b>Paid Amt:</b>	<b>\$690.00</b>
								<b>Check Amount:</b>	<b>\$690.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76434	4896		Wagner, Nathan		Check		
				E 08	020 960 000 340 898	Scholarship All Class Reunion		\$250.00	
PO#:		Voucher #:	41538	Invoice	Invoice No:	02.29.2024		3/1/2024	
							Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0485	PCB	76435	2724		AFSCME COUNCIL 65		Check		
				B 01	215 040	MFT		\$288.52	
				B 04	215 040	MFT		\$42.27	
PO#:		Voucher #:	41513	Invoice	Invoice No:	S2024160		3/1/2024	
							Paid Amt:	\$330.79	
							Check Amount:	\$330.79	
0485	PCB	76436	4665		HARTFORD INSURANCE		Check		
				B 01	215 032	Life		\$785.48	
				B 02	215 032	Life		\$56.62	
				B 04	215 032	Life		\$52.07	
				B 01	215 032	Adjustment		(\$113.58)	
PO#:		Voucher #:	41344	Invoice	Invoice No:	S2024150		3/1/2024	
				B 01	215 031	LTD		\$753.71	
				B 02	215 031	LTD		\$41.70	
				B 04	215 031	LTD		\$38.60	
PO#:		Voucher #:	41345	Invoice	Invoice No:	S2024150		3/1/2024	
				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 #:	41348	Invoice	Invoice No:	S2024150		3/1/2024	
				B 01	215 032	Life		\$789.48	
				B 02	215 032	Life		\$56.62	
				B 04	215 032	Life		\$52.07	
PO#:		Voucher #:	41516	Invoice	Invoice No:	S2024160		3/1/2024	
				B 01	215 031	LTD		\$795.47	
				B 02	215 031	LTD		\$41.70	
				B 04	215 031	LTD		\$38.60	
				B 01	215 031	Adjustment		(\$208.84)	
PO#:		Voucher #:	41517	Invoice	Invoice No:	S2024160		3/1/2024	
				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 #:	41520	Invoice	Invoice No:	S2024160		20 3/1/2024	
							Paid Amt:	\$395.85	
							Check Amount:	\$3,959.41	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76437	4620		<b>HealthPartners Inc</b>		<b>Check</b>		
				B 01	215 030	Hospital		\$39,317.82	
				B 02	215 030	Hospital		\$951.43	
				B 04	215 030	Hospital		\$1,310.33	
				B 01	215 030	Adjustment		(\$17,905.00)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41514</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$23,674.58</b>	
				B 01	215 035	Dental		\$1,609.46	
				B 02	215 035	Payroll Deductions		\$17.03	
				B 04	215 035	Payroll Deductions		\$25.53	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41341</b>	Invoice	<b>Invoice No:</b>	S2024150	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$1,652.02</b>	
				B 01	215 030	Hospital		\$37,953.30	
				B 02	215 030	Hospital		\$951.43	
				B 04	215 030	Hospital		\$1,310.32	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41342</b>	Invoice	<b>Invoice No:</b>	S2024150	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$40,215.05</b>	
				B 01	215 035	Dental		\$1,609.46	
				B 02	215 035	Payroll Deductions		\$17.03	
				B 04	215 035	Payroll Deductions		\$25.53	
				B 01	215 035	Adjustment		(\$784.60)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41510</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$867.42</b>	
							<b>Check Amount:</b>	<b>\$66,409.07</b>	
0485	PCB	76438	1473		<b>ROYALTON EA/SRP</b>		<b>Check</b>		
				B 01	215 040	MFT		\$747.75	
				B 02	215 040	MFT		\$26.93	
				B 04	215 040	MFT		\$53.86	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41512</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$828.54</b>	
							<b>Check Amount:</b>	<b>\$828.54</b>	
0485	PCB	76439	1474		<b>ROYALTON FED TEACHERS</b>		<b>Check</b>		
				B 01	215 040	MFT		\$5,030.93	
				B 04	215 040	MFT		\$97.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41511</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$5,128.70</b>	
							<b>Check Amount:</b>	<b>\$5,128.70</b>	
0485	PCB	76440	4295		<b>AMAZON CAPITAL SERVICES</b>		<b>Check</b>		
				E 01	020 211 936 000 401	Credit PBIS		\$31.99	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41559</b>	Credit	<b>Invoice No:</b>	CM 1C6J-4VJG-M7XK	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>(\$31.99)</b>	
				E 01	005 690 690 000 455	UGREEN 1/8 to 1/4 Stereo Cable 3.5mm TRS		\$16.27	
<b>PO#:</b> 5671	<b>Voucher #:</b>	<b>41611</b>	Invoice	<b>Invoice No:</b>	11CF-7D3F-HVQ1	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$16.27</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76440	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	005 110 000 000 401	File Folders and rubber bands		\$36.07	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41612</b>	Invoice	<b>Invoice No:</b> 11TJ-MYYV-H9DF	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$36.07</b>	
							<b>Check Amount:</b>	<b>\$20.35</b>	
0485	PCB	76441	4478		<b>AMERICAN MAILING MACHINE, INC</b>		Check		
				E 01	020 211 000 000 401	PIC40-PostBase High Capacity Inkjet Cartridge		\$329.00	
				E 01	020 211 000 000 401	Freight		\$14.69	
	<b>PO#:</b> 5660	<b>Voucher #:</b>	<b>41572</b>	Invoice	<b>Invoice No:</b> IN120459	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$343.69</b>	
							<b>Check Amount:</b>	<b>\$343.69</b>	
0485	PCB	76442	4180		<b>AUTO VALUE LITTLE FALLS</b>		Check		
				E 01	005 760 000 720 401	Fuel Filter		\$65.39	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41627</b>	Invoice	<b>Invoice No:</b> 12051556	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$65.39</b>	
				E 01	005 760 000 720 401	Straight Heater Hose		\$69.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41628</b>	Invoice	<b>Invoice No:</b> 12050080	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$69.60</b>	
				E 01	005 760 000 720 401	Brake Pad Set & Rotor		\$228.97	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41631</b>	Invoice	<b>Invoice No:</b> 12047858	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$228.97</b>	
							<b>Check Amount:</b>	<b>\$363.96</b>	
0485	PCB	76443	2016		<b>BSN SPORTS</b>		Check		
				E 01	020 292 000 302 530	1455250-Hip Hex Bar		\$404.97	
				E 01	020 292 000 302 530	1455216-Plyo Boxes		\$699.99	
				E 01	020 292 000 302 530	1388422-Bosu		\$229.98	
				E 01	020 292 000 302 530	Freight		\$66.75	
	<b>PO#:</b> 5657	<b>Voucher #:</b>	<b>41578</b>	Invoice	<b>Invoice No:</b> 924905389	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,401.69</b>	
							<b>Check Amount:</b>	<b>\$1,401.69</b>	
0485	PCB	76444	4761		<b>CANS R US, LLC</b>		Check		
				E 01	005 810 000 000 305	Toilet Rental		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41571</b>	Invoice	<b>Invoice No:</b> 3383	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
0485	PCB	76445	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,170.62	
				E 01	005 760 000 720 442	Discount		(\$41.60)	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41562</b>	Invoice	<b>Invoice No:</b> 5501607	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,129.02</b>	
							<b>Check Amount:</b>	<b>\$1,129.02</b>	
0485	PCB	76446	4596		<b>CENTRAL MCGOWAN, INC</b>		Check		
				E 01	020 298 062 000 401	Carbon Dioxide		\$105.65	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41620</b>	Invoice	<b>Invoice No:</b> 0000817829	<b>22 3/8/2024</b>	<b>Paid Amt:</b>	<b>\$105.65</b>	
							<b>Check Amount:</b>	<b>\$105.65</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76447	1086		<b>CITY OF ROYALTON</b>		Check		
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,307.15	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41618</b>	Invoice		<b>Invoice No:</b> 03.04.2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,307.15</b>	
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$666.48	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41622</b>	Invoice		<b>Invoice No:</b> 03/04/2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$666.48</b>	
							<b>Check Amount:</b>	<b>\$1,973.63</b>	
0485	PCB	76448	2602		<b>CLIMATE AIR INC</b>		Check		
				E 01	005 810 000 000 350	High School HVAC Repair		\$162.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41632</b>	Invoice		<b>Invoice No:</b> 57344	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$162.00</b>	
							<b>Check Amount:</b>	<b>\$162.00</b>	
0485	PCB	76449	4237		<b>DSC Communications</b>		Check		
				E 01	010 412 000 619 433	Portable SL300 UHF 403-470Mhz 3 Watts 99 (		\$1,836.00	
				E 01	010 412 000 619 433	Charger SL Series Desktop Single Unit		\$117.72	
				E 01	010 412 000 619 433	Swivel Earpiece With Mic		\$96.00	
<b>PO#:</b> 5613	<b>Voucher #:</b>	<b>41549</b>	Invoice		<b>Invoice No:</b> 2241637	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$2,049.72</b>	
							<b>Check Amount:</b>	<b>\$2,049.72</b>	
0485	PCB	76450	4610		<b>FP MAILING SOLUTIONS</b>		Check		
				E 01	005 105 000 000 329	Mailing Machine/Supplies 2/12/2024 - 5/11/20		\$342.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41555</b>	Invoice		<b>Invoice No:</b> RMI00067828	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$342.00</b>	
				E 01	005 105 000 000 329	Mailing Machine/Supplies 11/12/2023 to 2/11/24		\$342.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41556</b>	Invoice		<b>Invoice No:</b> RMI00066220	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$342.00</b>	
							<b>Check Amount:</b>	<b>\$684.00</b>	
0485	PCB	76451	4399		<b>FRIEDRICH'S AUTO SALES INC.</b>		Check		
				E 01	005 760 000 720 350	Injector Replacement		\$9,240.07	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41615</b>	Invoice		<b>Invoice No:</b> 45271	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$9,240.07</b>	
				E 01	005 760 000 720 350	Repair wiring 8-06		\$367.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41616</b>	Invoice		<b>Invoice No:</b> 45444	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$367.20</b>	
				E 01	005 760 000 720 350	Replaced alternator assembly & batteries		\$1,813.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41617</b>	Invoice		<b>Invoice No:</b> 45380	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,813.12</b>	
							<b>Check Amount:</b>	<b>\$11,420.39</b>	
0485	PCB	76452	4897		<b>Gorecki, Will</b>		Check		
				E 08	020 960 000 340 898	Scholarship		\$450.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41579</b>	Invoice		<b>Invoice No:</b> 01.11.2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$450.00</b>	
							<b>Check Amount:</b>	<b>\$450.00</b>	
0485	PCB	76453	1215		<b>HILLYARD INC</b>		Check		
				E 01	005 810 000 000 401	Custodial Supplies 23		\$3,481.72	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41569</b>	Invoice		<b>Invoice No:</b> 605404040	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$3,481.72</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76453	1215		<b>HILLYARD INC</b>		Check		
				E 01	005 810 000 000 401	Switch Rocker DPDT 2 Position		\$33.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41583</b>	Invoice	<b>Invoice No:</b> 700580183	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$33.99</b>	
								<b>Check Amount:</b>	<b>\$3,515.71</b>
0485	PCB	76454	3687		<b>HOLDINGFORD HARDWARE</b>		Check		
				E 01	020 255 000 000 430	Wood Shop Supplies		\$19.99	
	<b>PO#:</b> 5597	<b>Voucher #:</b>	<b>41557</b>	Invoice	<b>Invoice No:</b> 40326	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$19.99</b>	
								<b>Check Amount:</b>	<b>\$19.99</b>
0485	PCB	76455	1247		<b>J W PEPPER &amp; SON INC</b>		Check		
				E 01	020 259 000 000 430	11374524F-Lean on Me MP3		\$28.80	
				E 01	020 259 000 000 430	Shipping		\$12.99	
	<b>PO#:</b> 5665	<b>Voucher #:</b>	<b>41554</b>	Invoice	<b>Invoice No:</b> 366252373	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$41.79</b>	
				E 01	020 259 000 000 430	11372314-Lean on Me copies		\$62.50	
	<b>PO#:</b> 5665	<b>Voucher #:</b>	<b>41630</b>	Invoice	<b>Invoice No:</b> 366270721	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$62.50</b>	
								<b>Check Amount:</b>	<b>\$104.29</b>
0485	PCB	76456	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490	MILK		\$269.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41550</b>	Invoice	<b>Invoice No:</b> 5055536	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$269.90</b>	
				E 02	005 770 000 701 490	MILK		\$569.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41551</b>	Invoice	<b>Invoice No:</b> 5055627	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$569.60</b>	
								<b>Check Amount:</b>	<b>\$839.50</b>
0485	PCB	76457	2692		<b>KEVIN RUEN</b>		Check		
				E 01	020 294 055 000 305	BBB Official BBE		\$150.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41565</b>	Invoice	<b>Invoice No:</b> 02.29.2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$150.00</b>	
								<b>Check Amount:</b>	<b>\$150.00</b>
0485	PCB	76458	3236		<b>LITTLE FALLS RADIO</b>		Check		
				E 01	020 211 000 000 305	FFA		\$50.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41573</b>	Invoice	<b>Invoice No:</b> 0473-025	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
				E 01	020 211 000 000 305	Wrestling		\$50.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41574</b>	Invoice	<b>Invoice No:</b> 0473-024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
								<b>Check Amount:</b>	<b>\$100.00</b>
0485	PCB	76459	3595		<b>LIZ MERTEN PHOTOGRAPHY</b>		Check		
				E 01	020 292 000 000 305	Hallway posters Wrestling, Boys & Girls Baske		\$390.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41614</b>	Invoice	<b>Invoice No:</b> 0134	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$390.00</b>	
								<b>Check Amount:</b>	<b>\$390.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76460	4540		MARCO		Check
				E 01	005 690 690 302 555 Copiers		\$1,946.60
PO#:	Voucher #:	41623	Invoice	Invoice No:	36087027	3/8/2024	Paid Amt: \$1,946.60
							Check Amount: \$1,946.60
0485	PCB	76461	2524		MIDCONTINENT COMMUNICATIONS		Check
				E 01	005 810 000 000 320 PHONE SERVICE		\$1,270.22
PO#:	Voucher #:	41570	Invoice	Invoice No:	14529320113888	3/8/2024	Paid Amt: \$1,270.22
							Check Amount: \$1,270.22
0485	PCB	76462	3480		Nelson, Lance		Check
				E 01	020 294 055 000 305 BBB Official BBE		\$150.00
PO#:	Voucher #:	41563	Invoice	Invoice No:	02.29.2024	3/8/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
0485	PCB	76463	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
				E 01	005 760 000 720 401 Warning, Stop, Tail Lights		\$387.18
PO#:	Voucher #:	41608	Invoice	Invoice No:	310570	3/8/2024	Paid Amt: \$387.18
				E 01	005 760 000 720 401 Credit Paid Wrong Vendor CK #76123		\$36.20
PO#:	Voucher #:	41584	Credit	Invoice No:	X220081194:01	3/8/2024	Paid Amt: (\$36.20)
				E 01	005 760 000 720 401 Credit Paid Wrong Vendor CK #76123		\$875.01
PO#:	Voucher #:	41585	Credit	Invoice No:	X220080861:01	3/8/2024	Paid Amt: (\$875.01)
				E 01	005 760 000 720 401 Credit Paid Wrong Vendor CK #76123		\$73.89
PO#:	Voucher #:	41586	Credit	Invoice No:	X220080865:01	3/8/2024	Paid Amt: (\$73.89)
				E 01	005 760 000 720 401 Credit Paid Wrong Vendor CK #76123		\$61.50
PO#:	Voucher #:	41587	Credit	Invoice No:	X220081020:01	3/8/2024	Paid Amt: (\$61.50)
				E 01	005 760 000 720 401 Credit Paid Wrong Vendor CK #76123		\$301.50
PO#:	Voucher #:	41588	Credit	Invoice No:	X220080809:01	3/8/2024	Paid Amt: (\$301.50)
				E 01	005 760 000 720 401 Alarm, Audible, Con 4-22		\$55.36
PO#:	Voucher #:	41591	Invoice	Invoice No:	308241	3/8/2024	Paid Amt: \$55.36
				E 01	005 760 000 720 401 Kit, DCM, Brush, Hor		\$30.94
PO#:	Voucher #:	41592	Invoice	Invoice No:	308475	3/8/2024	Paid Amt: \$30.94
				E 01	005 760 000 720 401 Vision, New Grille, Blue Bird Cushion		\$182.96
PO#:	Voucher #:	41593	Invoice	Invoice No:	309185	3/8/2024	Paid Amt: \$182.96
				E 01	005 760 000 720 401 Kit, Radio 4-22		\$244.04
PO#:	Voucher #:	41594	Invoice	Invoice No:	309200	3/8/2024	Paid Amt: \$244.04
				E 01	005 760 000 720 401 Washer, Sealing 11-08		\$5.70
PO#:	Voucher #:	41595	Invoice	Invoice No:	309185X1	3/8/2024	Paid Amt: \$5.70
				E 01	005 760 000 720 401 Glass Assy, Storm, Kit, DCM, Switch 17-17		\$517.98
PO#:	Voucher #:	41596	Invoice	Invoice No:	309680	3/8/2024	Paid Amt: \$517.98
				E 01	005 760 000 720 401 Camera Bus 3-23		\$362.05
PO#:	Voucher #:	41597	Invoice	Invoice No:	310007	3/8/2024	Paid Amt: \$362.05

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76463	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check		
				E 01	005 760 000 720 401	Light, Strobe, Led		\$363.20	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41598</b>	Invoice	<b>Invoice No:</b> 307995	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$363.20</b>	
							<b>Check Amount:</b>	<b>\$801.31</b>	
0485	PCB	76464	4608		<b>NORTH CENTRAL INT'L, LLC</b>		Check		
				E 01	005 760 000 720 350	Courtesy Inspection & fix left rear spring		\$2,422.61	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41629</b>	Invoice	<b>Invoice No:</b> R220007726:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$2,422.61</b>	
				E 01	005 760 000 720 350	Cap Hub, Hub Cap		\$61.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41609</b>	Invoice	<b>Invoice No:</b> X220081020:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$61.50</b>	
				E 01	005 760 000 720 350	Bearing sets, seal, wheel, oil		\$301.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41610</b>	Invoice	<b>Invoice No:</b> X220080809:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$301.50</b>	
				E 01	005 760 000 720 401	Credit Cap Hub*Steel Hub Cap		\$29.86	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41599</b>	Credit	<b>Invoice No:</b> X220082081:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>(\$29.86)</b>	
				E 01	005 760 000 720 401	Credit Cap Hub*Steel Hub Cap		\$337.67	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41600</b>	Credit	<b>Invoice No:</b> X220084051:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>(\$337.67)</b>	
				E 01	005 760 000 720 401	Credit Hose Hyd BK Front Drop, Body, Caliper		\$197.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41601</b>	Credit	<b>Invoice No:</b> X220085660:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>(\$197.34)</b>	
				E 01	005 760 000 720 350	Kit Fuel Filter, L/O Fltr, Filter, Oil		\$78.12	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41602</b>	Invoice	<b>Invoice No:</b> X220085524:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$78.12</b>	
				E 01	005 760 000 720 350	Service Check engine light, Repair terminals		\$461.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41603</b>	Invoice	<b>Invoice No:</b> R220007607:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$461.00</b>	
				E 01	005 760 000 720 350	10W30 55 gallons oil		\$1,097.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41604</b>	Invoice	<b>Invoice No:</b> X220083263:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,097.25</b>	
				E 01	005 760 000 720 350	Crank, No Fire Bus 8-06		\$712.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41605</b>	Invoice	<b>Invoice No:</b> R220007692:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$712.80</b>	
				E 01	005 760 000 720 350	Caliper with out pads, HD Disc Pads		\$875.01	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41606</b>	Invoice	<b>Invoice No:</b> X220080861:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$875.01</b>	
				E 01	005 760 000 720 350	HD Disc Pad Set		\$73.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41607</b>	Invoice	<b>Invoice No:</b> X220080865:01	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$73.89</b>	
							<b>Check Amount:</b>	<b>\$5,518.81</b>	
0485	PCB	76465	4515		<b>Northern Pines Mental Health Center</b>		Check		
				E 01	005 730 012 161 362	Interventionist Contract February, 2024		\$1,437.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41633</b>	Invoice	<b>Invoice No:</b> Feb 24 Royalton	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,437.50</b>	
							<b>Check Amount:</b>	<b>\$1,437.50</b>	
0485	PCB	76466	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490	BREAD		\$50.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41561</b>	Invoice	<b>Invoice No:</b> 10000624064002	26 <b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$50.52</b>	
							<b>Check Amount:</b>	<b>\$50.52</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76467	4242		<b>RADEMACHER COMPANIES, INC.</b>		Check		
				E 01	020 301 000 830 433 Animal Science			\$54.46	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41544</b>	Invoice	<b>Invoice No:</b> 00063976	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$54.46</b>	
				E 01	005 810 000 000 401 Distilled Water for scrubber and batteries			\$14.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41545</b>	Invoice	<b>Invoice No:</b> 00121726	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$14.00</b>	
				E 01	020 301 096 830 430 Ag Department			\$11.28	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41546</b>	Invoice	<b>Invoice No:</b> 00066932	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$11.28</b>	
				E 01	020 301 000 830 430 Ag 9 Leadership			\$53.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41547</b>	Invoice	<b>Invoice No:</b> 00009293	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$53.60</b>	
								<b>Check Amount:</b>	<b>\$133.34</b>
0485	PCB	76468	2838		<b>RASINSKI TOTAL DOOR SERVICE, LLC</b>		Check		
				E 01	005 718 000 342 401 Keys and Locks			\$156.45	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41560</b>	Invoice	<b>Invoice No:</b> 4853	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$156.45</b>	
								<b>Check Amount:</b>	<b>\$156.45</b>
0485	PCB	76469	4658		<b>REGION 5A</b>		Check		
				R 01	000 296 055 000 061 GBB Section Gate Admissions			\$35.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41568</b>	Invoice	<b>Invoice No:</b> 03.04.2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$35.00</b>	
								<b>Check Amount:</b>	<b>\$35.00</b>
0485	PCB	76470	3113		<b>REPUBLIC SERVICES #891</b>		Check		
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$1,239.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41576</b>	Invoice	<b>Invoice No:</b> 0891-001339234	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,239.92</b>	
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$1,703.02	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41621</b>	Invoice	<b>Invoice No:</b> 0891-001339233	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$1,703.02</b>	
								<b>Check Amount:</b>	<b>\$2,942.94</b>
0485	PCB	76471	1477		<b>ROYALTON LUMBER COMPANY</b>		Check		
				E 01	005 810 000 000 401 Custodial Supplies			\$171.29	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41575</b>	Invoice	<b>Invoice No:</b> 866469	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$171.29</b>	
								<b>Check Amount:</b>	<b>\$171.29</b>
0485	PCB	76472	4654		<b>Sandberg, John</b>		Check		
				E 01	020 294 055 000 305 GBB Official ACGC			\$150.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41564</b>	Invoice	<b>Invoice No:</b> 02.29.2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$150.00</b>	
								<b>Check Amount:</b>	<b>\$150.00</b>
0485	PCB	76473	3916		<b>SAUK CENTRE PUBLIC SCHOOLS</b>		Check		
				E 01	020 298 069 000 305 Speech Registration			\$28.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41613</b>	Invoice	<b>Invoice No:</b> 03.06.2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$28.00</b>	
								<b>Check Amount:</b>	<b>\$28.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76474	4408		<b>School Management Services</b>		Check		
				E 01	005 010 000 000 305	Fed Grant Support 12/16- 02/15/2024		\$150.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41558</b>	Invoice	<b>Invoice No:</b> 101922	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$150.00</b>	
							<b>Check Amount:</b>	<b>\$150.00</b>	
0485	PCB	76475	4755		<b>SQUIRES, WALDSPURGER &amp; MACE</b>		Check		
				E 01	005 020 000 000 313	Legal		\$2,331.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41548</b>	Invoice	<b>Invoice No:</b> 19502	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$2,331.00</b>	
							<b>Check Amount:</b>	<b>\$2,331.00</b>	
0485	PCB	76476	1537		<b>STATE OF MN DEPT OF PUBLIC SAFETY</b>		Check		
				E 01	005 865 000 349 305	HS HAZARDOUS CHEMICAL INVENTORY FE		\$25.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41619</b>	Invoice	<b>Invoice No:</b> 4920500032023	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$25.00</b>	
							<b>Check Amount:</b>	<b>\$25.00</b>	
0485	PCB	76477	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 701 490	LUNCH		\$2,593.20	
				E 02	005 770 000 705 490	BREAKFAST		\$129.58	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41552</b>	Invoice	<b>Invoice No:</b> 253589273	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$2,722.78</b>	
				E 02	005 770 000 701 491	Commodity		\$36.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41553</b>	Invoice	<b>Invoice No:</b> 36.99	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$36.99</b>	
							<b>Check Amount:</b>	<b>\$2,759.77</b>	
0485	PCB	76478	1933		<b>TERRY GORECKI</b>		Check		
				E 01	020 294 056 000 369	Food @ State Wrestling		\$226.68	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41581</b>	Invoice	<b>Invoice No:</b> 03.06.2024	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$226.68</b>	
							<b>Check Amount:</b>	<b>\$226.68</b>	
0485	PCB	76479	2172		<b>VOIGT MOTORCOACH TRAVEL, INC.</b>		Check		
				E 01	020 294 056 000 366	TRANSPORTATION FOR Wrestling		\$2,147.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41626</b>	Invoice	<b>Invoice No:</b> 29887	<b>3/8/2024</b>	<b>Paid Amt:</b>	<b>\$2,147.40</b>	
							<b>Check Amount:</b>	<b>\$2,147.40</b>	
0485	PCB	76480	1004		<b>AIM ELECTRONICS INC</b>		Check		
				E 01	020 292 000 000 305	Repair Shot Clocks		\$492.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41665</b>	Invoice	<b>Invoice No:</b> 45121	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$492.92</b>	
							<b>Check Amount:</b>	<b>\$492.92</b>	
0485	PCB	76481	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	020 211 000 000 401	First Aid Kit, Backpack, Poly Zip Bags, Blanket		\$47.24	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41669</b>	Invoice	<b>Invoice No:</b> 19QK-C6MR-7PT9	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$47.24</b>	
				E 01	020 292 057 000 401	Shot Put, Shot/Discus Carrier & Pop Up Tent		\$175.18	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41674</b>	Invoice	<b>Invoice No:</b> 1RR6-HGYP-3N3Y	<b>28 3/18/2024</b>	<b>Paid Amt:</b>	<b>\$175.18</b>	
				E 01	005 640 000 316 401	Books		\$679.77	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41634</b>	Invoice	<b>Invoice No:</b> 1M67-CYQN-XLJ6	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$679.77</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76481	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	020 341 000 628 433 Tools			\$2,130.03	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41635</b>	Invoice	<b>Invoice No:</b> 16F4-GNPT-LQPG	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$2,130.03</b>
								<b>Check Amount:</b>	<b>\$3,032.22</b>
0485	PCB	76482	4360		<b>BENEFIT EXTRAS, INC.</b>		Check		
				E 01	005 110 000 000 305 COBRA Processing Fee & Letters			\$50.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41636</b>	Invoice	<b>Invoice No:</b> 121087	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$50.00</b>
								<b>Check Amount:</b>	<b>\$50.00</b>
0485	PCB	76483	2602		<b>CLIMATE AIR INC</b>		Check		
				E 01	005 810 000 000 350 High School HVAC Repair			\$975.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41637</b>	Invoice	<b>Invoice No:</b> 57376	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$975.25</b>
								<b>Check Amount:</b>	<b>\$975.25</b>
0485	PCB	76484	1090		<b>CMERDC</b>		Check		
				E 01	005 110 000 000 305 ACCOUNTING FEE			\$525.00	
				E 01	005 110 000 000 305 SMART SYSYEM			\$3,240.00	
				E 01	005 110 000 000 305 HOSTED			\$825.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41638</b>	Invoice	<b>Invoice No:</b> 195749	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$4,590.00</b>
								<b>Check Amount:</b>	<b>\$4,590.00</b>
0485	PCB	76485	1706		<b>DESIGN ELECTRONICS</b>		Check		
				E 01	005 690 690 000 305 Fix Ipad 7-BLK			\$149.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41640</b>	Invoice	<b>Invoice No:</b> 10228518	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$149.99</b>
								<b>Check Amount:</b>	<b>\$149.99</b>
0485	PCB	76486	1133		<b>ECM PUBLISHERS INC</b>		Check		
				E 01	005 110 000 000 380 March 14 Agenda			\$53.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41641</b>	Invoice	<b>Invoice No:</b> 989169	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$53.00</b>
								<b>Check Amount:</b>	<b>\$53.00</b>
0485	PCB	76487	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490 MILK			\$440.20	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41642</b>	Invoice	<b>Invoice No:</b> 5071860	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$440.20</b>
				E 02	005 770 000 701 490 MILK			\$364.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41643</b>	Invoice	<b>Invoice No:</b> 5072841	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$364.40</b>
				E 02	005 770 000 701 490 MILK			\$254.85	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41644</b>	Invoice	<b>Invoice No:</b> 5068394	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$254.85</b>
				E 02	005 770 000 701 490 MILK			\$269.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41645</b>	Invoice	<b>Invoice No:</b> 5067796	<b>3/18/2024</b>		<b>Paid Amt:</b>	<b>\$269.80</b>
								<b>Check Amount:</b>	<b>\$1,329.25</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76488	1317		<b>MCGRAW-HILL LLC</b>		Check		
				E 01	020 211 000 302 460	Shipping		\$677.72	
	PO#: 5664	Voucher #:	41672	Invoice	Invoice No: 132179756001	3/18/2024	Paid Amt:	\$677.72	
				E 01	020 211 000 302 460	Inspire Earth & Space Science 2020		\$3,952.80	
				E 01	020 211 000 302 460	Inspire Life Science 2020		\$3,952.80	
				E 01	020 211 000 302 460	Inspire Physical Science 2020		\$3,952.80	
				E 01	020 211 000 302 460	Inspire Science 2020 Earth Science (9-12)		\$3,614.40	
				E 01	020 211 000 302 460	Inspire Science 2020 Biology		\$3,614.40	
				E 01	020 211 000 302 460	Inspire Science 2020 Chemistry		\$3,614.40	
				E 01	020 211 000 302 460	Inspire Science 2020 Physics		\$1,807.20	
	PO#: 5664	Voucher #:	41676	Invoice	Invoice No: 132173879001	3/18/2024	Paid Amt:	\$24,508.80	
							Check Amount:	\$25,186.52	
0485	PCB	76489	1326		<b>MENARDS</b>		Check		
				E 01	020 301 000 830 433	Greenhouse Supplies		\$38.86	
	PO#: 5560	Voucher #:	41667	Invoice	Invoice No: 28742	3/18/2024	Paid Amt:	\$38.86	
				E 01	005 810 000 000 410	Custodial Supplies		\$665.28	
	PO#:	Voucher #:	41670	Invoice	Invoice No: 29029	3/18/2024	Paid Amt:	\$665.28	
							Check Amount:	\$704.14	
0485	PCB	76490	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490	BREAD		\$118.14	
	PO#:	Voucher #:	41646	Invoice	Invoice No: 10000624071003	3/18/2024	Paid Amt:	\$118.14	
				E 02	005 770 000 701 490	BREAD		\$135.47	
	PO#:	Voucher #:	41654	Invoice	Invoice No: 10000624071002	3/18/2024	Paid Amt:	\$135.47	
				E 02	005 770 000 701 490	BREAD		\$53.04	
	PO#:	Voucher #:	41655	Invoice	Invoice No: 10000624064003	3/18/2024	Paid Amt:	\$53.04	
							Check Amount:	\$306.65	
0485	PCB	76491	4898		<b>Popp, Ashley</b>		Check		
				E 04	005 505 000 321 186	CE Instructor		\$60.00	
				E 04	005 505 000 321 186	CE Supplies		\$20.00	
	PO#:	Voucher #:	41675	Invoice	Invoice No: 03.06.2024	3/18/2024	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0485	PCB	76492	2838		<b>RASINSKI TOTAL DOOR SERVICE, LLC</b>		Check		
				E 01	005 718 000 342 401	ES/HS/MS/ECC outside doors rekey & repairs		\$2,808.88	
	PO#:	Voucher #:	41647	Invoice	Invoice No: 4900	3/18/2024	Paid Amt:	\$2,808.88	
							Check Amount:	\$2,808.88	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76493	1382		<b>SOURCEWELL</b>		Check		
				E 01	020 640 000 316 305	Educ Solutions 11/-1/2023 - 1/31/2024		\$529.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41648</b>	Invoice		<b>Invoice No:</b> INV00002731	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$529.00</b>	
							<b>Check Amount:</b>	<b>\$529.00</b>	
0485	PCB	76494	4006		<b>Southern Minnesota Inspection</b>		Check		
				E 01	020 292 000 000 430	Returned Volleyball Standard Feet		\$45.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41653</b>	Credit		<b>Invoice No:</b> CM 22465	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>(\$45.00)</b>	
			E 01	020 292 000 302 530	Jaypro Backboard Edge Padding		\$780.00		
			E 01	020 292 000 302 530	Shipping		\$130.00		
<b>PO#:</b> 5650	<b>Voucher #:</b>	<b>41649</b>	Invoice		<b>Invoice No:</b> 23019	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$910.00</b>	
							<b>Check Amount:</b>	<b>\$865.00</b>	
0485	PCB	76495	4755		<b>SQUIRES, WALDSPURGER &amp; MACE</b>		Check		
				E 01	005 020 000 000 313	Legal		\$1,701.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41650</b>	Invoice		<b>Invoice No:</b> 19712	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$1,701.00</b>	
							<b>Check Amount:</b>	<b>\$1,701.00</b>	
0485	PCB	76496	1102		<b>STERLING WATER MINNESOTA, LLC</b>		Check		
				E 01	005 810 000 000 350	Commercial Service Call		\$278.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41639</b>	Invoice		<b>Invoice No:</b> 315X03759908	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$278.00</b>	
							<b>Check Amount:</b>	<b>\$278.00</b>	
0485	PCB	76497	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 705 490	BREAKFAST		\$448.29	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41656</b>	Invoice		<b>Invoice No:</b> 253593995	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$448.29</b>	
			E 02	005 770 000 701 490	LUNCH		\$2,240.26		
			E 02	005 770 000 701 401	SUPPLIES		\$189.21		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41657</b>	Invoice		<b>Invoice No:</b> 253593996	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$2,429.47</b>	
			E 02	005 770 000 701 491	Commodity		\$55.24		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41658</b>	Invoice		<b>Invoice No:</b> 253593997	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$55.24</b>	
			E 02	005 770 000 701 490	LUNCH		\$452.61		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41659</b>	Invoice		<b>Invoice No:</b> 253593998	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$452.61</b>	
			E 02	005 770 000 705 490	BREAKFAST		\$48.15		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41660</b>	Invoice		<b>Invoice No:</b> 253589274	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$48.15</b>	
			E 02	005 770 000 705 490	BREAKFAST		\$668.38		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41661</b>	Invoice		<b>Invoice No:</b> 253589275	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$668.38</b>	
			E 02	005 770 000 701 490	LUNCH		\$2,248.23		
			E 02	005 770 000 701 401	SUPPLIES		\$59.58		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41662</b>	Invoice		<b>Invoice No:</b> 253589276	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$2,307.81</b>	
			E 02	005 770 000 701 491	Commodity		\$70.16		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41663</b>	Invoice		<b>Invoice No:</b> 253589277	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$70.16</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	76497	2577		<b>SYSCO WESTERN MN, INC.</b>		Check	
				E 02	005 770 000 701 490 LUNCH			\$84.39
<b>PO#:</b>	<b>Voucher #:</b>	<b>41664</b>	Invoice		<b>Invoice No:</b> 253589278	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$84.39</b>
				E 02	005 770 000 701 490 LUNCH			\$2,566.32
<b>PO#:</b>	<b>Voucher #:</b>	<b>41651</b>	Invoice		<b>Invoice No:</b> 253593994	<b>3/18/2024</b>	<b>Paid Amt:</b>	<b>\$2,566.32</b>
							<b>Check Amount:</b>	<b>\$9,130.82</b>
0485	PCB	76498	4295		<b>AMAZON CAPITAL SERVICES</b>		Check	
				E 11	010 203 902 000 430 Unitek 160W 10-Port USB Quick Charger Docl			\$260.70
				E 11	010 203 902 000 430 5 Pack USB to Lightning Cord for Fast Chargir			\$62.93
				E 11	010 203 902 000 430 1ft 2Pack USB C to Lightning Cable Short			\$25.50
				E 11	010 203 902 000 430 Discount			(\$3.15)
<b>PO#:</b> 5674	<b>Voucher #:</b>	<b>41727</b>	Invoice		<b>Invoice No:</b> 1KX7-7DVY-CJYC	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$345.98</b>
				E 01	020 720 000 000 430 Exam Gloves & Sure Temp Probe Covers			\$125.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>41719</b>	Invoice		<b>Invoice No:</b> 11VF-G7D1-3XP4	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$125.95</b>
				E 01	020 211 101 000 430 Milwaukee Blower, Impact Wrench, Laser &Dri			\$1,001.92
<b>PO#:</b>	<b>Voucher #:</b>	<b>41729</b>	Invoice		<b>Invoice No:</b> 1QQP-DTCM-FJC4	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$1,001.92</b>
				E 01	020 292 057 000 401 Tarps			\$61.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>41730</b>	Invoice		<b>Invoice No:</b> 1R4D-MCKF-GXGL	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$61.95</b>
				E 01	020 298 061 000 401 Microphones for the stage			\$699.98
<b>PO#:</b> 5640	<b>Voucher #:</b>	<b>41713</b>	Invoice		<b>Invoice No:</b> 1WML-GLJT-KNQC	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$699.98</b>
				E 01	020 255 000 000 430 Tech Shop Supplies			\$239.26
<b>PO#:</b>	<b>Voucher #:</b>	<b>41711</b>	Invoice		<b>Invoice No:</b> 1LML-VTGR-7MW1	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$239.26</b>
				E 01	020 260 255 000 430 Masking Tape Bulk			\$33.99
<b>PO#:</b>	<b>Voucher #:</b>	<b>41700</b>	Invoice		<b>Invoice No:</b> 1M1L-DCRW-3C39	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$33.99</b>
				E 01	005 810 000 000 401 Command Hooks, Replacement Plug, Dusting			\$81.61
<b>PO#:</b>	<b>Voucher #:</b>	<b>41701</b>	Invoice		<b>Invoice No:</b> 1RPV-D7CY-1WPM	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$81.61</b>
				E 01	005 690 690 000 455 Logitech MK540 Advanced Wireless Keyboard			\$224.95
				E 01	005 690 690 000 455 Satechi USB C Hub Slim Multiport Adapter V2			\$565.20
				E 01	005 690 690 000 455 Satechi USB C Hub Multiport Adapter Pro Slim			\$67.99
<b>PO#:</b> 5677	<b>Voucher #:</b>	<b>41702</b>	Invoice		<b>Invoice No:</b> 13QD-FN9N-7FRP	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$858.14</b>
							<b>Check Amount:</b>	<b>\$3,448.78</b>
0485	PCB	76499	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check	
				E 01	005 760 000 720 442 UNLEADED			\$821.41
				E 01	005 760 000 720 442 Discount			(\$29.19)
<b>PO#:</b>	<b>Voucher #:</b>	<b>41716</b>	Invoice		<b>Invoice No:</b> 5210173	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$792.22</b>
				E 01	005 760 000 720 442 Fieldmaster Diesel			\$1,027.20
				E 01	005 760 000 720 442 Discount	32		(\$30.00)
<b>PO#:</b>	<b>Voucher #:</b>	<b>41717</b>	Invoice		<b>Invoice No:</b> 5210172	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$997.20</b>
				E 01	005 760 000 720 442 Credit on Invoice #5210005			\$154.38

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76499	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check
				E 01	005 760 000 720 442	Credit on Invoice # 5210006	\$96.70
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41722</b>	Credit	<b>Invoice No:</b> 5210005 & 5210006	<b>3/22/2024</b>	<b>Paid Amt: (\$251.08)</b>
							<b>Check Amount: \$1,538.34</b>
0485	PCB	76500	4596		<b>CENTRAL MCGOWAN, INC</b>		Check
				E 01	020 301 000 830 433	Welding Shop Supplies	\$35.18
	<b>PO#:</b> 5513	<b>Voucher #:</b>	<b>41743</b>	Invoice	<b>Invoice No:</b> 0000823256	<b>3/22/2024</b>	<b>Paid Amt: \$35.18</b>
							<b>Check Amount: \$35.18</b>
0485	PCB	76501	3246		<b>CENTRAL MN FOSTER GRANDPARENT PROGRAM</b>		Check
				E 01	010 203 000 000 305	Foster Grandparent check	\$855.00
	<b>PO#:</b> 5661	<b>Voucher #:</b>	<b>41737</b>	Invoice	<b>Invoice No:</b> 02122024	<b>3/22/2024</b>	<b>Paid Amt: \$855.00</b>
							<b>Check Amount: \$855.00</b>
0485	PCB	76502	3898		<b>EVERYTHING SIGNS, LLC</b>		Check
				E 01	020 292 080 000 401	RBI Mesh Banners	\$2,725.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41723</b>	Invoice	<b>Invoice No:</b> 15607	<b>3/22/2024</b>	<b>Paid Amt: \$2,725.00</b>
							<b>Check Amount: \$2,725.00</b>
0485	PCB	76503	4417		<b>FARMTEK</b>		Check
				E 01	020 301 000 830 433	Pots and Supplies	\$448.93
	<b>PO#:</b> 5672	<b>Voucher #:</b>	<b>41707</b>	Invoice	<b>Invoice No:</b> 7785298	<b>3/22/2024</b>	<b>Paid Amt: \$448.93</b>
							<b>Check Amount: \$448.93</b>
0485	PCB	76504	1241		<b>ISCORP</b>		Check
				E 01	005 110 000 000 305	Skyward hosting Student service for April, 202	\$157.50
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41698</b>	Invoice	<b>Invoice No:</b> 0737873	<b>3/22/2024</b>	<b>Paid Amt: \$157.50</b>
							<b>Check Amount: \$157.50</b>
0485	PCB	76505	4000		<b>ISD-466, SPEECH</b>		Check
				E 01	020 298 069 000 401	Speech Meet Registration	\$42.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41724</b>	Invoice	<b>Invoice No:</b> 03.14.2024	<b>3/22/2024</b>	<b>Paid Amt: \$42.00</b>
							<b>Check Amount: \$42.00</b>
0485	PCB	76506	1262		<b>JOSTENS INC.</b>		Check
				E 01	020 211 000 000 898	Valedictorian Medals with Ribbon	\$24.00
				E 01	020 211 000 000 898	Salutatorian Medal	\$12.00
				E 01	020 211 000 000 898	Shipping	\$15.82
	<b>PO#:</b> 5663	<b>Voucher #:</b>	<b>41718</b>	Invoice	<b>Invoice No:</b> 778933	<b>3/22/2024</b>	<b>Paid Amt: \$51.82</b>
							<b>Check Amount: \$51.82</b>
0485	PCB	76507	1267		<b>KEMPS, LLC</b>		Check
				E 02	005 770 000 701 490	MILK	\$243.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41714</b>	Invoice	<b>Invoice No:</b> 5077438	<b>3/22/2024</b>	<b>Paid Amt: \$243.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76507	1267		<b>KEMPS, LLC</b>		Check
				E 02	005 770 000 701 490 MILK		\$409.90
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41715</b>	Invoice	<b>Invoice No:</b> 5079479	<b>3/22/2024</b>	<b>Paid Amt: \$409.90</b>
							<b>Check Amount: \$652.90</b>
0485	PCB	76508	4758		<b>LIBERTY MUTUAL INSURANCE</b>		Check
				E 01	005 760 000 720 340 AUTO		\$1,951.89
				E 01	005 940 000 000 340 UMBRELL/PACKAGE		\$6,304.15
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41720</b>	Invoice	<b>Invoice No:</b> 14817404	<b>3/22/2024</b>	<b>Paid Amt: \$8,256.04</b>
							<b>Check Amount: \$8,256.04</b>
0485	PCB	76509	1300		<b>MACNEIL ENVIRONMENTAL, INC</b>		Check
				E 01	005 865 000 352 305 HEALTH & SAFETY		\$3,000.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41710</b>	Invoice	<b>Invoice No:</b> 9743	<b>3/22/2024</b>	<b>Paid Amt: \$3,000.00</b>
							<b>Check Amount: \$3,000.00</b>
0485	PCB	76510	1325		<b>MELROSE PUBLIC SCHOOLS</b>		Check
				E 01	020 298 069 000 305 Speech Meet Registration		\$48.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41728</b>	Invoice	<b>Invoice No:</b> 03.21.2024	<b>3/22/2024</b>	<b>Paid Amt: \$48.00</b>
							<b>Check Amount: \$48.00</b>
0485	PCB	76511	1326		<b>MENARDS</b>		Check
				E 01	020 255 000 000 430 Fit it Wood Shop Supplies		\$91.80
	<b>PO#: 5598</b>	<b>Voucher #:</b>	<b>41699</b>	Invoice	<b>Invoice No:</b> 28845	<b>3/22/2024</b>	<b>Paid Amt: \$91.80</b>
							<b>Check Amount: \$91.80</b>
0485	PCB	76512	1331		<b>MID-STATE EDUCATION DIST</b>		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	76512	1331		<b>MID-STATE EDUCATION DIST</b>		Check		
				E 01	005 420 450 740 397 Psych Service			\$1,153.68	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41725</b>	Invoice	<b>Invoice No:</b> 3856	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$65,044.03</b>	
							<b>Check Amount:</b>	<b>\$65,044.03</b>	
0485	PCB	76513	1346		<b>MINNESOTA POWER</b>		Check		
				E 01	020 810 000 000 331 Acct 0191115490			\$391.77	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41726</b>	Invoice	<b>Invoice No:</b> 019622715203	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$391.77</b>	
							<b>Check Amount:</b>	<b>\$391.77</b>	
0485	PCB	76514	3670		<b>MUD HOLE CUSTOM TACKLE, INC</b>		Check		
				E 01	020 301 000 830 430 Fishing Pole Order			\$658.59	
	<b>PO#:</b> 5667	<b>Voucher #:</b>	<b>41712</b>	Invoice	<b>Invoice No:</b> INV5758806	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$658.59</b>	
							<b>Check Amount:</b>	<b>\$658.59</b>	
0485	PCB	76515	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490 BREAD			\$72.31	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41709</b>	Invoice	<b>Invoice No:</b> 10000624078002	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$72.31</b>	
							<b>Check Amount:</b>	<b>\$72.31</b>	
0485	PCB	76516	2838		<b>RASINSKI TOTAL DOOR SERVICE, LLC</b>		Check		
				E 01	005 718 000 342 401 VD Qel Kits 33/35/98 & 99			\$1,461.77	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41708</b>	Invoice	<b>Invoice No:</b> 4921	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$1,461.77</b>	
							<b>Check Amount:</b>	<b>\$1,461.77</b>	
0485	PCB	76517	4901		<b>Ray, Tamsie L</b>		Check		
				E 04	005 505 000 321 305 Yoga Instructor			\$800.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41732</b>	Invoice	<b>Invoice No:</b> 03.15.2024	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$800.00</b>	
							<b>Check Amount:</b>	<b>\$800.00</b>	
0485	PCB	76518	1463		<b>RICE HARDWARE HANK</b>		Check		
				E 01	005 760 000 720 401 Fasteners Bus #2-16			\$15.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41721</b>	Invoice	<b>Invoice No:</b> 30411/3	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$15.36</b>	
				E 01	005 810 000 000 401 Raplacement handles for HS Artroom Faucets			\$31.96	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41740</b>	Invoice	<b>Invoice No:</b> 30485/3	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$31.96</b>	
							<b>Check Amount:</b>	<b>\$47.32</b>	
0485	PCB	76519	4670		<b>SHALON WILBER</b>		Check		
				E 01	020 298 069 000 305 CMC Speech Judge			\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41742</b>	Invoice	<b>Invoice No:</b> 03.18.2024	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
0485	PCB	76520	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 701 490 LUNCH	35		\$2,452.74	
				E 02	005 770 000 701 401 SUPPLIES			\$346.35	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41703</b>	Invoice	<b>Invoice No:</b> 253598055	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$2,799.09</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76520	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 701 491	Commodity		\$56.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41704</b>	Invoice	<b>Invoice No:</b> 253598054	<b>3/22/2024</b>		<b>Paid Amt:</b>	<b>\$56.41</b>
				E 02	005 770 000 701 491	Commodity		\$50.56	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41705</b>	Invoice	<b>Invoice No:</b> 253593993	<b>3/22/2024</b>		<b>Paid Amt:</b>	<b>\$50.56</b>
				E 02	005 770 000 701 491	Commodity		\$6.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41739</b>	Invoice	<b>Invoice No:</b> 253600904	<b>3/22/2024</b>		<b>Paid Amt:</b>	<b>\$6.41</b>
								<b>Check Amount:</b>	<b>\$2,912.47</b>
0485	PCB	76521	1572		<b>TIME FOR KIDS</b>		Check		
				E 01	010 203 000 000 430	Time for Kids Polzine-Lust		\$107.64	
				E 01	010 203 000 000 430	Time for Kids Hanson		\$107.64	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41733</b>	Invoice	<b>Invoice No:</b> 03.11.2024	<b>3/22/2024</b>		<b>Paid Amt:</b>	<b>\$215.28</b>
								<b>Check Amount:</b>	<b>\$215.28</b>
0485	PCB	76522	1592		<b>VERIZON WIRELESS</b>		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$300.30	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41741</b>	Invoice	<b>Invoice No:</b> 9958927707	<b>3/22/2024</b>		<b>Paid Amt:</b>	<b>\$300.30</b>
								<b>Check Amount:</b>	<b>\$300.30</b>
0485	PCB	76523	4900		<b>Vredenburg, Alicia</b>		Check		
				E 01	005 110 000 000 305	Student Teacher Stipend K Brenny		\$500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41738</b>	Invoice	<b>Invoice No:</b> 03.12.2024	<b>3/22/2024</b>		<b>Paid Amt:</b>	<b>\$500.00</b>
								<b>Check Amount:</b>	<b>\$500.00</b>
0485	PCB	76524	1611		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 000 000 440	Acct 51-4433400-5		\$10,543.12	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41706</b>	Invoice	<b>Invoice No:</b> 868414993	<b>3/22/2024</b>		<b>Paid Amt:</b>	<b>\$10,543.12</b>
								<b>Check Amount:</b>	<b>\$10,543.12</b>
0485	PCB	76525	2724		<b>AFSCME COUNCIL 65</b>		Check		
				B 01	215 040	MFT		\$288.52	
				B 04	215 040	MFT		\$42.27	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41769</b>	Invoice	<b>Invoice No:</b> S2024180	<b>3/28/2024</b>		<b>Paid Amt:</b>	<b>\$330.79</b>
								<b>Check Amount:</b>	<b>\$330.79</b>
0485	PCB	76526	4665		<b>HARTFORD INSURANCE</b>		Check		
				B 01	215 032	Life		\$786.48	
				B 02	215 032	Life		\$56.62	
				B 04	215 032	Life		\$52.07	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41683</b>	Invoice	<b>Invoice No:</b> S2024170	<b>3/28/2024</b>		<b>Paid Amt:</b>	<b>\$895.17</b>
				B 01	215 031	LTD		\$790.20	
				B 02	215 031	LTD		\$41.70	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76526	4665		HARTFORD INSURANCE		Check		
				B 04	215 031	LTD		\$38.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41684</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$870.50</b>	
				B 01	215 051	United Way		\$335.65	
				B 02	215 051	Payroll Deductions		\$22.82	
				B 04	215 051	Payroll Deductions		\$11.64	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41687</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$370.11</b>	
				B 01	215 032	Life		\$785.13	
				B 02	215 032	Life		\$56.62	
				B 04	215 032	Life		\$52.07	
				B 01	215 032	Adjustment		(\$116.23)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41772</b>	Invoice	<b>Invoice No:</b>	S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$777.59</b>	
				B 01	215 031	LTD		\$790.20	
				B 02	215 031	LTD		\$41.70	
				B 04	215 031	LTD		\$38.60	
				B 01	215 031	Adjustment		(\$238.20)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41773</b>	Invoice	<b>Invoice No:</b>	S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$632.30</b>	
				B 01	215 051	United Way		\$335.65	
				B 02	215 051	Payroll Deductions		\$22.82	
				B 04	215 051	Payroll Deductions		\$11.64	
				B 01	215 051	Adjustment		\$39.49	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41776</b>	Invoice	<b>Invoice No:</b>	S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$409.60</b>	
							<b>Check Amount:</b>	<b>\$3,955.27</b>	
0485	PCB	76527	4620		HealthPartners Inc		Check		
				B 01	215 035	Dental		\$1,575.41	
				B 02	215 035	Payroll Deductions		\$17.03	
				B 04	215 035	Payroll Deductions		\$25.53	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41680</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$1,617.97</b>	
				B 01	215 030	Hospital		\$38,282.42	
				B 02	215 030	Hospital		\$951.43	
				B 04	215 030	Hospital		\$1,310.33	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41681</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$40,544.18</b>	
				B 01	215 035	Dental		\$1,575.41	
				B 02	215 035	Payroll Deductions		\$17.03	
				B 04	215 035	Payroll Deductions		\$25.53	
				B 01	215 035	Adjustment		\$100.54	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41766</b>	Invoice	<b>Invoice No:</b>	S2024180	<b>37 3/28/2024</b>	<b>Paid Amt:</b>	<b>\$1,718.51</b>	
				B 01	215 030	Hospital		\$38,282.43	
				B 02	215 030	Hospital		\$951.43	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76527	4620		HealthPartners Inc		Check		
				B 04	215 030	Hospital		\$1,310.32	
				B 01	215 030	Adjustment		(\$9,287.49)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41770</b>	Invoice	<b>Invoice No:</b>	S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$31,256.69</b>	
							<b>Check Amount:</b>	<b>\$75,137.35</b>	
0485	PCB	76528	1473		ROYALTON EA/SRP		Check		
				B 01	215 040	MFT		\$747.75	
				B 02	215 040	MFT		\$26.93	
				B 04	215 040	MFT		\$53.86	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41768</b>	Invoice	<b>Invoice No:</b>	S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$828.54</b>	
							<b>Check Amount:</b>	<b>\$828.54</b>	
0485	PCB	76529	1474		ROYALTON FED TEACHERS		Check		
				B 01	215 040	MFT		\$4,942.93	
				B 04	215 040	MFT		\$97.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41767</b>	Invoice	<b>Invoice No:</b>	S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$5,040.70</b>	
							<b>Check Amount:</b>	<b>\$5,040.70</b>	
0485	PCB	76530	3930		ALEXANDRIA TECH & COMM COLLEGE		Check		
				E 01	020 211 390 000 391	PSEO Spring 2024 College		\$5,671.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41754</b>	Invoice	<b>Invoice No:</b>	Spring 2024	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$5,671.20</b>	
							<b>Check Amount:</b>	<b>\$5,671.20</b>	
0485	PCB	76531	4295		AMAZON CAPITAL SERVICES		Check		
				E 04	005 505 000 321 401	Brown Paper Roll, Stencils, Colored Masking T		\$145.44	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41760</b>	Invoice	<b>Invoice No:</b>	1RK3-XLV3-J14X	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$145.44</b>	
				E 01	005 640 000 316 401	Collaborative Teams books		\$382.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41761</b>	Invoice	<b>Invoice No:</b>	1JLV-16FJ-RN41	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$382.20</b>	
				E 01	010 218 000 388 430	Potting soil mix, coreless motors, batteries		\$194.27	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41762</b>	Invoice	<b>Invoice No:</b>	1NR1-3F6P-G4KN	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$194.27</b>	
							<b>Check Amount:</b>	<b>\$721.91</b>	
0485	PCB	76532	1027		APPLIANCE REPAIR CENTER		Check		
				E 02	005 770 000 701 350	Steamer Elementary Install New Door Gasket		\$1,473.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41788</b>	Invoice	<b>Invoice No:</b>	25338	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$1,473.80</b>	
				E 02	005 770 000 701 350	Combi Oven Elementary Noise, Not heating r		\$991.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41789</b>	Invoice	<b>Invoice No:</b>	25282	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$991.60</b>	
							<b>Check Amount:</b>	<b>\$2,465.40</b>	
0485	PCB	76533	4370		CAPITAL ONE		Check		
				E 01	020 301 096 830 430	Liddane Ag		\$117.10	
				E 01	020 215 000 000 430	Burg Business Ed		\$56.42	
				E 01	020 301 096 830 430	Liddane Ag		\$54.59	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76533	4370		<b>CAPITAL ONE</b>		Check		
				E 01	020 298 151 000 401	Weir Care Closet		\$275.72	
				E 01	020 211 936 000 401	Weir PBIS		\$51.16	
				E 01	005 110 000 000 305	Interest		\$28.29	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41759</b>	Invoice	<b>Invoice No:</b>	5439937	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$583.28</b>	
							<b>Check Amount:</b>	<b>\$583.28</b>	
0485	PCB	76534	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,368.91	
				E 01	005 760 000 720 442	Discount		(\$43.96)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41793</b>	Invoice	<b>Invoice No:</b>	5210257	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$1,324.95</b>	
				E 01	005 760 000 720 442	Fieldmaster Diesel		\$4,301.98	
				E 01	005 760 000 720 442	Discount		(\$126.01)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41794</b>	Invoice	<b>Invoice No:</b>	5210256	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$4,175.97</b>	
							<b>Check Amount:</b>	<b>\$5,500.92</b>	
0485	PCB	76535	1076		<b>CENTRAL LAKES COLLEGE</b>		Check		
				E 01	020 211 390 000 391	Fall Semester 2023		\$9,000.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41752</b>	Invoice	<b>Invoice No:</b>	00243676	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$9,000.00</b>	
							<b>Check Amount:</b>	<b>\$9,000.00</b>	
0485	PCB	76536	4396		<b>CHRIS VOSEN AUTO REPAIR</b>		Check		
				E 01	005 760 000 720 350	Filters, Oil, Labor #27 drive shaft flex joint		\$468.84	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41797</b>	Invoice	<b>Invoice No:</b>	7549	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$468.84</b>	
							<b>Check Amount:</b>	<b>\$468.84</b>	
0485	PCB	76537	1133		<b>ECM PUBLISHERS INC</b>		Check		
				E 01	005 110 000 000 380	March 25 Work Session Agenda		\$30.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41753</b>	Invoice	<b>Invoice No:</b>	991089	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$30.00</b>	
							<b>Check Amount:</b>	<b>\$30.00</b>	
0485	PCB	76538	2851		<b>FARM-RITE EQUIPMENT INC.</b>		Check		
				E 01	005 810 000 000 401	Oil & filters		\$353.84	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41786</b>	Invoice	<b>Invoice No:</b>	P79677	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$353.84</b>	
							<b>Check Amount:</b>	<b>\$353.84</b>	
0485	PCB	76539	1196		<b>HANDYMANS HARDWARE</b>		Check		
				E 01	005 810 000 000 401	Padlock, Glue & Key		\$37.14	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41758</b>	Invoice	<b>Invoice No:</b>	434531	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$37.14</b>	
							<b>Check Amount:</b>	<b>\$37.14</b>	
0485	PCB	76540	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490	MILK	39	\$440.30	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41750</b>	Invoice	<b>Invoice No:</b>	5095887	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$440.30</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76540	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490 MILK			\$531.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41751</b>	Invoice	<b>Invoice No:</b> 5096210	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$531.50</b>	
				E 02	005 770 000 701 490 MILK			\$166.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41798</b>	Invoice	<b>Invoice No:</b> 5103039	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$166.90</b>	
								<b>Check Amount:</b>	<b>\$1,138.70</b>
0485	PCB	76541	1899		<b>MARCO TECHNOLOGIES, LLC</b>		Check		
				E 01	005 690 690 000 305 Microphone Repair			\$240.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41790</b>	Invoice	<b>Invoice No:</b> INV12303559	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$240.00</b>	
								<b>Check Amount:</b>	<b>\$240.00</b>
0485	PCB	76542	1326		<b>MENARDS</b>		Check		
				E 01	005 810 000 000 410 Custodial Supplies			\$144.14	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41791</b>	Invoice	<b>Invoice No:</b> 29820	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$144.14</b>	
								<b>Check Amount:</b>	<b>\$144.14</b>
0485	PCB	76543	1333		<b>MIDWAY IRON &amp; METAL, INC.</b>		Check		
				E 01	005 810 000 000 401 CUSTODIAN misc iron for repairs			\$27.59	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41787</b>	Invoice	<b>Invoice No:</b> 575521	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$27.59</b>	
								<b>Check Amount:</b>	<b>\$27.59</b>
0485	PCB	76544	1754		<b>MSBA</b>		Check		
				E 01	005 020 000 000 366 MSBA Capitol Wehrkamp			\$60.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41792</b>	Invoice	<b>Invoice No:</b> INV-09974-M1D7B4	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$60.00</b>	
								<b>Check Amount:</b>	<b>\$60.00</b>
0485	PCB	76545	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check		
				E 01	005 760 000 720 401 Heater, Microphone & shop Supplies			\$96.91	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41796</b>	Invoice	<b>Invoice No:</b> 311087	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$96.91</b>	
								<b>Check Amount:</b>	<b>\$96.91</b>
0485	PCB	76546	4608		<b>NORTH CENTRAL INT'L, LLC</b>		Check		
				E 01	005 760 000 720 350 Fix ABS & ATC Lights on			\$7,380.91	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41795</b>	Invoice	<b>Invoice No:</b> R220007794:01	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$7,380.91</b>	
								<b>Check Amount:</b>	<b>\$7,380.91</b>
0485	PCB	76547	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490 BREAD			\$83.88	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41799</b>	Invoice	<b>Invoice No:</b> 10000624085003	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$83.88</b>	
				E 02	005 770 000 701 490 BREAD			\$53.70	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41800</b>	Invoice	<b>Invoice No:</b> 10000624078003	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$53.70</b>	
				E 02	005 770 000 701 490 BREAD			\$74.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41765</b>	Invoice	<b>Invoice No:</b> 10000624085002	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$74.52</b>	
								<b>Check Amount:</b>	<b>\$212.10</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76548	2577		<b>SYSCO WESTERN MN, INC.</b>		<b>Check</b>		
				E 02	005 770 000 701 490 LUNCH			\$2,325.96	
				E 02	005 770 000 701 401 SUPPLIES			\$55.69	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41801</b>	Invoice		<b>Invoice No:</b> 253603053	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$2,381.65</b>	
				E 02	005 770 000 701 490 LUNCH			\$2,410.05	
				E 02	005 770 000 701 401 SUPPLIES			\$134.32	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41802</b>	Invoice		<b>Invoice No:</b> 253598058	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$2,544.37</b>	
				E 02	005 770 000 705 490 BREAKFAST			\$364.22	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41803</b>	Invoice		<b>Invoice No:</b> 253603052	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$364.22</b>	
				E 02	005 770 000 705 490 BREAKFAST			\$634.89	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41804</b>	Invoice		<b>Invoice No:</b> 253598056	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$634.89</b>	
				E 02	005 770 000 705 490 BREAKFAST			\$859.64	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41805</b>	Invoice		<b>Invoice No:</b> 253598057	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$859.64</b>	
				E 02	005 770 000 701 491 Commodity			\$75.59	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41806</b>	Invoice		<b>Invoice No:</b> 253603051	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$75.59</b>	
				E 02	005 770 000 701 491 Commodity			\$76.23	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41807</b>	Invoice		<b>Invoice No:</b> 253598059	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$76.23</b>	
				E 04	005 570 000 000 490 MAP			\$240.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41763</b>	Invoice		<b>Invoice No:</b> 253603050	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$240.77</b>	
				E 02	005 770 000 701 490 LUNCH			\$745.09	
				E 02	005 770 000 701 401 SUPPLIES			\$81.54	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41764</b>	Invoice		<b>Invoice No:</b> 253603049	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$826.63</b>	
				E 02	005 770 000 701 401 SUPPLIES			\$71.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41755</b>	Invoice		<b>Invoice No:</b> 253552502	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$71.20</b>	
				E 02	005 770 000 701 401 SUPPLIES			\$27.62	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41756</b>	Invoice		<b>Invoice No:</b> 253578241	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$27.62</b>	
				E 02	005 770 000 701 401 SUPPLIES			\$7.87	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41757</b>	Invoice		<b>Invoice No:</b> 253573575	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$7.87</b>	
								<b>Check Amount:</b>	<b>\$8,110.68</b>
								<b>Report Total:</b>	<b>\$444,816.01</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$10,168.31	
				B 02	215 013	State Tax		\$364.30	
				B 04	215 013	State Tax		\$446.35	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41519</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$10,978.96</b>	
							<b>Check Amount:</b>	<b>\$10,978.96</b>	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$688.14	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41522</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$688.14</b>	
				B 01	215 005	Tax Ann		\$171.23	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41523</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$171.23</b>	
				B 01	215 005	Tax Ann		\$1,586.47	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41524</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$1,586.47</b>	
				B 01	215 005	Tax Ann		\$8,762.86	
				B 04	215 005	Payroll Deductions		\$207.88	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41525</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$8,970.74</b>	
				B 01	215 005	Tax Ann		\$156.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41526</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$156.80</b>	
				B 01	215 005	Tax Ann		\$237.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41527</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$237.50</b>	
							<b>Check Amount:</b>	<b>\$11,810.88</b>	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$15,611.17	
				B 02	215 017	PERA		\$2,112.90	
				B 04	215 017	PERA		\$1,577.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41518</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$19,301.67</b>	
							<b>Check Amount:</b>	<b>\$19,301.67</b>	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$31,582.99	
				B 04	215 018	TRA		\$812.03	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41521</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$32,395.02</b>	
							<b>Check Amount:</b>	<b>\$32,395.02</b>	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,561.78	
				B 02	215 084	HSA		\$45.00	
				B 04	215 084	Payroll Deductions		\$172.92	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41515</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$6,779.70</b>	
							<b>Check Amount:</b>	<b>\$6,779.70</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$9,202.09	
				B 02	215 013	State Tax		\$220.46	
				B 04	215 013	State Tax		\$345.22	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41686</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$9,767.77</b>	
							<b>Check Amount:</b>	<b>\$9,767.77</b>	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$683.89	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41689</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$683.89</b>	
				B 01	215 005	Tax Ann		\$171.23	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41690</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$171.23</b>	
				B 01	215 005	Tax Ann		\$1,586.47	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41691</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$1,586.47</b>	
				B 01	215 005	Tax Ann		\$8,736.77	
				B 04	215 005	Payroll Deductions		\$207.88	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41692</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$8,944.65</b>	
				B 01	215 005	Tax Ann		\$156.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41693</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$156.80</b>	
				B 01	215 005	Tax Ann		\$237.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41694</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$237.50</b>	
							<b>Check Amount:</b>	<b>\$11,780.54</b>	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$41,574.78	
				B 02	215 010	FICA		\$1,641.14	
				B 04	215 010	FICA		\$2,092.06	
				B 01	215 011	Federal Tax		\$15,466.72	
				B 02	215 011	Federal Tax		\$381.88	
				B 04	215 011	Federal Tax		\$395.35	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41695</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$61,551.93</b>	
							<b>Check Amount:</b>	<b>\$61,551.93</b>	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$11,810.11	
				B 02	215 017	PERA		\$1,544.88	
				B 04	215 017	PERA		\$1,223.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>41685</b>	Invoice	<b>Invoice No:</b>	S2024170	<b>3/19/2024</b>	<b>Paid Amt:</b>	<b>\$14,578.59</b>	
							<b>Check Amount:</b>	<b>\$14,578.59</b>	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$32,221.21	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 04	215 018	TRA		\$821.11	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41688</b>	Invoice	<b>Invoice No:</b>	S2024170		<b>3/19/2024</b>	<b>Paid Amt: \$33,042.32</b>
								<b>Check Amount:</b>	<b>\$33,042.32</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,691.99	
				B 02	215 084	HSA		\$45.00	
				B 04	215 084	Payroll Deductions		\$172.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41682</b>	Invoice	<b>Invoice No:</b>	S2024170		<b>3/25/2024</b>	<b>Paid Amt: \$6,909.91</b>
								<b>Check Amount:</b>	<b>\$6,909.91</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$208.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41745</b>	Invoice	<b>Invoice No:</b>	03.04.2024		<b>3/25/2024</b>	<b>Paid Amt: \$208.34</b>
								<b>Check Amount:</b>	<b>\$208.34</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$455.10	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41746</b>	Invoice	<b>Invoice No:</b>	03.07.2024		<b>3/25/2024</b>	<b>Paid Amt: \$455.10</b>
								<b>Check Amount:</b>	<b>\$455.10</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$125.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41747</b>	Invoice	<b>Invoice No:</b>	03.13.2024		<b>3/25/2024</b>	<b>Paid Amt: \$125.00</b>
								<b>Check Amount:</b>	<b>\$125.00</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$186.15	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41748</b>	Invoice	<b>Invoice No:</b>	03.14.2024		<b>3/25/2024</b>	<b>Paid Amt: \$186.15</b>
								<b>Check Amount:</b>	<b>\$186.15</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$25.33	
				B 01	215 082	Daycare		\$208.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41749</b>	Invoice	<b>Invoice No:</b>	03.18.2024		<b>3/25/2024</b>	<b>Paid Amt: \$233.67</b>
								<b>Check Amount:</b>	<b>\$233.67</b>
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$8,929.85	
				B 02	215 013	State Tax		\$298.54	
				B 04	215 013	State Tax		\$378.82	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41775</b>	Invoice	<b>Invoice No:</b>	S2024180	44	<b>3/28/2024</b>	<b>Paid Amt: \$9,607.21</b>
								<b>Check Amount:</b>	<b>\$9,607.21</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			<b>EDUCATORS BENEFIT CONS, LLC</b>		Wire		
				B 01	215 005	Tax Ann	\$683.89		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41778</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$683.89</b>	
				B 01	215 005	Tax Ann	\$171.23		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41779</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$171.23</b>	
				B 01	215 005	Tax Ann	\$1,586.47		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41780</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$1,586.47</b>	
				B 01	215 005	Tax Ann	\$8,699.23		
				B 04	215 005	Payroll Deductions	\$207.88		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41781</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$8,907.11</b>	
				B 01	215 005	Tax Ann	\$156.80		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41782</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$156.80</b>	
				B 01	215 005	Tax Ann	\$237.50		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41783</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$237.50</b>	
							<b>Check Amount:</b>	<b>\$11,743.00</b>	
0485	PCB	4400			<b>FEDERAL TAX PAYMENT</b>		Wire		
				B 01	215 010	FICA	\$40,187.74		
				B 02	215 010	FICA	\$1,940.36		
				B 04	215 010	FICA	\$2,331.50		
				B 01	215 011	Federal Tax	\$15,065.93		
				B 02	215 011	Federal Tax	\$438.99		
				B 04	215 011	Federal Tax	\$458.93		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41784</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$60,423.45</b>	
							<b>Check Amount:</b>	<b>\$60,423.45</b>	
0485	PCB	1415			<b>PERA</b>		Wire		
				B 01	215 017	PERA	\$12,578.39		
				B 02	215 017	PERA	\$1,818.67		
				B 04	215 017	PERA	\$1,328.54		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41774</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$15,725.60</b>	
							<b>Check Amount:</b>	<b>\$15,725.60</b>	
0485	PCB	1558			<b>TEACHERS RETIREMENT ASSN</b>		Wire		
				B 01	215 018	TRA	\$29,995.89		
				B 04	215 018	TRA	\$823.58		
<b>PO#:</b>	<b>Voucher #:</b>	<b>41777</b>	Invoice		<b>Invoice No:</b> S2024180	<b>3/28/2024</b>	<b>Paid Amt:</b>	<b>\$30,819.47</b>	
							<b>Check Amount:</b>	<b>\$30,819.47</b>	

## 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		
			E 01	005 110	000 000 305	WEX Service Fee Dec 2023		\$217.00	
PO#:	Voucher #:	41808	Invoice	Invoice No:	0001909499-IN	3/28/2024	Paid Amt:	\$217.00	
							Check Amount:	\$217.00	
0485	PCB	4614			WEX		Wire		
			B 01	215 084		HSA		\$6,691.99	
			B 02	215 084		HSA		\$45.00	
			B 04	215 084		Payroll Deductions		\$172.92	
PO#:	Voucher #:	41771	Invoice	Invoice No:	S2024180	3/30/2024	Paid Amt:	\$6,909.91	
							Check Amount:	\$6,909.91	
0485	PCB	4806			REVTRK		Wire		
			E 01	005 110	000 000 305	Mar 2024 Fees		\$1,321.49	
PO#:	Voucher #:	41809	Invoice	Invoice No:	Mar 2024	3/30/2024	Paid Amt:	\$1,321.49	
							Check Amount:	\$1,321.49	
0485	PCB	4614			WEX		Wire		
			B 01	215 082		Flex		\$751.59	
PO#:	Voucher #:	41810	Invoice	Invoice No:	03.22.2024	3/31/2024	Paid Amt:	\$751.59	
							Check Amount:	\$751.59	
0485	PCB	4614			WEX		Wire		
			B 01	215 082		Flex		\$14.25	
PO#:	Voucher #:	41811	Invoice	Invoice No:	03.23.2024	3/31/2024	Paid Amt:	\$14.25	
							Check Amount:	\$14.25	
0485	PCB	4614			WEX		Wire		
			B 01	215 082		Flex		\$40.00	
PO#:	Voucher #:	41812	Invoice	Invoice No:	03.24.2024	3/31/2024	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
0485	PCB	4614			WEX		Wire		
			B 01	215 082		Flex		\$244.56	
PO#:	Voucher #:	41813	Invoice	Invoice No:	03.28.2024	3/31/2024	Paid Amt:	\$244.56	
							Check Amount:	\$244.56	
0485	PCB	4614			WEX		Wire		
			B 01	215 082		Flex		\$166.50	
PO#:	Voucher #:	41814	Invoice	Invoice No:	03.31.2024	3/31/2024	Paid Amt:	\$166.50	
							Check Amount:	\$166.50	
								Report Total:	\$358,089.58

**Royalton Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
01	General	\$393,357.29
02	Food Service	\$39,459.82
04	Community Service	\$10,952.92
08	Scholarships	\$700.00
11	Activities	\$345.98
<b>Report Total</b>		<b>\$444,816.01</b>

**Royalton Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General	\$333,015.37
02	Food Service	\$10,897.12
04	Community Service	\$14,177.09
<b>Report Total</b>		<b>\$358,089.58</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19613	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 12	020 298 048 301 401	Spanish Club Supplies		\$21.59	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41487</b>	Invoice	<b>Invoice No:</b> 1V6Y-6KK7-6VW6			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$21.59</b>	
							<b>Check Amount:</b>	<b>\$21.59</b>	
0485	ACT	19614	1903		<b>BECKER SCREENPRINTING</b>		Check		
				E 12	020 298 030 301 401	FFA Jackets		\$254.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41458</b>	Invoice	<b>Invoice No:</b> 6168			<b>3/1/2024</b>	
				E 12	020 298 041 301 401	Student Council Shirts		\$252.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41506</b>	Invoice	<b>Invoice No:</b> 6133			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$252.00</b>	
							<b>Check Amount:</b>	<b>\$506.00</b>	
0485	ACT	19615	1061		<b>BUDS TO BLOSSOMS</b>		Check		
				E 12	020 298 030 301 401	CDE Practice material		\$75.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41471</b>	Invoice	<b>Invoice No:</b> 854568			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$75.00</b>	
							<b>Check Amount:</b>	<b>\$75.00</b>	
0485	ACT	19616	4370		<b>CAPITAL ONE</b>		Check		
				E 12	020 298 030 301 401	FFA Winter Rally Meeting		\$79.16	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41485</b>	Invoice	<b>Invoice No:</b> 02.12.2024			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$79.16</b>	
							<b>Check Amount:</b>	<b>\$79.16</b>	
0485	ACT	19617	4357		<b>JON KOENIG</b>		Check		
				E 12	020 298 041 301 401	Student Council Dance Decor		\$19.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41537</b>	Invoice	<b>Invoice No:</b> 02.22.2024			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$19.99</b>	
							<b>Check Amount:</b>	<b>\$19.99</b>	
0485	ACT	19618	4894		<b>Leibold, Nicholas</b>		Check		
				E 12	020 298 041 301 401	MS Dance Supplies		\$12.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41508</b>	Invoice	<b>Invoice No:</b> 02.28.2024			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$12.00</b>	
							<b>Check Amount:</b>	<b>\$12.00</b>	
0485	ACT	19619	4809		<b>Liddane, Joelle</b>		Check		
				E 12	020 298 030 301 401	Reimbursement for snack after rally		\$43.83	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41472</b>	Invoice	<b>Invoice No:</b> 02.15.2024			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$43.83</b>	
							<b>Check Amount:</b>	<b>\$43.83</b>	
0485	ACT	19620	4375		<b>MAIMOUNA TOURE</b>		Check		
				E 12	020 298 041 301 401	Student Council Tie-Dye Materials		\$14.97	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41492</b>	Invoice	<b>Invoice No:</b> 02.22.2024			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$14.97</b>	
							<b>Check Amount:</b>	<b>\$14.97</b>	
0485	ACT	19621	4355		<b>NATHAN GOLDADE</b>		Check		
				E 12	020 298 030 301 401	Teacher Pie Day 49		\$160.77	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41473</b>	Invoice	<b>Invoice No:</b> 02.23.2024			<b>3/1/2024</b>	
							<b>Paid Amt:</b>	<b>\$160.77</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19621	4355		<b>NATHAN GOLDADE</b>		Check
				E 12	020 298 030 301 401	DQ after LED	\$100.03
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41474</b>	Invoice	<b>Invoice No:</b> 02.15.2024	<b>3/1/2024</b>	<b>Paid Amt: \$100.03</b>
							<b>Check Amount: \$260.80</b>
0485	ACT	19622	4852		<b>Randt, Jennifer</b>		Check
				E 12	020 298 041 301 401	MS Dance Supplies	\$96.06
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41507</b>	Invoice	<b>Invoice No:</b> 02.28.2024	<b>3/1/2024</b>	<b>Paid Amt: \$96.06</b>
							<b>Check Amount: \$96.06</b>
0485	ACT	19623	1012		<b>AMAZON / SYNCB</b>		Check
				E 12	020 298 093 301 401	Vine with silk	\$69.45
				E 12	020 298 093 301 401	Fake Leaf plant	\$59.98
				E 12	020 298 093 301 401	Wisteria	\$33.98
				E 12	020 298 093 301 401	Purple Rose vines	\$79.95
				E 12	020 298 093 301 401	Ivy Garland	\$34.95
				E 12	020 298 093 301 401	Fake Pink roses	\$99.95
	<b>PO#: 5659</b>	<b>Voucher #:</b>	<b>41567</b>	Invoice	<b>Invoice No:</b> 136K-1J7W-7LR6	<b>3/8/2024</b>	<b>Paid Amt: \$378.26</b>
							<b>Check Amount: \$378.26</b>
0485	ACT	19624	1050		<b>BENTON TROPHY &amp; AWARDS</b>		Check
				E 12	020 294 046 301 401	WRESTLING AWARDS	\$250.24
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41580</b>	Invoice	<b>Invoice No:</b> 168380	<b>3/8/2024</b>	<b>Paid Amt: \$250.24</b>
							<b>Check Amount: \$250.24</b>
0485	ACT	19625	1061		<b>BUDS TO BLOSSOMS</b>		Check
				E 12	020 298 036 301 401	Honors Breakfast Flowers	\$50.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41577</b>	Invoice	<b>Invoice No:</b> 854575	<b>3/8/2024</b>	<b>Paid Amt: \$50.00</b>
							<b>Check Amount: \$50.00</b>
0485	ACT	19626	3595		<b>LIZ MERTEN PHOTOGRAPHY</b>		Check
				E 12	020 294 046 301 401	Wrestling Team Poster	\$125.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41624</b>	Invoice	<b>Invoice No:</b> 0135	<b>3/8/2024</b>	<b>Paid Amt: \$125.00</b>
				E 12	020 294 079 301 401	BBB Poster for Gym	\$125.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41625</b>	Invoice	<b>Invoice No:</b> 0135	<b>3/8/2024</b>	<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$250.00</b>
0485	ACT	19627	4355		<b>NATHAN GOLDADE</b>		Check
				E 12	020 298 030 301 401	Meal after CDE	\$158.41
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41582</b>	Invoice	<b>Invoice No:</b> 03.05.2024	<b>3/8/2024</b>	<b>Paid Amt: \$158.41</b>
							<b>Check Amount: \$158.41</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19628	1010		<b>ALL STAR TROPHY &amp; AWARDS</b>		Check		
				E 12	020 296 034 301 401	GBB Team Awards		\$87.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41666</b>	Invoice	<b>Invoice No:</b> 8130			<b>3/18/2024</b>	
							<b>Paid Amt:</b>	<b>\$87.00</b>	
							<b>Check Amount:</b>	<b>\$87.00</b>	
0485	ACT	19629	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 12	020 298 093 301 401	Prom Decroations		\$97.56	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41671</b>	Invoice	<b>Invoice No:</b> 11GM-4MDC-QXKP			<b>3/18/2024</b>	
				E 12	020 298 023 301 401	Dinner Theatre Supplies		\$507.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41673</b>	Invoice	<b>Invoice No:</b> 1X3N-N1JM-K1XP			<b>3/18/2024</b>	
							<b>Paid Amt:</b>	<b>\$507.41</b>	
							<b>Check Amount:</b>	<b>\$604.97</b>	
0485	ACT	19630	4357		<b>JON KOENIG</b>		Check		
				E 12	020 298 041 301 401	Student Council Survivor		\$37.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41668</b>	Invoice	<b>Invoice No:</b> 03.07.2024			<b>3/18/2024</b>	
							<b>Paid Amt:</b>	<b>\$37.00</b>	
							<b>Check Amount:</b>	<b>\$37.00</b>	
0485	ACT	19631	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 12	020 298 093 301 401	Prom Decroations		\$34.95	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41744</b>	Invoice	<b>Invoice No:</b> 1G1Y-R3VW-LWDX			<b>3/22/2024</b>	
							<b>Paid Amt:</b>	<b>\$34.95</b>	
							<b>Check Amount:</b>	<b>\$34.95</b>	
0485	ACT	19632	4375		<b>MAIMOUNA TOURE</b>		Check		
				E 12	020 298 041 301 401	Student Council Survivor Week Supplies		\$26.58	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41734</b>	Invoice	<b>Invoice No:</b> 03.18.2024			<b>3/22/2024</b>	
							<b>Paid Amt:</b>	<b>\$26.58</b>	
							<b>Check Amount:</b>	<b>\$26.58</b>	
0485	ACT	19633	4462		<b>MORGAN SCHLUTTNER</b>		Check		
				E 12	020 296 045 301 401	VB Flip Charts		\$155.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41736</b>	Invoice	<b>Invoice No:</b> 03.14.2024			<b>3/22/2024</b>	
							<b>Paid Amt:</b>	<b>\$155.98</b>	
							<b>Check Amount:</b>	<b>\$155.98</b>	
0485	ACT	19634	4899		<b>Promotional Resources Inc</b>		Check		
				E 12	020 296 045 301 401	VB Warm ups		\$1,156.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41731</b>	Invoice	<b>Invoice No:</b> 34484			<b>3/22/2024</b>	
							<b>Paid Amt:</b>	<b>\$1,156.25</b>	
							<b>Check Amount:</b>	<b>\$1,156.25</b>	
0485	ACT	19635	4902		<b>Shaughnessy, Tamara</b>		Check		
				E 12	020 298 043 301 401	Speech Food Reimbursement		\$219.93	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>41735</b>	Invoice	<b>Invoice No:</b> 03.09.2024			<b>3/22/2024</b>	
							<b>Paid Amt:</b>	<b>\$219.93</b>	
							<b>Check Amount:</b>	<b>\$219.93</b>	
								<b>Report Total:</b>	<b>\$4,538.97</b>

**Royalton Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
12 Student Activities	\$4,538.97
<b>Report Total</b>	<b>\$4,538.97</b>

Royalton Public Schools  
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
<b>Id: 538</b>	<b>Bishop , Shari</b>														
	03/15/2024	S202417-0	P	EBENONW2	0.00		12.84	\$12.84		1	02/29/2024	02	Milage November		1038
	03/15/2024	S202417-0	P	EBENONW2	0.00		10.79	\$10.79		1	02/29/2024	02	Milage February		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$23.63</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$23.63</b>						
<b>Id: 1081</b>	<b>Cochran , Dawn</b>														
	03/31/2024	S202418-0	P	EBENONW2	0.00		61.87	\$61.87	04-005-505-000-321-401	1	03/15/2024	02	CE Supplies		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$61.87</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$61.87</b>						
<b>Id: 440</b>	<b>Dubbin , Micah</b>														
	03/15/2024	S202417-0	P	EBENONW2	0.00		200.00	\$200.00		1	02/29/2024	02	Uniform Allowance		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$200.00</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$200.00</b>						
<b>Id: 434</b>	<b>Dubbin , Robert</b>														
	03/31/2024	S202418-0	P	EBENONW2	0.00		121.87	\$121.87	02-005-770-000-701-412	1	03/15/2024	02	Uniform Allowance		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$121.87</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$121.87</b>						
<b>Id: 1033</b>	<b>Ebnet , Thomas</b>														
	03/15/2024	S202417-0	P	EBENONW2	0.00		8.95	\$8.95		1	02/29/2024	02	Science Supplies		1038
	03/31/2024	S202418-0	P	EBENONW2	0.00		39.16	\$39.16		1	03/15/2024	02	Science Supplies		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$48.11</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$48.11</b>						
<b>Id: 748</b>	<b>Krueger , Shannon</b>														
	03/15/2024	S202417-0	P	EBENONW2	0.00		89.10	\$89.10		1	02/29/2024	02	Uniform Allowance		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$89.10</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$89.10</b>						
<b>Id: 1076</b>	<b>Leisenheimer , Hannah</b>														
	03/15/2024	S202417-0	P	EBENONW2	0.00		3.28	\$3.28		1	02/29/2024	02	Milage		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$3.28</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$3.28</b>						

Royalton Public Schools  
Timecard Archive Detail

Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
<b>Id: 212 Lemm , David</b>														
03/31/2024	S202418-0	P	EBENONW2	0.00		402.00	\$402.00	01-005-640-000-316-366	1	03/15/2024	02	Milage Conference		1038
03/31/2024	S202418-0	P	EBENONW2	0.00		63.61	\$63.61	01-005-640-000-316-366	1	03/15/2024	02	Meals Conference		1038
			<b>Units Subtotal:</b>	<b>0.00</b>	<b>EBENONW2 Total:</b>			<b>\$465.61</b>						
			<b>Units:</b>	<b>0.00</b>	<b>Emp Pay:</b>			<b>\$465.61</b>						
<b>Id: 263 Petron , Cynthia</b>														
03/15/2024	S202417-0	P	EBENONW2	0.00		6.57	\$6.57	01-010-203-000-000-366	1	02/29/2024	02	Milage		1038
			<b>Units Subtotal:</b>	<b>0.00</b>	<b>EBENONW2 Total:</b>			<b>\$6.57</b>						
			<b>Units:</b>	<b>0.00</b>	<b>Emp Pay:</b>			<b>\$6.57</b>						
<b>Id: 278 Presler , Kevin</b>														
03/15/2024	S202417-0	P	EBENONW2	0.00		10.00	\$10.00		1	02/29/2024	02	Meal Reimbursement		1038
			<b>Units Subtotal:</b>	<b>0.00</b>	<b>EBENONW2 Total:</b>			<b>\$10.00</b>						
			<b>Units:</b>	<b>0.00</b>	<b>Emp Pay:</b>			<b>\$10.00</b>						
<b>Id: 887 Reinhardt , Steven</b>														
03/15/2024	S202417-0	P	EBENONW2	0.00		199.99	\$199.99		1	02/29/2024	02	Uniform Allowance		1038
			<b>Units Subtotal:</b>	<b>0.00</b>	<b>EBENONW2 Total:</b>			<b>\$199.99</b>						
			<b>Units:</b>	<b>0.00</b>	<b>Emp Pay:</b>			<b>\$199.99</b>						
<b>Id: 757 Struck , Debra</b>														
03/31/2024	S202418-0	P	EBENONW2	0.00		33.99	\$33.99		1	03/15/2024	02	Uniform Allowance		1038
			<b>Units Subtotal:</b>	<b>0.00</b>	<b>EBENONW2 Total:</b>			<b>\$33.99</b>						
			<b>Units:</b>	<b>0.00</b>	<b>Emp Pay:</b>			<b>\$33.99</b>						
<b>Employee Count</b>	<b>12</b>			<b>Totals:</b>	<b>0.00</b>	<b>\$1,264.02</b>								

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- C. Personnel data on current and former applicants for employment that is "public"

includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20

U.S.C. § 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

## **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

## **VI. PROCEDURES**

### **A. Agenda Items**

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly. As a general rule, public comment is an opportunity for the School Board and the Administration to listen to public comments.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

**VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)

Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)  
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
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 School Law Bulletin "C" (Minnesota's Open Meeting Law)  
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 206

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2012~~27~~

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. [Ch. 260E §-626.556](#) (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

## **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

## **VI. PROCEDURES**

### **A. Agenda Items**

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, [address](#), the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with

governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

## VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 ([Meetings Having Data Classified as Public](#)) ~~Open Meeting Law~~  
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures; Closed or Open Meeting](#)) ~~Student Dismissal Hearing~~  
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond](#)) ~~Coaches; Opportunity to Respond~~  
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination; Hearing Procedures](#)) ~~Teacher Discharge Hearing~~  
Minn. Stat. § 122A.44 (Contracting with Teachers; [Substitute Teachers](#))  
Minn. Stat. § 123B.02, Subd. 14 ([General Powers of Independent School Districts](#); Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 ([Superintendents](#); Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
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)  
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records – Privacy – Access to Data)

## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### **II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I

WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.

5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 209

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202209

## 209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

### I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

#### A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.

4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**Cross References:** None

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses. Reimbursable expenses shall be per district policy 412: expense reimbursement.

### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 214, Orig. 2005

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 214

Orig. 2005

Revised: \_\_\_\_\_

Rev. 2009

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

***[Note: School districts are required by statute to adopt a policy addressing this issue.]***

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. ~~Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose.~~ Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

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

### **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

**Cross References:** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

*[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data are not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an

employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years..
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee’s Social Security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including

- expense reimbursement, in addition to salary;
10. job title;
  11. bargaining unit;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;
  16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
  17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
  18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
  19. work location;
  20. work telephone number;
  21. badge number;
  22. work-related continuing education;
  23. honors and awards received; and
  24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
    - i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:
  - a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

## V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private data will not be

otherwise released unless authorized by law.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority determines the dissemination is necessary for the labor organization to conduct elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes. section 253B.07, subdivision 1; or
  - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

***[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]***

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes. Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law

enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed-except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes,

section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

#### **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or any other state or federal law, the data are private.

#### **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### **VIII. RESPONSIBLE AUTHORITY**

The school district has designated *the superintendent* as the authority responsible for personnel data. If you have any questions, contact her at 320-584-4250.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

#### **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.41 (Licensing Data – Public Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, subd. 3 (Applicants for Employment)  
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)  
Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)  
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)  
Minn. Stat. § 253B.07(Judicial Commitment: Preliminary Procedures)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. Ch. 268 (Unemployment Insurance)  
Minn. R. Pt. 1205 (Data Practices)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)

## Consent to Release Data – Request from an Individual

*An individual asks the school district to release private data to an outside entity or person. Because the district does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_\_(name of school district contact person and contact information)\_\_\_\_\_before you sign it.

---

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
(name of individual) (name of school district)

to release data about me to \_\_\_\_\_ as described in this consent form.  
(name of other entity/person)

1. The specific data I want \_\_\_\_\_ to release include:  
(name of school district)

\_\_\_\_\_  
(explanation of data requested)

2. I understand that I have asked \_\_\_\_\_ to release the data.  
(name of school district)

3. I understand that although the data are classified as private at \_\_\_\_\_,  
(name of school district)

classification/treatment of the data at \_\_\_\_\_ depends on laws or policies  
(name of other entity/person)

that apply to\_\_\_\_\_.  
(name of other entity/person)

This authorization to release expires \_\_\_\_\_.  
(date/time of expiration)

Individual data subject's signature \_\_\_\_\_ Date\_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date\_\_\_\_\_

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 406

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2023

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

***[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]***

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. "Confidential" means the data are not public and are not accessible to the subject.
- D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any

other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee's Social Security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  - 10. job title;
  - 11. bargaining unit;
  - 12. job description;
  - 13. education and training background;
  - 14. previous work experience;
  - 15. date of first and last employment;
  - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
  - 17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action

and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
  19. work location;
  20. work telephone number;
  21. badge number;
  22. work-related continuing education;
  23. honors and awards received; and
  24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

**V. PRIVATE PERSONNEL DATA**

A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data ~~may~~ must be disseminated to labor organizations to the extent ~~the responsible authority determines is the dissemination is necessary for the labor organization~~ to conduct elections, investigate and process grievances, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.  
  
The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.  
  
Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.  
  
Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
  3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

***[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]***

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.

- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
  2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or

charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minnesota Statutes chapter 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### **VIII. RESPONSIBLE AUTHORITY**

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

#### **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation)  
Minn. Stat. § 13.41 (Licensing Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)  
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)  
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)  
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. Ch. 268 (Unemployment Insurance)  
Minn. R. Pt. 1205 (Data Practices)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)



## Consent to Release Data – Request from an Individual

An individual asks **Royalton Public Schools ISD 485** to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to \_\_\_\_\_ before you sign it.

[district contact person name and contact information]

I, \_\_\_\_\_, give my permission for Royalton Public Schools ISD 485

[name of individual data subject]

to release data about me to \_\_\_\_\_ as described on this form.

[name of other entity or person]

1. The specific data I want Royalton Public Schools ISD 485 to release \_\_\_\_\_

[explanation of data]

2. I understand that I have asked Royalton Public Schools ISD 485 to release the data.

3. I understand that although the data is classified as private at Royalton Public Schools ISD 485, the classification/treatment of the data at \_\_\_\_\_ depends on laws or policies that apply to \_\_\_\_\_.

[name of other entity or person]

[name of other entity or person]

This authorization to release expires \_\_\_\_\_.

[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_

**407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES**

**I. PURPOSE**

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, Or blood borne pathogen.

**III. DEFINITIONS**

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
  - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result

of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganisms that are present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### **IV. TARGET JOB CATEGORIES**

Annual training will be provided to all full- and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

#### **V. TRAINING SCHEDULE**

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Safety and Health Standards)  
Minn. Rules Ch. 5206 (Employee Right to Know Standards)  
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

**Cross References:** MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)  
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 407

Revised: \_\_\_\_\_

Orig. 1995

Rev. 2008 2012

## 407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

***[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minnesota Statutes section 182.653.]***

### I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (~~Minn. Stat. § 182.653, Subd. 2~~)

### II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to provide information and training to employees who may be "routinely exposed" to a hazardous substance, harmful physical agent, ~~or~~ infectious agent, or blood borne pathogen.

### III. DEFINITIONS

- A. "Commissioner" means the Minnesota Commissioner of Labor and Industry.
- B. "Routinely exposed" means that there is a reasonable potential for ~~–~~exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
  - E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
  - F. "Blood borne pathogens" means a pathogenic microorganisms that are is present in human blood and can cause disease in humans. ~~These pathogens~~ This definition includes, but are is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### IV. TARGET JOB CATEGORIES

~~Training~~ Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, ~~or~~ infectious substance agent, or blood borne pathogen as set forth above.

#### V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)  
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)  
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

**Cross References:** MSBA/MASA Model Policy 420 (Students and Employees with Sexually

Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)  
[MSBA/MASA Model Policy 807 \(Health and Safety Policy\)](#)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 802

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202219

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

### **II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

- Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (~~Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty~~Sale or Purchase of State Property; Penalty)  
Minn. Stat. § 123B.29 (Sale ~~of School Building~~ at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)
- Cross References:** MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "F" (School District Contract and Bidding Procedures)

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

### **II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;

- c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:*** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

### **II. GENERAL STATEMENT OF POLICY**

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. The district community education office shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the district community education office.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the district community education office.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. Any to a rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board. (See fee schedule on the website)
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made by the Community Education Office to find an acceptable alternative meeting space.

## V. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries. Fees will be reviewed annually by the community education director and superintendent for school board approval.

***Legal References:*** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non Curricular Purposes)

***Cross References:*** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA/MASA Model Policy 901 (Community Education)

***Addendums:***           ***Addendum A: Facility Use Procedures,     page 1***  
                                  ***Addendum B: Facility Use Fee Information, page 3***  
                                  ***Addendum C: Facility Use Classification,   page 5***  
                                  ***Addendum D: Fitness Center Agreement,   page 6***

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 902

Orig. 1995

Revised: \_\_\_\_\_

Rev. 20~~22~~12

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

### **II. GENERAL STATEMENT OF POLICY**

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

**V. USE OF SCHOOL EQUIPMENT**

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

**VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings) ~~Access for Noncurricular Purposes~~

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA/MASA Model Policy 901 (Community Education)



**Royalton Public Schools**  
Independent School District #485

## **Facility Use Procedures**

1. Upon request the users shall provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. School equipment and supplies are available to groups only through previous arrangements with the Community Education office. Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment.
3. Adult supervision must be provided at all times. Applicants must provide any special supervision required. (i.e., police protection, parking supervision, lifeguards, etc.)
4. All facilities must be left in the condition found. This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.
5. Custodians are required unless it is determined by the Community Education Director or building principal that any problems can be taken care of by supervision of another district employee.
6. Room materials placed on walls, bulletin boards or whiteboards should not be disturbed.
7. Royalton Public Schools is a healthy, comfortable, smoke-free learning environment. The use of all tobacco products is prohibited in all school buildings and on all school property. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited. See Board Policy 417, 418, and 419.
8. No food or beverages are allowed in any Interactive Television room, computer lab, or other specified areas.
9. All refuse and debris must be disposed of properly by the user in designated receptacles.
10. Any equipment brought into the building by the user must be approved by the Community Education office. Equipment must be removed directly following the activity.
11. Royalton Public Schools does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.
12. Any outside organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content activity of the event. **The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.**

13. The use of outside areas such as fields and parking lots will require a request to be completed. Organizations using inside or outside areas will be expected to clean up all trash and litter in facilities, on fields or surrounding areas. Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow all school policies at all times.
14. Food service personnel are required to be on duty when any district kitchen is in use. Any group serving food but not utilizing the Food Service Department must obtain a Special Event Food License through Morrison County and provide a copy to the Community Education office.
15. Practice or event requests provided to Category II organizations must be coordinated with the Community Education office. Category I activities have priority over Category II, e.g., girls basketball just secured a home playoff basketball game and the reservation made by the Boy Scouts will have to move to an alternative site.
16. Royalton Public Schools reserves the right to cancel or postpone a reservation due to an emergency condition. Examples include: closure of a school by the School Board, or weather cancellation.
17. Administration and the School Board reserves all rights to amend this addendum as needed.

## **APPLICATION PROCEDURES**

1. All renters must complete a "Facility Request" either online or through the Community Education office. Royalton Public Schools Community Education office is located at Royalton Public Schools District office 120 S Hawthorn Street, Royalton, MN 56373. Phone number 320-584-4257.
2. School equipment should be requested at the same time the building use application is made.
3. All facility use fees must be paid prior to the event.
4. All fees must be paid at time of request. Cancellations must be 72hours in advance for a refund to be given.



Royalton Public Schools  
Independent School District #485

## Facility Use Fee Information

### Facility Rental Fees

Category I – No fees will be assessed. Additional fees may be assessed if the district has additional staffing, refuse, or facility use expenses.

Category II – Certain circumstances may require fees, including but not limited to the following circumstances. Fees will be charged at a Class III rate.

- Staffing Fees: When activity is held outside regularly scheduled hours.
- Facility Rental Fees: When admission is charged for an event.
- Garbage Removal Fee: When the District incurs additional refuse cost (\$200/dumpster).

Category III, IV, V Fees – Hourly Rates

Space	Class III	Class IV	Class V
MS/HS Gym (Full)	\$40	\$65	\$80
MS/HS Gym (One Court)	\$20	\$30	\$40
MS/HS Wrestling	\$15	\$25	\$30
MS/HS Commons	\$30	\$45	\$60
MS/HS Kitchen*	\$40	\$65	\$80
MS/HS Cafetorium	\$40	\$65	\$80
Elementary Gym	\$20	\$30	\$40
Elementary Cafeteria*	\$15	\$25	\$30
Elementary Kitchen*	\$40	\$65	\$80
Field Space	\$40	\$65	\$80
Aerobic Room	\$20	\$30	\$40
Media Center	\$20	\$30	\$40
Classroom	\$10	\$15	\$20

\*required additional ISD 485 staff

**Royalton Public Schools, through the Community Ed Office, has the right to waive or assess fees as deemed necessary.**



**Royalton Public School**  
Independent School District #485

**Staffing Fees**

Groups/individuals using Royalton Public Schools facilities are responsible for staff charges resulting from their use. A two-hour minimum charge will be assessed for any of the following required staff.

<b><i>Custodial</i></b>	Could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed.	\$35 per hour
<b><i>Food Service</i></b>	Required to be present whenever a school kitchen is used.	\$35 per hour
<b><i>Building Supervisor</i></b>	Placed by the District during times when the building is not otherwise staffed to protect and oversee the facility and represent the school district.	\$35 per hour
<b><i>Auditorium Technician</i></b>	Required when use of light and/or sound is requested.	\$35 per hour

**Miscellaneous**

Additional fees may be incurred depending on the type of use as well as group needs. Additional fees may include, but are not limited to the following: equipment (gym, electronic, A/V), personnel, air conditioning, field maintenance, etc.

**Royalton Public School, through the Community Ed Office has the right to waive or assess fees as deemed necessary.**



**Royalton Public Schools**  
Independent School District #485

## **Facility Use Classification**

### **Category I:**

- a. School sponsored events and activities
- b. Community Education classes
- c. PTO and Grad Bash
- d. Political caucuses/meetings

### **Category II:**

- a. Nonprofit youth groups serving ISD 485
- b. Nonprofit groups serving youth of ISD 485
- c. Government agencies serving ISD 485

### **Category III:**

- a. Organized nonprofit community service group serving ISD 485
- b. Civic organizations located in or serving ISD 485
- c. Commercial, business, or private organizations located in ISD 485
- d. Individuals residing in ISD 485

### **Category IV:**

- a. Nonprofit groups not located in ISD 485
- b. Civic organizations not located in ISD 485
- c. Higher education organizations

### **Category V:**

- a. Commercial, business, or private organizations not located in ISD 485
- b. Individuals not located in ISD 485



**Royalton Public Schools**  
Independent School District #485

## Royalton Fitness Center Application

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

### MEMBERSHIP TYPE:

<input type="checkbox"/> Individual Membership \$120 <input type="checkbox"/> Family Membership \$204** <input type="checkbox"/> Non-District Resident Membership \$300 <input type="checkbox"/> Key Fob Fee \$15	<ul style="list-style-type: none"> <li>• All memberships are valid for one year from date of registration/activation.</li> <li>• Members of family memberships must reside within the same household.</li> <li>• Key fob fees apply to new members or to replace a lost or damaged fob.</li> </ul>
--	--

\*\*If selecting a family membership, please include names and DOB for each family member 16 and over living at the same address. Each family member will need a separate key fob.

---



---



---



---

**MEMBERSHIP PARAMETERS:** Membership age must be 16 years old. All persons under 16 must be accompanied by a contracted adult approved member. Members are required to have a fob access-application completed and approved annually. The initial cost of a key fob is \$15. Each new key fob distributed requires a separate key fob fee. Failure to follow parameters and rules will put you at risk of losing your membership privilege. No guests are allowed.

**NON-DISTRICT RESIDENTS:** Fitness Center is accessible to non-district residents at a fee of \$300 per year.

**CHECKING IN:** During school hours - Enter Door #2 and sign in at the District Office. All other times enter Door #3, (Activities Entrance) with key fob. Your fob will allow you to enter all Fitness Center Rooms.

**MEMBERS AGREE:** To abide by all the membership rules of the facility. Because physical exercise can be strenuous and subject to risk of serious injury, the school district urges you to obtain a physical examination from a doctor before using any exercise equipment or participation in any exercise activity. You (each member or participant) agree that if you engage in any physical exercise or activity, or use any fitness center amenity on the premises or off premises at a school district sponsored event, you do so entirely at your own risk. This includes, without limitation, your use of the locker room, parking area, sidewalk area, or any equipment in the fitness facility and your participation in any activity, class, program, or instruction. You agree that you are voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, damage or loss by theft of any personal property. You expressly agree to release and discharge the school district, and all affiliates, employees, agents, representatives, successors, or assigns, from any and all claims or causes of action. This waiver and release of liability includes, without limitation, all injuries to you which may occur, regardless of negligence, as a result of (a.) your use of any exercise equipment, (b.) the sudden and unforeseen malfunctioning of any equipment, (c.) our instruction or supervision, and (d.) your slipping and/or falling while in the fitness center, or on the school district premises, including adjacent sidewalks and parking areas. You acknowledge that you have carefully read this waiver and release and fully understand that it is a release of liability. You agree to voluntarily give up any right that you may otherwise have to bring a legal action against the school district for negligence, or any other personal injury or property damage or loss action.

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

**Disclaimer - Agreement is subject to change**



**Royalton Public Schools**  
Independent School District #485

## **Royalton Fitness Center Rules and Etiquette**

- Members are required to have a fob access application completed. Please see Membership Parameters.
- Adult supervision required for members under 16; members 16 and over must have a fob.
- All students enrolled at Royalton Middle/High School are able to use the fitness center free of charge during the school day as part of their physical education classes. Students may use the fitness center free of charge after school if a supervisor is available. Building administration will post a schedule on the door of the fitness center.
- No student below grade 6 may be in or use the fitness center. Children under grade 6 are not allowed to accompany other members inside the fitness center.
- Cameras are present in the fitness center. If a member's behavior violates the terms of the contract, the community ed director will contact the member to discuss behavior. Additional breaches could result in loss of membership. Physical education and community ed classes take precedence to community members' use. Times for PE class sessions and community ed sessions will be posted on the door of the fitness center and on the school's calendar.
- Please carry in your shoes. Street shoes are **NOT** allowed in the fitness center.
- Proper workout and school appropriate attire is required. Shirts must be worn at all times.
- Cubbies, along entrance doors, are provided for belongings.
- Valuables should not be stored on the floor or near equipment.
- No vulgar or obscene language will be tolerated.
- Water and sports drinks must be consumed from containers with a lid. No glass containers are allowed.
- Members may use personal listening devices but they may not use the sound system in the fitness center.
- Members are required to wipe down machines, weight bars, and handles after use. Cleaning agents will be provided.
- Members are required to discard trash and take all personal items with them when they leave.
- There is a 30-minute limit on all cardiovascular equipment.
- Members are required to return free weights and dumbbells to racks when finished using.
- Do not drop weights. (Ease the weights into position on the machines preventing them from slamming)
- No gum allowed in the facility.

## **905 ADVERTISING**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

### **II. GENERAL STATEMENT OF POLICY**

It is the school district's policy that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

### **III. ADVERTISING GUIDELINES**

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the superintendent or designee. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the Royalton School District 413 Harassment and Violence Policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

#### **IV. ACCOUNTING**

Advertising revenues must be accounted for and reported in compliance with UFARS. A report shall be made by the superintendent or designee at the board meeting directly after collecting and booking all revenues from the advertising.

***Legal References:*** Minn. Stat. § 123B.93 (Advertising on School Buses)  
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)  
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

***Cross References:*** MSBA/MASA Model Policy 421 (Gifts to Employees)  
MSBA/MASA Model Policy 702 (Accounting)  
Royalton School Board Policy 413 (Harassment and Violence)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 905

Orig. 1996

Revised: \_\_\_\_\_

Rev. ~~2003~~ 2015

## 905 ADVERTISING

***[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]***

### I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

### II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

### III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained ~~on school district property or~~ within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

#### **IV. ACCOUNTING**

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

**Legal References:** Minn. Stat. § 123B.93 (Advertising on School Buses)  
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)  
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

**Cross References:** MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)  
MSBA/MASA Model Policy 702 (Accounting)

Deleted: 17

## 205 OPEN MEETINGS AND CLOSED MEETINGS

### I. PURPOSE

Formatted: Font: Verdana, 9 pt

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient 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 an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

Deleted: the philosophy of openness

Deleted: cy

Deleted: in

Deleted: the

### 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 of school board members 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.

Deleted: or more

Deleted: of the school board,

### IV. PROCEDURES

#### A. Meetings

##### 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. 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.

Deleted: its primary

Deleted: s

##### 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. ~~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.

**Deleted:** This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

### 3. Emergency Meetings

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

**Deleted:** of the school board

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. Meetings during Pandemic or Chapter 12 Emergency

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

8. Meetings by Interactive Technology

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

B. Votes

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

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 to discuss data that 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

Deleted: ¶

Deleted: Health

Deleted: Declared

Deleted: Minn. Stat. Ch

Deleted: other electronic

Deleted: means

Deleted: Minn. Stat. §

Deleted: Conducted

Deleted: Minn. Stat. §

Deleted: , and

Deleted: t

Deleted: shall be available

Deleted: of the school district

Deleted: Data

Deleted: merely because the

Deleted: to be

Deleted: discussed

Deleted: .

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.

Deleted: .

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation, meetings, and hearings between the school board and its employees or their respective representatives are public meetings. 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.

Deleted: sessions

Deleted: These

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, 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.

Deleted: i.e.,

6. Dismissal Hearing

a. A hearing on 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.

Deleted: the

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 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.

Deleted: the

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 Minnesota Statutes section 13D.05 to discuss educational or certain other nonpublic data.

Deleted: Minn. Stat. §

Deleted: , Subd. 2,

e. A meeting closed for this purpose must be electronically recorded at the

Deleted: closed

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;

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

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

(4) an individual's personal medical records.

b. 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.

Deleted: b.→

Deleted: c.→

Deleted: d.→

Deleted: e

Deleted: f

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 (~~Exclusion and Expulsion Procedures~~)  
Minn. Stat. § 122A.33, Subd. 3 (~~License and Degree Exemption for Head Coach~~)  
Minn. Stat. § 122A.40, Subd. 14 (~~Employment; Contracts; Termination~~)  
Minn. Stat. § 179A.14, Subd. 3 (~~Negotiation Procedures~~)  
Minn. Rules Part 5510.2810 (~~Petition for Mediation~~)  
*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.

**Deleted:** Student Dismissal Hearing)

**Deleted:** Coaches; Opportunity to Respond

**Deleted:** Teacher Discharge Hearing)

**Deleted:** Labor Negotiations

**Deleted:** Bureau of Mediation Services

**Deleted:** ¶

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 Law Bulletin "C" (Minnesota's Open Meeting Law)

**Deleted:** Service Manual, Chapter 13,  
School

Adopted: [February 14, 2011](#)  
Revised: [January 25, 2021](#)

[Roylton School District Policy 410](#)  
Reviewed: [June 27, 2022](#)

## 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 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

Deleted: :

Deleted: MSBA/MASA Model

Deleted: Orig. 1995

Deleted: :

Deleted: . 2022

Deleted: Rev. 2023

Deleted: ¶

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

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.
  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

Deleted: **[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.]**

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. 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.

**Deleted:** 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.

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:** ~~None~~

Deleted: MSBA School Law Bulletin "M"  
(→ Licensed and Non-Licensed School  
District ¶  
→→→ Employee Leave)

Adopted: August 9, 2004  
Revised: August 29, 2019

Royalton School District Policy 509  
Reviewed: August 24, 2015

Deleted:  

Deleted: MSBA/MASA Model

Deleted: →→→ Orig. 1995¶

Deleted:  

Deleted: . 2023

**509 ENROLLMENT OF NONRESIDENT STUDENTS**

**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.

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

**II. GENERAL STATEMENT OF POLICY**

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

Formatted: Indent: Left: 0.5", First line: 0"

Deleted: ¶

Formatted: Indent: Hanging: 0.5"

**III. OPEN ENROLLMENT PROCESS**

Formatted: Tab stops: 0.5", Left + Not at 0.58"

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.

Deleted: fo

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, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include 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;

Deleted: s

Deleted:

Deleted: with

Deleted: the exception of

Deleted: ¶

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 509-2

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

509-3

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 (Pupil Fair Dismissal Act)
  - Minn. Stat. § 124D.03 (Enrollment Options Program)
  - Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
  - [Minnesota Statutes, section 124D.151](#)
  - Minn. Stat. § 124D.68 (Graduation Incentives Program)
  - [Minnesota Statutes, section 125A.13](#)
  - 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)

Deleted: The

Formatted: Indent: Left: 1.07", First line: 0.5"

Deleted: ¶

Deleted:

Formatted: Left, Indent: Left: 1.57", Right: 0.11"

Deleted: ¶

Adopted: [April 14, 2003](#)  
Revised: [November 23, 2020](#)

[Roylton School District Policy 208](#)  
Reviewed:

## 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 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

Deleted: :

Deleted: MSBA/MASA Model

Deleted: Orig. 1995¶

Deleted: :

Deleted: . 2022

Deleted: ¶

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

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: ~~506 Student Discipline~~, ~~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)

**Deleted:**

**Deleted:** 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;

**Deleted: ;**

**Deleted:** 514 Bullying Prohibition Policy; 522

**Deleted:** Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability;

Adopted: March 8, 2004  
Revised: February 24, 2020

Royalton School District Policy 420  
Reviewed: June 30, 2016

## 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.

Deleted: :

Deleted: MSBA/MASA Model

Deleted: Orig. 1995¶

Deleted: :

Deleted: . 202215

Deleted: ¶

**[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.]¶**

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.

Deleted: (title)

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 Minnesota Statutes section 121A.23 ~~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, (Tuberculosis Screening in Schools)

Deleted:

Deleted: Minn. Stat. §

Deleted: which

Deleted: -442

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 Act)

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 (Bloodborne Pathogens)

*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892 (1989)

*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987)

16 EHLR 712, OCR Staff Memo, April 5, 1990

**Deleted:** Improvement

**Deleted:** of 2004

**Deleted:** Occupational Exposure to

**Deleted:** , 110 S.Ct. 239

**Deleted:** , 107 S.Ct. 1123

**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: December 11, 2006~~  
~~Revised: September 28, 2020~~

~~Royalton School District Policy 501~~  
~~Reviewed: November 22, 2021~~

## 501 SCHOOL WEAPONS POLICY

### 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

Deleted: :

Deleted: MSBA/MASA Model

Deleted: Orig. 1995

Deleted: :

Deleted: . 20142021

Deleted: **[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).]**

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

Deleted: .

Deleted: §

Deleted: .

Deleted: .

Deleted: §§

Deleted: §

Deleted: §§

- 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.

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

**Deleted: [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 Ssection 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 Ssection 609.66, Subdivision 1d.]¶**

Deleted: §

Deleted: appropriate school official

Deleted: pupil

Deleted: C

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.

### 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

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 Firearms)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
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)

Deleted: **[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.]**

Deleted: ¶

Deleted: → A. →

Formatted: Indent: Left: 0.5", First line: 0"

Deleted: ation of

Deleted: Referral to Police

Deleted: S

MSBA/MASA Model Policy 525 (Violence Prevention)  
[MSBA/MASA Model Policy 903 \(Visitors to School District Buildings and Sites\)](#)

501-5

Adopted: April 8, 2024

Royalton School District Policy 711

Revised:

Reviewed:

## 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 13](#) and the Family Educational Rights and Privacy Act, 20 [United States Code section 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.

#### 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)

- Deleted: :
- Deleted: MSBA/MASA Model
- Deleted: →→→→→→→→→→ Orig. 1995¶
- Deleted: :
- Deleted: . 202212
- Deleted: ¶
- Deleted: ¶

- Deleted: Minn. Stat. Ch.
- Deleted: U.S.C. §

Deleted: **[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.]¶**

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)

Deleted: 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.

Deleted: :

Deleted: MSBA/MASA Model

Deleted: ¶  
→→→→→→→→→→ Orig. 1996

Formatted: Normal, Line spacing: At least 12 pt, Suppress line numbers, Don't hyphenate, Tab stops: 0", Left + 0.5", Left + 1", Left + 1.5", Left + 6.5", Right

Deleted: . 202212

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

Deleted: Minn. Stat. Ch.

Deleted: U.S.C. §

Deleted: Minn. Stat. Ch. 13

Deleted: U.S.C. §

**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)

Deleted: → MSBA Service Manual, Chapter 2, Transportation

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

Royalton School District Policy 714,  
Reviewed:

## 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

Deleted: →→→

Deleted: MSBA/MASA Model

Deleted: ¶  
→→→ Orig. 2011

Deleted: →→

Deleted:

Deleted: . 2022

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

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.

**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

Deleted: [ \_\_\_\_\_ ]

Deleted: ] [ \_\_\_\_\_ months of operating expenses.]

Deleted: *[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]*

Deleted: ¶  
¶  
*[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.]*

Deleted: ¶

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 assigned. If the school board does not have any such arrangements, this section should be deleted.]*

Deleted: ¶  
*[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