



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
MAY 13, 2024
6:00 PM

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

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

 - a. Approval of Regular Board Meeting Minutes 8
 - b. Approval of Special Meeting Minutes 14
 - c. Claims, Accounts and Financial 16
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented
 - d. Approval of Resignation/Termination 51
 - e. Approval of New Hires 52
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. Approve the IOwA Renewal Resolution 53
 - b. FY25 Budget Review 54
 - c. Approval of Writing Off Bad Lunch Debt
 - d. Approval of Exit Interviews of Families 66
 - e. Approval of Moving from cmERDC to Region 1 70
 - f. Approval of Moving from Mid-State Technology Services to Midco 75

g. Approval of Spanish Trip Proposal	80
h. Approval of Donations by Resolution	
i. Policy Reading	
1. First Policy Reading	84
2. Second Policy Reading	155
3. Second and Final Policy Reading (minor changes)	160
4. Approval of Third Policy Reading	186
11. Upcoming Meeting Schedule	
1. Monday, May 20, 6pm-7:30pm School Board Work Session	
2. Wednesday, May 22, Noon Finance Meeting	
3. Wednesday, May 22, 1:30pm Policy Meeting	
4. Monday, June 10, 6pm Regular Board Meeting	
12. Adjournment	



ROYALTON PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

FISCAL YEAR 2024 MAY BUDGET UPDATE BOARD MEETING

ENROLLMENT

- Original Adopted Budget: 935 ADM
- Revised Budget: 922 ADM
 - Ended 22-23 943 ADM

- As of April 2024: 907 (March - 910 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

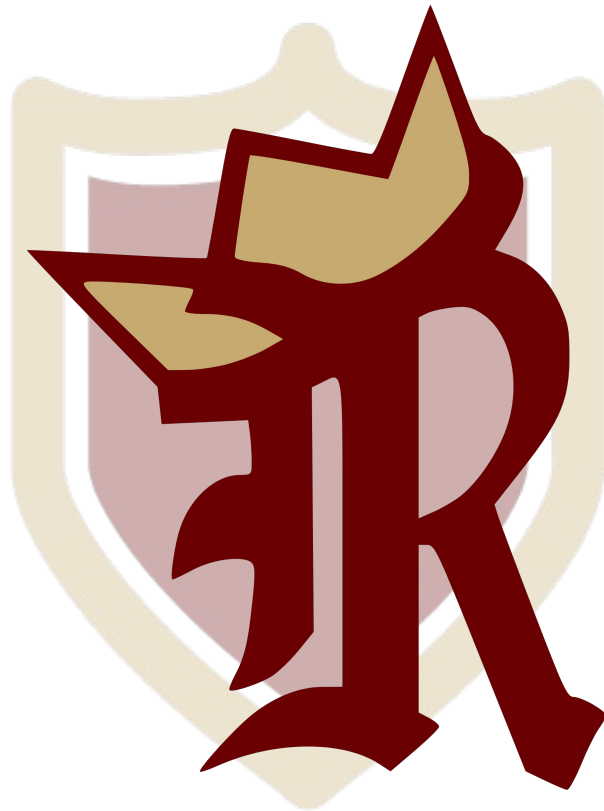
Revenues by Source	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Revised Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Local Revenues	1,249,435.81	1,171,980.81	692,581.80	1,164,522.27	583,970.18	957,758.50	197,187.30	59.09%	50.15%	20.59%
State Revenues	9,641,139.23	9,847,671.92	6,511,992.92	9,225,544.60	6,393,827.62	8,651,374.22	6,298,886.73	66.13%	69.31%	72.81%
Federal Revenues	240,999.14	170,440.22	101,057.65	820,435.19	520,635.52	730,078.60	331,795.10	59.29%	63.46%	45.45%
Misc Local Revenues	3,000.00	3,000.00	29,923.56	22,207.66	1,000.00	-	-	997.45%	4.50%	0.00%
Total Revenues	11,134,574.18	11,193,092.95	7,335,555.93	11,232,709.72	7,499,433.32	10,339,211.32	6,827,869.13	65.54%	66.76%	66.04%

- Overall on track with current year revised budget: 66%

GENERAL FUND EXPENDITURES

Expenditures by Object	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Revised Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Salaries & Wages	6,007,285.58	6,722,489.00	4,346,015.72	6,412,479.05	4,043,224.12	6,082,205.31	3,798,382.75	64.65%	63.05%	62.45%
Employee Benefits	1,969,060.12	1,929,109.00	1,226,363.56	1,756,061.32	1,159,010.59	1,683,469.24	1,103,973.68	63.57%	66.00%	65.58%
Purchased Services	1,626,087.00	1,418,954.00	1,313,020.59	1,665,327.83	1,296,944.48	1,606,287.99	1,046,608.49	92.53%	77.88%	65.16%
Supplies & Materials	904,436.74	855,153.00	639,872.27	855,399.51	641,203.90	821,237.49	502,623.63	74.83%	74.96%	61.20%
Capital Expenditures	328,629.00	247,200.00	148,801.77	1,014,689.22	737,028.60	524,343.28	430,543.47	60.19%	72.64%	82.11%
Other Expenditures	(1,416.32)	19,555.00	12,764.55	22,545.89	24,085.03	1,866.06	27,023.79	65.28%	106.83%	1448.17%
Total Expenditures	10,834,082.12	11,192,460.00	7,686,838.46	11,726,502.82	7,901,496.72	10,719,409.37	6,909,155.81	68.68%	67.38%	64.45%

- Overall on track with current year revised budget: 69%



Thank you!

Regular Meeting

Monday, April 8, 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 Tyra Baumann and seconded by Maria Traut, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

The school board recognized Mr. Coppicus and Ms. Baldzicki for both receiving an Excellent Rating at Large Group Contest in Albany for band and choir.

The school board also recognized the individual wrestlers that made it to state. Nicolas Leibold and Kaden Holm were State Qualifiers. Sawyer Simmons finished in 4th place and Brandon Mugg finished in 6th place.

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

8.e. Athletic Director

8.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.**

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

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes for March 14, 2024

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 New Hires

10. Discussion/Information/Action Items

10.a. Unpaid Lunch Debt Discussion

10.b. Homeschool Exit Interview Discussion

10.c. cmERDC Discussion

10.d. Policy Readings

10.d.1. First Policy Readings

10.d.2. Second Policy Readings

10.d.3. Second Reading and Final (minor changes)

Motion to Approve Second Reading and Final (minor changes) 208 - Development, Adoption, and Implementation of Policies, 420 - Students and Employees with sexually Transmitted Infections, 501 - School Weapons Policy, and 711 - Video Recording on School Buses. 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.d.4. Approval of Third Policy Readings

Approval of the Third Policy Readings, 712 - Video Surveillance Other Than On Buses and 714 - Fund Balances. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra
Baumann: Yea

Luca
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Boyd: Yea

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Trau Yea
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Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

Tuesday, April 16 @ 6pm Work Session
Wednesday, May 8 @ 6pm Strategic Planning
Committee Meeting
Monday, May 13, 6:00 pm Regular Board Meeting
Correction made:
Wednesday, April 24 @ Noon Finance Meeting
Wednesday, April 24 @ 1PM Policy Meeting

12. Adjournment

The meeting was adjourned at 6:57pm. 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

Work Session

Tuesday, April 16, 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: Absent
Angela Roering: Present
Maria Traut: Present

1. Call to Order

Due to weather conditions and school cancelation, the Board Work Session from March 25, 2024, was canceled and rescheduled for this date.

2. Pledge to Flag

3. Roll Call

4. Discussion/Information

4.a. Cell Phone Use Discussion

Greg Johnson, superintendent from Little Falls School District, and Nathan Swenson, Principal for Little Falls Middle School attended.

4.b. Homeschool Exit Interview Discussion

4.c. Enrollment Effects on the Budget

4.d. Long Term Financial Plan Review

4.e. Midstate/Midco Internet Update

5. Adjournment

The meeting was adjourned at 7:48pm. This motion, made by Tyra Baumann and seconded by Maria Traut, Passed.

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Absent

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 5, Nay: 0, Absent: 1

Board Secretary

Royalton Public Schools
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
Id: 538	Bishop , Shari														
	04/15/2024	S202419-0	P	EBENONW2	0.00		67.94	\$67.94		1	03/31/2024	02	Milage		1038
	04/15/2024	S202419-0	P	EBENONW2	0.00		7.97	\$7.97		1	03/31/2024	02	Milage		1038
	Units Subtotal:			0.00	EBENONW2 Total:			\$75.91							
	Units:			0.00	Emp Pay:			\$75.91							
Id: 419	Burg , Stephanie														
	04/30/2024	S202420-0	P	EBENONW2	0.00		414.00	\$414.00	01-020-298-073-000-366	1	04/15/2024	02	BPA State Food Reim		1038
	Units Subtotal:			0.00	EBENONW2 Total:			\$414.00							
	Units:			0.00	Emp Pay:			\$414.00							
Id: 554	Duevel , Anthony														
	04/30/2024	S202420-0	P	EBENONW2	0.00		45.96	\$45.96		1	04/15/2024	02	Uniform Allowance		1038
	Units Subtotal:			0.00	EBENONW2 Total:			\$45.96							
	Units:			0.00	Emp Pay:			\$45.96							
Id: 1033	Ebnet , Thomas														
	04/15/2024	S202419-0	P	EBENONW2	0.00		12.48	\$12.48		1	03/31/2024	02	Lab Supplies		1038
	04/30/2024	S202420-0	P	EBENONW2	0.00		35.80	\$35.80		1	04/15/2024	02	Class/lab supplies		1038
	Units Subtotal:			0.00	EBENONW2 Total:			\$48.28							
	Units:			0.00	Emp Pay:			\$48.28							
Id: 802	Henry , Sandra														
	04/15/2024	S202419-0	P	EBENONW2	0.00		28.87	\$28.87	02-005-770-000-701-412	1	03/31/2024	02	Uniform Allowance		1038
	Units Subtotal:			0.00	EBENONW2 Total:			\$28.87							
	Units:			0.00	Emp Pay:			\$28.87							
Id: 624	Hofstad , Dawn														
	04/15/2024	S202419-0	P	EBENONW2	0.00		0.94	\$0.94	01-010-050-000-000-366	1	03/31/2024	02	Milage		1038
	Units Subtotal:			0.00	EBENONW2 Total:			\$0.94							
	Units:			0.00	Emp Pay:			\$0.94							
Id: 1076	Leisenheimer , Hannah														
	04/15/2024	S202419-0	P	EBENONW2	0.00		2.35	\$2.35		1	03/31/2024	02	Milage		1038
	Units Subtotal:			0.00	EBENONW2 Total:			\$2.35							
	Units:			0.00	Emp Pay:			\$2.35							

Royalton Public Schools
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
Id: 212	Lemm , David														
	04/15/2024	S202419-0	P EBENONW2	0.00			13.00	\$13.00	01-005-640-000-316-366	1	03/31/2024	02	Parking		1038
	Units Subtotal:			0.00				\$13.00							
	Units:			0.00				\$13.00							
Id: 913	Mathison , Lake														
	04/15/2024	S202419-0	P EBENONW2	0.00			32.00	\$32.00	01-020-230-000-000-430	1	03/31/2024	02	Spanish Books		1038
	04/15/2024	S202419-0	P EBENONW2	0.00			47.44	\$47.44	01-020-640-000-316-366	1	03/31/2024	02	Meals & travel conf		1038
	Units Subtotal:			0.00				\$79.44							
	Units:			0.00				\$79.44							
Id: 925	Nyreen , Robyn														
	04/30/2024	S202420-0	P EBENONW2	0.00			150.00	\$150.00	01-005-720-000-000-412	1	04/15/2024	02	Uniform Allowance		1038
	Units Subtotal:			0.00				\$150.00							
	Units:			0.00				\$150.00							
Id: 263	Petron , Cynthia														
	04/15/2024	S202419-0	P EBENONW2	0.00			6.10	\$6.10	01-010-203-000-000-366	1	03/31/2024	02	Milage		1038
	Units Subtotal:			0.00				\$6.10							
	Units:			0.00				\$6.10							
Id: 278	Presler , Kevin														
	04/15/2024	S202419-0	P EBENONW2	0.00			10.00	\$10.00	01-005-760-000-720-366	1	03/31/2024	02	Meal Reimbursement		1038
	Units Subtotal:			0.00				\$10.00							
	Units:			0.00				\$10.00							
Id: 990	Simon , Paul														
	04/30/2024	S202420-0	P EBENONW2	0.00			17.99	\$17.99	01-005-760-000-720-401	1	04/15/2024	02	Brass T valve bus		1038
	Units Subtotal:			0.00				\$17.99							
	Units:			0.00				\$17.99							
Employee Count	13			Totals:				\$892.84							

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19636	4904		Bishop, Damien		Check		
				E 12	020 298 041 301 401	Reimbursement Survivor Week Supplies		\$29.70	
	PO#:	Voucher #:	41853	Invoice	Invoice No: 03.27.2024			Paid Amt:	\$29.70
								Check Amount:	\$29.70
0485	ACT	19638	4355		NATHAN GOLDADE		Check		
				E 12	020 298 030 301 401	FFA Banquet Decoration Reimbursement		\$224.25	
	PO#:	Voucher #:	41854	Invoice	Invoice No: 03.28.2024			Paid Amt:	\$224.25
								Check Amount:	\$224.25
0485	ACT	19639	1010		ALL STAR TROPHY & AWARDS		Check		
				E 12	020 296 034 301 401	GBB Team Awards		\$42.00	
	PO#:	Voucher #:	41932	Invoice	Invoice No: 8277			Paid Amt:	\$42.00
								Check Amount:	\$42.00
0485	ACT	19640	4295		AMAZON CAPITAL SERVICES		Check		
				E 12	020 298 048 301 401	Spanish Books		\$19.80	
	PO#:	Voucher #:	41915	Invoice	Invoice No: 1NN1-GPFQ-QT6T			Paid Amt:	\$19.80
								Check Amount:	\$19.80
0485	ACT	19641	1903		BECKER SCREENPRINTING		Check		
				E 12	020 298 039 301 401	Band Cruise T-shirts		\$407.00	
	PO#:	Voucher #:	41931	Invoice	Invoice No: 6209			Paid Amt:	\$407.00
								Check Amount:	\$407.00
0485	ACT	19642	4684		BLACKBERRY GOLF COURSE		Check		
				E 12	020 298 032 301 401	Prom Dinner/Venue		\$4,865.58	
	PO#:	Voucher #:	41929	Invoice	Invoice No: 04.11.2024			Paid Amt:	\$4,865.58
								Check Amount:	\$4,865.58
0485	ACT	19643	3291		BPA		Check		
				E 12	020 298 021 301 369	National Registration		\$325.00	
	PO#:	Voucher #:	41934	Invoice	Invoice No: 24136			Paid Amt:	\$325.00
				E 12	020 298 021 301 369	National Registration		\$915.00	
	PO#:	Voucher #:	41935	Invoice	Invoice No: 24137			Paid Amt:	\$915.00
								Check Amount:	\$1,240.00
0485	ACT	19644	1783		Cimenski, Melanie		Check		
				E 12	020 298 023 301 401	Dinner Theatre food & supplies		\$475.35	
	PO#:	Voucher #:	41939	Invoice	Invoice No: 04.10.2024			Paid Amt:	\$475.35
								Check Amount:	\$475.35
0485	ACT	19645	2336		JACKIE SCHILLER, MN BPA		Check		
				E 12	020 298 021 301 401	Nationals Pins 18		\$45.00	
	PO#:	Voucher #:	41864	Invoice	Invoice No: 1318-161			Paid Amt:	\$45.00
								Check Amount:	\$45.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19646	2131		Jeremy Schaa		Check		
				E 12	020 298 032 301 401	Prom Decroations		\$316.55	
	PO#:	Voucher #:	41930	Invoice	Invoice No: 04.02.2024			Paid Amt:	\$316.55
								Check Amount:	\$316.55
0485	ACT	19647	4357		JON KOENIG		Check		
				E 12	020 298 041 301 401	Senior Trip Meal		\$152.35	
	PO#:	Voucher #:	41926	Invoice	Invoice No: 03.18.2024			Paid Amt:	\$152.35
								Check Amount:	\$152.35
0485	ACT	19648	1261		JORDIES TRAILSIDE CAFE		Check		
				E 12	020 298 023 301 401	Catering Beauty & The Beast		\$4,571.85	
	PO#:	Voucher #:	41938	Invoice	Invoice No: 04.10.2024			Paid Amt:	\$4,571.85
								Check Amount:	\$4,571.85
0485	ACT	19649	2202		MN FFA ASSOCIATION		Check		
				E 12	020 298 030 301 820	Regional, State and National Dues		\$340.00	
	PO#:	Voucher #:	41927	Invoice	Invoice No: 6060			Paid Amt:	\$340.00
								Check Amount:	\$340.00
0485	ACT	19650	4242		RADEMACHER COMPANIES, INC.		Check		
				E 12	020 298 030 301 401	FFA Meeting food		\$132.94	
	PO#:	Voucher #:	41936	Invoice	Invoice No: 001-00073556			Paid Amt:	\$132.94
								Check Amount:	\$132.94
0485	ACT	19651	2499		REGENTS OF UNIVERSITY OF MINNESOTA		Check		
				E 12	020 298 030 301 369	Winter FFA Invitational		\$52.00	
	PO#:	Voucher #:	41928	Invoice	Invoice No: 0230050456			Paid Amt:	\$52.00
								Check Amount:	\$52.00
0485	ACT	19652	1476		ROYALTON AMERICAN LEGION		Check		
				E 12	020 298 023 301 401	Lunch for Ham Bingo		\$171.86	
	PO#:	Voucher #:	41937	Invoice	Invoice No: 03.17.2024			Paid Amt:	\$171.86
								Check Amount:	\$171.86
0485	ACT	19653	2381		STEPHANIE BURG		Check		
				E 12	020 298 021 301 401	BPA Nationals Advisor Expense		\$77.90	
	PO#:	Voucher #:	41933	Invoice	Invoice No: 4.09.2024			Paid Amt:	\$77.90
								Check Amount:	\$77.90
0485	ACT	19654	1061		BUDS TO BLOSSOMS		Check		
				E 12	020 298 093 301 401	Flowers for Prom centerpieces		\$181.00	
	PO#:	Voucher #:	42043	Invoice	Invoice No: 834557			Paid Amt:	\$181.00
								Check Amount:	\$181.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19655	4908		Hilton Chicago		Check		
				E 12	020 298 021 301 369	Nationals Housing		\$2,620.40	
PO#:	Voucher #:	42044	Invoice	Invoice No:	24134	4/19/2024	Paid Amt:	\$2,620.40	
							Check Amount:	\$2,620.40	
0485	ACT	19656	4357		JON KOENIG		Check		
				E 12	020 298 041 301 401	HOMEcomings SUPPLIES		\$13.16	
PO#:	Voucher #:	36280	Invoice	Invoice No:	10/3/22	4/19/2024	Paid Amt:	\$13.16	
							Check Amount:	\$13.16	
0485	ACT	19657	2381		STEPHANIE BURG		Check		
				E 12	020 298 021 301 401	BPA Lunch after assisting Habitat		\$53.34	
PO#:	Voucher #:	42045	Invoice	Invoice No:	04.17.2024	4/19/2024	Paid Amt:	\$53.34	
							Check Amount:	\$53.34	
0485	ACT	19658	3486		UNIVERSAL ATHLETIC		Check		
				E 12	020 294 079 301 401	Jordan Digital BBall Short		\$1,080.00	
				E 12	020 294 079 301 401	Freight		\$21.34	
PO#: 5552	Voucher #:	42046	Invoice	Invoice No:	150-0071676-02	4/19/2024	Paid Amt:	\$1,101.34	
				E 12	020 294 079 301 401	Jordan Digital BBall Jersey		\$1,050.00	
				E 12	020 294 079 301 401	Freight		\$21.34	
PO#: 5552	Voucher #:	42047	Invoice	Invoice No:	150-0071676-01	4/19/2024	Paid Amt:	\$1,071.34	
							Check Amount:	\$2,172.68	
0485	ACT	19659	3396		BREAKDOWN SPORTS USA		Check		
				E 12	020 294 079 301 401	Summer BB Tournament		\$520.00	
PO#:	Voucher #:	42083	Invoice	Invoice No:	04.19.2024	4/26/2024	Paid Amt:	\$520.00	
							Check Amount:	\$520.00	
0485	ACT	19660	1477		ROYALTON LUMBER COMPANY		Check		
				E 12	020 298 093 301 305	PAINT & paint supplies		\$75.99	
PO#:	Voucher #:	42057	Invoice	Invoice No:	867168	4/26/2024	Paid Amt:	\$75.99	
				E 12	020 298 093 301 305	PROM SUPPLIES Paint		\$11.97	
PO#:	Voucher #:	42058	Invoice	Invoice No:	867180	4/26/2024	Paid Amt:	\$11.97	
				E 12	020 298 093 301 305	PROM SUPPLIES Paint		\$13.98	
PO#:	Voucher #:	42059	Invoice	Invoice No:	867298	4/26/2024	Paid Amt:	\$13.98	
				E 12	020 298 093 301 305	PROM SUPPLIES Gold Hooks		\$10.17	
PO#:	Voucher #:	42060	Invoice	Invoice No:	867371	4/26/2024	Paid Amt:	\$10.17	
							Check Amount:	\$112.11	
								Report Total:	\$18,836.82

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Student Activities	\$18,836.82
Report Total	\$18,836.82

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		\$8,413.52	
				B 02	215 013	State Tax		\$236.41	
				B 04	215 013	State Tax		\$348.16	
PO#:	Voucher #:	41949	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$8,998.09	
							Check Amount:	\$8,998.09	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$683.89	
PO#:	Voucher #:	41952	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$683.89	
				B 01	215 005	Tax Ann		\$171.23	
PO#:	Voucher #:	41953	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$171.23	
				B 01	215 005	Tax Ann		\$1,586.47	
PO#:	Voucher #:	41954	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$1,586.47	
				B 01	215 005	Tax Ann		\$8,604.32	
				B 04	215 005	Payroll Deductions		\$207.88	
PO#:	Voucher #:	41955	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$8,812.20	
				B 01	215 005	Tax Ann		\$156.80	
PO#:	Voucher #:	41956	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$156.80	
				B 01	215 005	Tax Ann		\$237.50	
PO#:	Voucher #:	41957	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$237.50	
							Check Amount:	\$11,648.09	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$38,426.80	
				B 02	215 010	FICA		\$1,680.34	
				B 04	215 010	FICA		\$2,159.34	
				B 01	215 011	Federal Tax		\$14,261.31	
				B 02	215 011	Federal Tax		\$376.44	
				B 04	215 011	Federal Tax		\$382.22	
PO#:	Voucher #:	41958	Invoice	Invoice No:	S2024190	4/15/2024	Paid Amt:	\$57,286.45	
							Check Amount:	\$57,286.45	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$11,061.11	
				B 02	215 017	PERA		\$1,580.69	
				B 04	215 017	PERA		\$1,208.90	
PO#:	Voucher #:	41948	Invoice	Invoice No:	S2024190	4/16/2024	Paid Amt:	\$13,850.70	
							Check Amount:	\$13,850.70	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$30,421.74	

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		\$826.89	
	PO#:	Voucher #:	41951	Invoice	Invoice No:	S2024190	4/16/2024	Paid Amt:	\$31,248.63
								Check Amount:	\$31,248.63
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,922.55	
				B 02	215 084	HSA		\$45.00	
				B 04	215 084	Payroll Deductions		\$172.92	
	PO#:	Voucher #:	41945	Invoice	Invoice No:	S2024190	4/16/2024	Paid Amt:	\$7,140.47
								Check Amount:	\$7,140.47
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$208.34	
	PO#:	Voucher #:	41960	Invoice	Invoice No:	04.01.2024	4/16/2024	Paid Amt:	\$208.34
								Check Amount:	\$208.34
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$40.00	
	PO#:	Voucher #:	41961	Invoice	Invoice No:	04.05.2024	4/16/2024	Paid Amt:	\$40.00
								Check Amount:	\$40.00
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$2.03	
	PO#:	Voucher #:	41962	Invoice	Invoice No:	04.06.2024	4/16/2024	Paid Amt:	\$2.03
								Check Amount:	\$2.03
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$210.30	
	PO#:	Voucher #:	41963	Invoice	Invoice No:	04.11.2024	4/16/2024	Paid Amt:	\$210.30
								Check Amount:	\$210.30
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$409.86	
	PO#:	Voucher #:	41964	Invoice	Invoice No:	04.14.2024	4/16/2024	Paid Amt:	\$409.86
								Check Amount:	\$409.86
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$4.88	
	PO#:	Voucher #:	42101	Invoice	Invoice No:	04.18.2024	4/26/2024	Paid Amt:	\$4.88
								Check Amount:	\$4.88
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex	23	\$7.76	
	PO#:	Voucher #:	42102	Invoice	Invoice No:	04.20.2024	4/26/2024	Paid Amt:	\$7.76
								Check Amount:	\$7.76

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$24.99	
	PO#:	Voucher #:	42103	Invoice	Invoice No: 04.21.2024	4/26/2024	Paid Amt:	\$24.99	
							Check Amount:	\$24.99	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$208.34	
	PO#:	Voucher #:	42104	Invoice	Invoice No: 04.22.2024	4/26/2024	Paid Amt:	\$208.34	
							Check Amount:	\$208.34	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$40.00	
	PO#:	Voucher #:	42105	Invoice	Invoice No: 04.24.2024	4/26/2024	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$14.15	
	PO#:	Voucher #:	42106	Invoice	Invoice No: 04.25.2024	4/26/2024	Paid Amt:	\$14.15	
							Check Amount:	\$14.15	
0485	PCB	4614			WEX		Wire		
				E 01	005 110 000 000 305	WEX monthly service fee		\$217.00	
	PO#:	Voucher #:	42107	Invoice	Invoice No: 0001931728-IN	4/26/2024	Paid Amt:	\$217.00	
							Check Amount:	\$217.00	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$9,231.85	
				B 02	215 013	State Tax		\$342.76	
				B 04	215 013	State Tax		\$398.86	
	PO#:	Voucher #:	42117	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$9,973.47	
							Check Amount:	\$9,973.47	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$40,716.14	
				B 02	215 010	FICA		\$2,141.22	
				B 04	215 010	FICA		\$2,406.06	
				B 01	215 011	Federal Tax		\$15,645.73	
				B 02	215 011	Federal Tax		\$454.34	
				B 04	215 011	Federal Tax		\$488.49	
	PO#:	Voucher #:	42126	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$61,851.98	
							Check Amount:	\$61,851.98	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC	24	Wire		
				B 01	215 005	Tax Ann		\$683.89	
	PO#:	Voucher #:	42120	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$683.89	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01 215 005	Tax Ann			\$171.23	
PO#:	Voucher #:	42121	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$171.23	
				B 01 215 005	Tax Ann			\$1,586.47	
PO#:	Voucher #:	42122	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$1,586.47	
				B 01 215 005	Tax Ann			\$8,655.33	
				B 04 215 005	Payroll Deductions			\$207.88	
PO#:	Voucher #:	42123	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$8,863.21	
				B 01 215 005	Tax Ann			\$156.80	
PO#:	Voucher #:	42124	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$156.80	
				B 01 215 005	Tax Ann			\$237.50	
PO#:	Voucher #:	42125	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$237.50	
							Check Amount:	\$11,699.10	
0485	PCB	4614			WEX		Wire		
				B 01 215 082	Flex			\$18.00	
PO#:	Voucher #:	42148	Invoice	Invoice No:	04.26.2024	4/30/2024	Paid Amt:	\$18.00	
							Check Amount:	\$18.00	
0485	PCB	4614			WEX		Wire		
				B 01 215 082	Flex			\$8.56	
PO#:	Voucher #:	42149	Invoice	Invoice No:	04.27.2024	4/30/2024	Paid Amt:	\$8.56	
							Check Amount:	\$8.56	
0485	PCB	4614			WEX		Wire		
				B 01 215 082	Flex			\$20.18	
PO#:	Voucher #:	42150	Invoice	Invoice No:	04.29.2024	4/30/2024	Paid Amt:	\$20.18	
							Check Amount:	\$20.18	
							Report Total:	\$215,131.37	

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$199,466.57
02	Food Service	\$6,857.20
04	Community Service	\$8,807.60
Report Total		\$215,131.37

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$404,831.51
02	Food Service	\$29,969.28
04	Community Service	\$11,290.32
08	Scholarships	\$600.00
11	Activities	\$385.97
12	Student Activities	\$1,000.00
Report Total		\$448,077.08

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76549	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 256 000 000 430	Building Thinking Classrooms in Mathematics		\$107.85	
	PO#:	Voucher #:	41815	Invoice	Invoice No: 1DK4-PMP1-TVKR	4/4/2024	Paid Amt:	\$107.85	
				E 01	010 203 000 000 460	Butterfly Mini Garden Set		\$95.37	
	PO#:	Voucher #:	41816	Invoice	Invoice No: 1C4R-7RVD-CFH4	4/4/2024	Paid Amt:	\$95.37	
							Check Amount:	\$203.22	
0485	PCB	76550	4180		AUTO VALUE LITTLE FALLS		Check		
				E 01	005 760 000 720 401	GL Prime Yellow		\$59.94	
	PO#:	Voucher #:	41817	Invoice	Invoice No: 12053344	4/4/2024	Paid Amt:	\$59.94	
				E 01	005 760 000 720 401	Shop Towels		\$35.58	
	PO#:	Voucher #:	41818	Invoice	Invoice No: 12053347	4/4/2024	Paid Amt:	\$35.58	
				E 01	005 760 000 720 401	Auto-Ranging DMM		\$37.99	
	PO#:	Voucher #:	41819	Invoice	Invoice No: 12053420	4/4/2024	Paid Amt:	\$37.99	
							Check Amount:	\$133.51	
0485	PCB	76551	4460		CARLIN SALES CORP		Check		
				E 01	020 301 096 830 430	Greenhouse Plugs		\$114.80	
	PO#: 5618	Voucher #:	41820	Invoice	Invoice No: 4014261-00	4/4/2024	Paid Amt:	\$114.80	
							Check Amount:	\$114.80	
0485	PCB	76552	1076		CENTRAL LAKES COLLEGE		Check		
				E 01	020 211 390 000 391	PSEO Spring 2023-2024		\$79,104.00	
	PO#:	Voucher #:	41821	Invoice	Invoice No: 03.22.2024	4/4/2024	Paid Amt:	\$79,104.00	
							Check Amount:	\$79,104.00	
0485	PCB	76553	4596		CENTRAL MCGOWAN, INC		Check		
				E 01	020 301 000 830 433	Shop Coats		\$795.60	
	PO#: 5675	Voucher #:	41822	Invoice	Invoice No: 0000825394	4/4/2024	Paid Amt:	\$795.60	
				E 01	020 301 000 830 433	Welding Shop Supplies		\$66.86	
	PO#: 5513	Voucher #:	41823	Invoice	Invoice No: 0000825395	4/4/2024	Paid Amt:	\$66.86	
				E 01	020 301 000 830 433	High pressure large & safety & Compliance		\$14.12	
	PO#:	Voucher #:	41824	Invoice	Invoice No: 0000295212	4/4/2024	Paid Amt:	\$14.12	
							Check Amount:	\$876.58	
0485	PCB	76554	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	High School HVAC Repair		\$162.00	
	PO#:	Voucher #:	41825	Invoice	Invoice No: 57551	4/4/2024	Paid Amt:	\$162.00	
							Check Amount:	\$162.00	
0485	PCB	76555	1196		HANDYMANS HARDWARE		Check		
				E 01	005 810 000 000 401	HE40-STD2 12x24x2 Pleated		\$93.60	
				E 01	005 810 000 000 401	HE40-STD2 20x24x2 Pleated		\$579.60	
				E 01	005 810 000 000 401	HE40-STD2 24x24x2 Pleated		\$824.04	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76555	1196		HANDYMANS HARDWARE		Check		
				E 01	005 810 000 000 401	HE40-STD2 20x25x2 Pleated		\$1,249.92	
				E 01	005 810 000 000 401	HE40-STD2 16x20x2 Pleated		\$500.10	
				E 01	005 810 000 000 401	HE40-STD2 20x20x2 Pleated		\$179.52	
				E 01	005 810 000 000 401	HE40-STD2 16x25x2 Pleated		\$87.84	
				E 01	005 810 000 000 401	HE40-STD1 14x30x1 Pleated		\$503.27	
				E 01	005 810 000 000 401	HE40-STD1 14x24x1 Pleated		\$583.28	
				E 01	005 810 000 000 401	HE40-STD1 14x20x1 Pleated		\$161.25	
	PO#: 5637	Voucher #:	41826	Invoice	Invoice No: 430885	4/4/2024	Paid Amt:	\$4,762.42	
				E 01	005 810 000 000 401	Pleated Filters		\$93.60	
	PO#:	Voucher #:	41827	Invoice	Invoice No: 431309	4/4/2024	Paid Amt:	\$93.60	
							Check Amount:	\$4,856.02	
0485	PCB	76556	3687		HOLDINGFORD HARDWARE		Check		
				E 01	020 255 000 000 430	Woodshop Supplies		\$40.73	
	PO#: 5676	Voucher #:	41828	Invoice	Invoice No: 42529	4/4/2024	Paid Amt:	\$40.73	
				E 01	020 255 000 000 430	Wood Shop Supplies		\$330.44	
	PO#: 5597	Voucher #:	41829	Invoice	Invoice No: 41813	4/4/2024	Paid Amt:	\$330.44	
				E 01	020 255 000 000 430	Wood Shop Supplies		\$23.15	
	PO#: 5597	Voucher #:	41830	Invoice	Invoice No: 41487	4/4/2024	Paid Amt:	\$23.15	
				E 01	020 255 000 000 430	Wood Shop Supplies		\$73.90	
	PO#: 5597	Voucher #:	41831	Invoice	Invoice No: 42284	4/4/2024	Paid Amt:	\$73.90	
							Check Amount:	\$468.22	
0485	PCB	76557	4002		INSTRUMENTALIST AWARDS		Check		
				E 01	020 258 000 000 430	Sousa Combination		\$71.00	
				E 01	020 258 000 000 430	Shipping		\$16.00	
	PO#: 5682	Voucher #:	41856	Invoice	Invoice No: 03.14.2024	4/4/2024	Paid Amt:	\$87.00	
							Check Amount:	\$87.00	
0485	PCB	76558	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$258.20	
	PO#:	Voucher #:	41832	Invoice	Invoice No: 5091208	4/4/2024	Paid Amt:	\$258.20	
				E 02	005 770 000 701 490	MILK		\$258.10	
	PO#:	Voucher #:	41833	Invoice	Invoice No: 5091219	4/4/2024	Paid Amt:	\$258.10	
							Check Amount:	\$516.30	
0485	PCB	76559	1899		MARCO TECHNOLOGIES, LLC		Check		
				E 01	005 690 690 000 305	Software Solutions Coverage		\$1,920.00	
	PO#:	Voucher #:	41834	Invoice	Invoice No: INV12194786	4/4/2024	Paid Amt:	\$1,920.00	
							Check Amount:	\$1,920.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76560	2524		MIDCONTINENT COMMUNICATIONS		Check
				E 01	005 810 000 000 320 PHONE SERVICE		\$1,270.22
	PO#:	Voucher #:	41835	Invoice	Invoice No: 14529320113943	4/4/2024	Paid Amt: \$1,270.22
							Check Amount: \$1,270.22
0485	PCB	76561	4609		MILACA BUILDING CENTER		Check
				E 01	020 298 062 000 401 5x6-8 Roll Up Door		\$1,356.45
	PO#: 5606	Voucher #:	41836	Invoice	Invoice No: 2387749-019	4/4/2024	Paid Amt: \$1,356.45
							Check Amount: \$1,356.45
0485	PCB	76562	4717		MILESTONES AND MEMORIES, LLC		Check
				E 01	020 211 000 000 898 Valedictorian Gold Sash		\$27.71
	PO#: 5663	Voucher #:	41837	Invoice	Invoice No: 1102	4/4/2024	Paid Amt: \$27.71
							Check Amount: \$27.71
0485	PCB	76563	1346		MINNESOTA POWER		Check
				E 01	010 810 000 000 331 ES		\$3,762.75
	PO#:	Voucher #:	41838	Invoice	Invoice No: 401974926389	4/4/2024	Paid Amt: \$3,762.75
				E 01	020 810 000 000 331 Acct 811180000 Elect		\$58.59
	PO#:	Voucher #:	41839	Invoice	Invoice No: 811690080448	4/4/2024	Paid Amt: \$58.59
				E 01	020 810 000 000 331 Acct 5091115490 MS/HS		\$12,335.17
	PO#:	Voucher #:	41840	Invoice	Invoice No: 509376926805	4/4/2024	Paid Amt: \$12,335.17
				E 01	020 810 000 000 331 Acct 6691032130 Elect		\$33.42
	PO#:	Voucher #:	41841	Invoice	Invoice No: 669378168522	4/4/2024	Paid Amt: \$33.42
							Check Amount: \$16,189.93
0485	PCB	76564	1375		NAPA AUTO PARTS		Check
				E 01	005 810 000 000 401 Oil Filters for John Deere Mowers		\$14.64
	PO#:	Voucher #:	41842	Invoice	Invoice No: 590141	4/4/2024	Paid Amt: \$14.64
				E 01	005 760 000 720 401 Blister Pack Capsules Bus 16-15		\$16.26
	PO#:	Voucher #:	41843	Invoice	Invoice No: 589367	4/4/2024	Paid Amt: \$16.26
				E 01	005 760 000 720 401 Blister Pack Capsules		\$45.36
	PO#:	Voucher #:	41844	Invoice	Invoice No: 589541	4/4/2024	Paid Amt: \$45.36
							Check Amount: \$76.26
0485	PCB	76565	1406		PAN-O-GOLD BAKING CO		Check
				E 02	005 770 000 701 490 BREAD		\$96.66
	PO#:	Voucher #:	41845	Invoice	Invoice No: 10000624090002	4/4/2024	Paid Amt: \$96.66
							Check Amount: \$96.66
0485	PCB	76566	3113		REPUBLIC SERVICES #891		Check
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE		\$1,140.00
	PO#:	Voucher #:	41846	Invoice	Invoice No: 0891-001344640	4/4/2024	Paid Amt: \$1,140.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76566	3113		REPUBLIC SERVICES #891		Check		
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,318.89	
	PO#:	Voucher #:	41847	Invoice	Invoice No: 0891-001344639	4/4/2024	Paid Amt:	\$1,318.89	
							Check Amount:	\$2,458.89	
0485	PCB	76567	4408		School Management Services		Check		
				E 01	005 110 000 000 305	Business Manager		\$36,772.00	
	PO#:	Voucher #:	41855	Invoice	Invoice No: 101948	4/4/2024	Paid Amt:	\$36,772.00	
							Check Amount:	\$36,772.00	
0485	PCB	76568	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	LUNCH		\$74.18	
	PO#:	Voucher #:	41848	Invoice	Invoice No: 253603818	4/4/2024	Paid Amt:	\$74.18	
				E 02	005 770 000 701 490	LUNCH		\$141.23	
	PO#:	Voucher #:	41849	Invoice	Invoice No: 253600185	4/4/2024	Paid Amt:	\$141.23	
				E 02	005 770 000 701 490	LUNCH		\$1,708.20	
				E 02	005 770 000 701 401	SUPPLIES		\$158.47	
	PO#:	Voucher #:	41850	Invoice	Invoice No: 253607141	4/4/2024	Paid Amt:	\$1,866.67	
							Check Amount:	\$2,082.08	
0485	PCB	76569	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$100.00	
	PO#:	Voucher #:	41851	Invoice	Invoice No: 03.21.2024	4/4/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76570	4419		ABOVE ALL COACH TRAVEL, LLC.		Check		
				E 01	020 258 091 000 430	Bus Travel to MSP		\$1,650.00	
	PO#: 5688	Voucher #:	41857	Invoice	Invoice No: 2391	4/12/2024	Paid Amt:	\$1,650.00	
							Check Amount:	\$1,650.00	
0485	PCB	76571	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 230 000 000 430	Spanish Edition Books		\$87.04	
	PO#:	Voucher #:	41901	Invoice	Invoice No: 1T3C-DGVP-JMRK	4/12/2024	Paid Amt:	\$87.04	
				E 01	020 255 255 000 430	PLTW Auto Class Supplies		\$1,403.44	
	PO#:	Voucher #:	41919	Invoice	Invoice No: 1FRL-1Y69-R6LG	4/12/2024	Paid Amt:	\$1,403.44	
				E 01	020 296 103 000 401	Supersoft Golf Balls		\$149.82	
	PO#:	Voucher #:	41920	Invoice	Invoice No: 1YC3-GJQF-9LVVV	4/12/2024	Paid Amt:	\$149.82	
				E 01	020 294 103 000 401	Golfballs, putting mat & gate, 5 Iron		\$583.01	
	PO#:	Voucher #:	41921	Invoice	Invoice No: 17C4-HCC9-9MP4	4/12/2024	Paid Amt:	\$583.01	
							Check Amount:	\$2,223.31	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76572	3059		ANNANDALE HIGH SCHOOL		Check		
				E 01	020 298 073 000 366	Reimbursement for Nationals Housing		\$678.58	
	PO#:	Voucher #:	41858	Invoice	Invoice No: 04.03.2024			Paid Amt:	\$678.58
								Check Amount:	\$678.58
0485	PCB	76573	3291		BPA		Check		
				E 01	020 298 073 000 366	BPA-Nationals-Advisor		\$261.00	
	PO#:	Voucher #:	41859	Invoice	Invoice No: 24135			Paid Amt:	\$261.00
								Check Amount:	\$261.00
0485	PCB	76574	2016		BSN SPORTS		Check		
				E 01	020 294 054 000 350	Helmet Reconditioning		\$1,865.00	
	PO#:	Voucher #:	41860	Invoice	Invoice No: 925351590			Paid Amt:	\$1,865.00
								Check Amount:	\$1,865.00
0485	PCB	76575	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 305	Toilet Rental		\$110.00	
	PO#:	Voucher #:	41897	Invoice	Invoice No: 3443			Paid Amt:	\$110.00
								Check Amount:	\$110.00
0485	PCB	76576	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,070.57	
				E 01	005 760 000 720 442	Discount		(\$35.52)	
	PO#:	Voucher #:	41914	Invoice	Invoice No: 5210352			Paid Amt:	\$1,035.05
								Check Amount:	\$1,035.05
0485	PCB	76577	4396		CHRIS VOSEN AUTO REPAIR		Check		
				E 01	005 760 000 720 350	Used tire and labor Van #25		\$82.00	
	PO#:	Voucher #:	41913	Invoice	Invoice No: 7573			Paid Amt:	\$82.00
								Check Amount:	\$82.00
0485	PCB	76578	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$666.48	
	PO#:	Voucher #:	41861	Invoice	Invoice No: 03.01.2024			Paid Amt:	\$666.48
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,150.66	
	PO#:	Voucher #:	41862	Invoice	Invoice No: 03-01-2024			Paid Amt:	\$1,150.66
								Check Amount:	\$1,817.14
0485	PCB	76579	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	Elementary HVAC Repair & Boiler pumps		\$5,964.33	
	PO#:	Voucher #:	41903	Invoice	Invoice No: 57571			Paid Amt:	\$5,964.33
								Check Amount:	\$5,964.33

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76580	1090		CMERDC		Check		
				E 01	005 110 000 000 305	ACA Support		\$237.50	
	PO#:	Voucher #:	41900	Invoice	Invoice No: 196076	4/12/2024	Paid Amt:	\$237.50	
							Check Amount:	\$237.50	
0485	PCB	76581	1092		COLE PAPERS, INC.		Check		
				E 04	005 505 081 321 401	disinfectant wipes for fitness center		\$47.44	
				E 04	005 505 081 321 401	Commercial Disinfecting Wipes		\$686.88	
				E 04	005 505 081 321 401	Processing Fee		\$7.00	
	PO#: 5678	Voucher #:	41906	Invoice	Invoice No: 10416233	4/12/2024	Paid Amt:	\$741.32	
							Check Amount:	\$741.32	
0485	PCB	76582	1132		ECKROTH MUSIC CO		Check		
				E 01	020 258 000 000 350	Conn Bari Sax Repair		\$166.00	
	PO#: 5666	Voucher #:	41898	Invoice	Invoice No: 5166073	4/12/2024	Paid Amt:	\$166.00	
							Check Amount:	\$166.00	
0485	PCB	76583	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	April 8 Regular Agenda		\$47.00	
	PO#:	Voucher #:	41881	Invoice	Invoice No: 993245	4/12/2024	Paid Amt:	\$47.00	
							Check Amount:	\$47.00	
0485	PCB	76584	3950		Eisenbeis, Brad		Check		
				E 01	020 296 059 000 420	V Softball Ump Maple Lake		\$100.00	
	PO#:	Voucher #:	41942	Invoice	Invoice No: 04.11.2024	4/12/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76585	2967		EL-JAY PLUMBING & HEATING INC		Check		
				E 01	005 810 000 000 350	ES Cut out and piped in new vacuum breaker		\$460.00	
	PO#:	Voucher #:	41882	Invoice	Invoice No: 28830-1	4/12/2024	Paid Amt:	\$460.00	
							Check Amount:	\$460.00	
0485	PCB	76586	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Mount Aquamizer Deck and Blade		\$138.29	
	PO#:	Voucher #:	41916	Invoice	Invoice No: 700585304	4/12/2024	Paid Amt:	\$138.29	
				E 01	005 810 000 000 401	Dust mop, Gloves & wet mop		\$266.48	
	PO#:	Voucher #:	41917	Invoice	Invoice No: 605444994	4/12/2024	Paid Amt:	\$266.48	
				E 01	005 810 000 000 401	Mount Aquamizer Deck		\$60.08	
	PO#:	Voucher #:	41918	Invoice	Invoice No: 700585460	4/12/2024	Paid Amt:	\$60.08	
				E 01	005 810 000 000 401	Custodial Supplies		\$4,764.17	
	PO#:	Voucher #:	41904	Invoice	Invoice No: 605443807	4/12/2024	Paid Amt:	\$4,764.17	
							Check Amount:	\$5,229.02	
0485	PCB	76587	4439		JACKI BRICKMAN, INC.		Check		
				E 01	010 640 000 316 366	Catalyst Full Day of Implementation Support		\$1,400.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76587	4439		JACKI BRICKMAN, INC.		Check		
				E 01	010 640 000 316 366 Catalyst Full Staff Training			\$400.00	
	PO#: 5694	Voucher #:	41911	Invoice	Invoice No: INV-4640	4/12/2024		Paid Amt:	\$1,800.00
								Check Amount:	\$1,800.00
0485	PCB	76588	1271		KIMBALL HIGH SCHOOL		Check		
				E 01	020 292 057 000 425 Track & Field Entry Fee			\$125.00	
	PO#:	Voucher #:	41865	Invoice	Invoice No: 04.03.2024	4/12/2024		Paid Amt:	\$125.00
								Check Amount:	\$125.00
0485	PCB	76589	3236		LITTLE FALLS RADIO		Check		
				E 01	020 211 000 000 305 Wrestling State			\$125.00	
	PO#:	Voucher #:	41863	Invoice	Invoice No: 24030458	4/12/2024		Paid Amt:	\$125.00
								Check Amount:	\$125.00
0485	PCB	76590	4540		MARCO		Check		
				E 01	005 690 690 302 555 Copiers			\$1,946.60	
	PO#:	Voucher #:	41902	Invoice	Invoice No: 36297434	4/12/2024		Paid Amt:	\$1,946.60
								Check Amount:	\$1,946.60
0485	PCB	76591	1326		MENARDS		Check		
				E 01	020 301 000 830 433 Greenhouse Supplies			\$29.43	
	PO#: 5560	Voucher #:	41866	Invoice	Invoice No: 30243	4/12/2024		Paid Amt:	\$29.43
				E 01	020 301 000 830 433 Greenhouse Supplies			\$163.16	
	PO#: 5560	Voucher #:	41912	Invoice	Invoice No: 30703	4/12/2024		Paid Amt:	\$163.16
								Check Amount:	\$192.59
0485	PCB	76592	1357		MN DEPT OF LABOR AND INDUSTRY		Check		
				E 01	005 810 000 000 350 Annual Inspect Elevators			\$100.00	
	PO#:	Voucher #:	41905	Invoice	Invoice No: ALR0162110X	4/12/2024		Paid Amt:	\$100.00
								Check Amount:	\$100.00
0485	PCB	76593	2202		MN FFA ASSOCIATION		Check		
				E 01	020 298 062 000 366 STATE CONVENTION FEES			\$1,846.00	
	PO#:	Voucher #:	41924	Invoice	Invoice No: 6188	4/12/2024		Paid Amt:	\$1,846.00
								Check Amount:	\$1,846.00
0485	PCB	76594	3965		MRI SOFTWARE LLC		Check		
				E 01	005 110 000 000 305 Staff Screen			\$25.00	
	PO#:	Voucher #:	41867	Invoice	Invoice No: MRIUS1918475	4/12/2024		Paid Amt:	\$25.00
								Check Amount:	\$25.00
0485	PCB	76595	4556		MYA YOURCZEK		Check		
				E 08	020 960 000 340 898 Scholarship 34			\$500.00	
	PO#:	Voucher #:	41909	Invoice	Invoice No: 04.09.2024	4/12/2024		Paid Amt:	\$500.00
								Check Amount:	\$500.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76596	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 350 Belt RH Altntr			\$48.60	
	PO#:	Voucher #:	41868	Invoice	Invoice No: X220080308:01	4/12/2024	Paid Amt:	\$48.60	
							Check Amount:	\$48.60	
0485	PCB	76597	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490 BREAD			\$162.14	
	PO#:	Voucher #:	41883	Invoice	Invoice No: 10000624090003	4/12/2024	Paid Amt:	\$162.14	
				E 02	005 770 000 701 490 BREAD			\$140.14	
	PO#:	Voucher #:	41884	Invoice	Invoice No: 10000624099003	4/12/2024	Paid Amt:	\$140.14	
				E 02	005 770 000 701 490 BREAD			\$104.50	
	PO#:	Voucher #:	41885	Invoice	Invoice No: 10000624099002	4/12/2024	Paid Amt:	\$104.50	
							Check Amount:	\$406.78	
0485	PCB	76598	3893		PEAR TREE NURSERY & GARDEN CENTER		Check		
				E 01	005 810 000 000 401 MULCH/EXISTING BEDS			\$504.00	
	PO#:	Voucher #:	41925	Invoice	Invoice No: 1245	4/12/2024	Paid Amt:	\$504.00	
							Check Amount:	\$504.00	
0485	PCB	76599	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check		
				E 01	005 810 000 000 401 Oil, Oil Filter, Air Filters			\$319.65	
	PO#:	Voucher #:	41899	Invoice	Invoice No: 694050	4/12/2024	Paid Amt:	\$319.65	
							Check Amount:	\$319.65	
0485	PCB	76600	4242		RADEMACHER COMPANIES, INC.		Check		
				E 01	005 810 000 000 401 Laundry Soap			\$17.97	
	PO#:	Voucher #:	41869	Invoice	Invoice No: 002-00133725	4/12/2024	Paid Amt:	\$17.97	
				E 01	020 301 096 830 430 Food for Liddane's class			\$7.65	
	PO#:	Voucher #:	41870	Invoice	Invoice No: 001-00072736	4/12/2024	Paid Amt:	\$7.65	
				E 01	020 301 096 830 430 Food for Liddane's class			\$27.14	
	PO#:	Voucher #:	41871	Invoice	Invoice No: 00075693	4/12/2024	Paid Amt:	\$27.14	
							Check Amount:	\$52.76	
0485	PCB	76601	4658		REGION 5A		Check		
				E 01	020 298 069 000 305 Speech Sub-Sections			\$40.00	
	PO#:	Voucher #:	41872	Invoice	Invoice No: 04.03.2024	4/12/2024	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
0485	PCB	76602	4658		REGION 5A		Check		
				E 01	020 298 070 000 305 Solo Concert			\$50.00	
	PO#:	Voucher #:	41873	Invoice	Invoice No: 04.04.2024	4/12/2024	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76603	4658		REGION 5A		Check		
				E 01	020 298 065 000 401	Solo/Ensemble Contest for Band		\$65.00	
	PO#:	Voucher #:	41923	Invoice	Invoice No: 04.09.2024	4/12/2024	Paid Amt:	\$65.00	
							Check Amount:	\$65.00	
0485	PCB	76604	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 810 000 000 401	Boards and decking		\$115.03	
	PO#:	Voucher #:	41874	Invoice	Invoice No: 867063	4/12/2024	Paid Amt:	\$115.03	
							Check Amount:	\$115.03	
0485	PCB	76606	1857		Seibring, Ron		Check		
				E 01	020 296 059 000 420	V Softball Ump Maple Lake		\$100.00	
	PO#:	Voucher #:	41941	Invoice	Invoice No: 04.11.2024	4/12/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76607	2558		Simmons, Carl		Check		
				E 01	020 296 059 000 420	JV Softball Ump Maple Lake		\$100.00	
	PO#:	Voucher #:	41940	Invoice	Invoice No: 04.11.2024	4/12/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76608	2381		STEPHANIE BURG		Check		
				E 01	020 298 073 000 401	BPA Nationals Advisor Expense		\$38.95	
	PO#:	Voucher #:	41922	Invoice	Invoice No: 04.09.2024	4/12/2024	Paid Amt:	\$38.95	
							Check Amount:	\$38.95	
0485	PCB	76609	3874		SWEETWATER SOUND, INC.		Check		
				E 01	005 690 690 000 455	E6OW5T2SL Countryman E6 Omnidirectional		\$389.99	
	PO#: 5680	Voucher #:	41908	Invoice	Invoice No: 40482775	4/12/2024	Paid Amt:	\$389.99	
							Check Amount:	\$389.99	
0485	PCB	76610	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 401	SUPPLIES		\$9.30	
	PO#:	Voucher #:	41876	Invoice	Invoice No: 253588257	4/12/2024	Paid Amt:	\$9.30	
				E 02	005 770 000 701 401	SUPPLIES		\$12.73	
	PO#:	Voucher #:	41877	Invoice	Invoice No: 253589563	4/12/2024	Paid Amt:	\$12.73	
				E 02	005 770 000 701 490	LUNCH		\$157.52	
	PO#:	Voucher #:	41878	Invoice	Invoice No: 253598594	4/12/2024	Paid Amt:	\$157.52	
				E 02	005 770 000 701 401	SUPPLIES		\$103.27	
	PO#:	Voucher #:	41886	Invoice	Invoice No: 253612025	4/12/2024	Paid Amt:	\$103.27	
				E 02	005 770 000 701 491	Commodity		\$49.51	
	PO#:	Voucher #:	41887	Invoice	Invoice No: 253612304	4/12/2024	Paid Amt:	\$49.51	
				E 02	005 770 000 701 491	Commodity		\$74.03	
	PO#:	Voucher #:	41888	Invoice	Invoice No: 253607144	4/12/2024	Paid Amt:	\$74.03	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76610	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 491	Commodity		\$80.58	
PO#:	Voucher #:	41889	Invoice		Invoice No: 253612308	4/12/2024	Paid Amt:	\$80.58	
				E 02	005 770 000 701 490	LUNCH		\$2,076.86	
PO#:	Voucher #:	41890	Invoice		Invoice No: 253612305	4/12/2024	Paid Amt:	\$2,076.86	
				E 02	005 770 000 701 490	LUNCH		\$2,481.02	
				E 02	005 770 000 701 401	SUPPLIES		\$135.08	
PO#:	Voucher #:	41891	Invoice		Invoice No: 253612307	4/12/2024	Paid Amt:	\$2,616.10	
				E 02	005 770 000 701 490	LUNCH		\$1,958.49	
				E 02	005 770 000 701 401	SUPPLIES		\$66.95	
PO#:	Voucher #:	41892	Invoice		Invoice No: 253607143	4/12/2024	Paid Amt:	\$2,025.44	
				E 02	005 770 000 701 490	Lunch		\$554.61	
PO#:	Voucher #:	41893	Invoice		Invoice No: 253607145	4/12/2024	Paid Amt:	\$554.61	
				E 02	005 770 000 705 490	BREAKFAST		\$581.17	
PO#:	Voucher #:	41894	Invoice		Invoice No: 253612306	4/12/2024	Paid Amt:	\$581.17	
				E 02	005 770 000 705 490	BREAKFAST		\$512.12	
PO#:	Voucher #:	41895	Invoice		Invoice No: 253607142	4/12/2024	Paid Amt:	\$512.12	
				E 02	005 770 000 701 490	Lunch		\$14.57	
PO#:	Voucher #:	41896	Credit		Invoice No: 253608534	4/12/2024	Paid Amt:	(\$14.57)	
								Check Amount:	\$8,838.67
0485	PCB	76611	1556		TEACHER DIRECT		Check		
				E 01	010 203 101 000 430	Class Room Supplies PO #5345		\$148.14	
PO#: 5345	Voucher #:	40964	Invoice		Invoice No: INV/2023/4791	4/12/2024	Paid Amt:	\$148.14	
				E 01	010 203 101 000 430	Class Room Supplies PO #5345		\$149.86	
PO#: 5358	Voucher #:	40965	Invoice		Invoice No: INV/2023/11757	4/12/2024	Paid Amt:	\$149.86	
								Check Amount:	\$298.00
0485	PCB	76612	1559		TECH CHECK, LLC		Check		
				E 01	020 211 690 000 401	Replace Display & Repair Labor		\$604.00	
PO#:	Voucher #:	41907	Invoice		Invoice No: 55316	4/12/2024	Paid Amt:	\$604.00	
								Check Amount:	\$604.00
0485	PCB	76613	1582		UHL COMPANY, INC		Check		
				E 01	005 810 000 000 350	Elementary School HVAC Repair		\$1,449.90	
PO#:	Voucher #:	41879	Invoice		Invoice No: 44556	4/12/2024	Paid Amt:	\$1,449.90	
								Check Amount:	\$1,449.90
0485	PCB	76614	4905		Warzecha, Randal		Check		
				E 01	020 298 069 000 305	Speech Judge 4 Meets		\$440.00	
PO#:	Voucher #:	41880	Invoice		Invoice No: 04.04.2024	4/12/2024	Paid Amt:	\$440.00	
								Check Amount:	\$440.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76615	4907		Wolbeck, Mya		Check		
				E 08	020 960 000 340 898	Scholarship		\$100.00	
	PO#:	Voucher #:	41910	Invoice	Invoice No: 04.09.2024	4/12/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76616	4903		Lenarz, Jesse L		Check		
				E 12	020 298 028 301 401	Prom DJ		\$1,000.00	
	PO#:	Voucher #:	41852	Invoice	Invoice No: 03.05.2024	4/15/2024	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
0485	PCB	76617	4498		SAINT JOHN'S OUTDOOR UNIVERSITY		Check		
				E 01	010 203 000 000 369	3RD GRADE FIELD TRIP		\$448.50	
	PO#:	Voucher #:	41875	Invoice	Invoice No: 0013	4/16/2024	Paid Amt:	\$448.50	
							Check Amount:	\$448.50	
0485	PCB	76618	1124		DOMINOS PIZZA		Check		
				E 04	005 505 053 321 401	Robotics end of year gathering		\$275.08	
	PO#:	Voucher #:	41965	Invoice	Invoice No: 04.17.2024	4/17/2024	Paid Amt:	\$275.08	
							Check Amount:	\$275.08	
0485	PCB	76619	4295		AMAZON CAPITAL SERVICES		Check		
				E 11	010 203 902 000 430	Line Leader 16 Device Mobile Charging Station		\$197.99	
	PO#: 5698	Voucher #:	41966	Invoice	Invoice No: 11D9-X9PL-DNPN	4/19/2024	Paid Amt:	\$197.99	
				E 04	005 570 000 000 465	77-89953 OtterBox Defender Series Case for i		\$42.49	
	PO#: 5697	Voucher #:	41967	Invoice	Invoice No: 1JRN-MF7V-3L6T	4/19/2024	Paid Amt:	\$42.49	
				E 01	010 216 000 401 430	Title Supplies		\$519.09	
	PO#:	Voucher #:	41968	Invoice	Invoice No: 19D9-X7KT-GT4H	4/19/2024	Paid Amt:	\$519.09	
				E 01	010 203 300 000 430	3rd Grade Classroom Supplies		\$241.48	
	PO#:	Voucher #:	41969	Invoice	Invoice No: 11X4-T1QW-LLL3F	4/19/2024	Paid Amt:	\$241.48	
				E 01	005 810 000 000 401	Sign Post, Customizable Sign, Wheels & Cast		\$401.78	
	PO#:	Voucher #:	42027	Invoice	Invoice No: 11CV-494Q-4144	4/19/2024	Paid Amt:	\$401.78	
				E 11	010 203 902 000 430	LED Light Pad, ELICE A4 Wireless Battery Po		\$187.98	
	PO#: 5699	Voucher #:	42024	Invoice	Invoice No: 1V7Q-TM63-G9Q9	4/19/2024	Paid Amt:	\$187.98	
							Check Amount:	\$1,590.81	
0485	PCB	76620	1025		APPLE INC.		Check		
				E 01	005 690 690 000 555	MRX33LL/A 14-inch MacBook Pro: Apple M3 F		\$1,849.00	
	PO#: 5693	Voucher #:	41970	Invoice	Invoice No: MA73729037	4/19/2024	Paid Amt:	\$1,849.00	
				E 04	005 570 000 000 465	MPQ03LL/A 10.9-inch iPad Wi-Fi 64GB - Silve		\$419.00	
	PO#: 5700	Voucher #:	41971	Invoice	Invoice No: MA74460526	4/19/2024	Paid Amt:	\$419.00	
							Check Amount:	\$2,268.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76621	4360		BENEFIT EXTRAS, INC.		Check		
				E 01	005 110 000 000 305	COBRA Administration Monthly Fee		\$15.00	
	PO#:	Voucher #:	41972	Invoice	Invoice No: 121570	4/19/2024	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
0485	PCB	76622	1061		BUDS TO BLOSSOMS		Check		
				E 01	020 301 000 830 430	Budvase Project		\$97.00	
	PO#:	Voucher #:	41973	Invoice	Invoice No: 834558	4/19/2024	Paid Amt:	\$97.00	
							Check Amount:	\$97.00	
0485	PCB	76623	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,274.32	
				E 01	005 760 000 720 442	Discount		(\$42.28)	
	PO#:	Voucher #:	42025	Invoice	Invoice No: 5210453	4/19/2024	Paid Amt:	\$1,232.04	
							Check Amount:	\$1,232.04	
0485	PCB	76624	1079		CENTRAL MN ALARMS INC		Check		
				E 01	005 865 000 363 305	Alarm Service 2nd Quarter Elem		\$159.00	
	PO#:	Voucher #:	41975	Invoice	Invoice No: 95349	4/19/2024	Paid Amt:	\$159.00	
				E 01	005 865 000 363 305	Alarm Service 2nd Quarter Elem		\$129.00	
	PO#:	Voucher #:	41976	Invoice	Invoice No: 95350	4/19/2024	Paid Amt:	\$129.00	
				E 01	005 865 000 363 305	Alarm Service 2nd Quarter HS		\$93.00	
	PO#:	Voucher #:	41977	Invoice	Invoice No: 95351	4/19/2024	Paid Amt:	\$93.00	
				E 01	005 865 000 363 305	Alarm Service 2nd Quarter HS		\$159.00	
	PO#:	Voucher #:	41978	Invoice	Invoice No: 95352	4/19/2024	Paid Amt:	\$159.00	
				E 01	005 865 000 363 305	Alarm Service 2nd Quarter HS Daily Report		\$171.00	
	PO#:	Voucher #:	41979	Invoice	Invoice No: 95353	4/19/2024	Paid Amt:	\$171.00	
							Check Amount:	\$711.00	
0485	PCB	76625	1783		Cimenski, Melanie		Check		
				E 01	020 298 061 000 401	Props & Costumes for B&B		\$525.26	
	PO#:	Voucher #:	42028	Invoice	Invoice No: 04-10-2024	4/19/2024	Paid Amt:	\$525.26	
							Check Amount:	\$525.26	
0485	PCB	76626	1777		DAVID GUNDERSON		Check		
				E 01	020 294 064 000 305	V Baseball Pierz		\$110.00	
	PO#:	Voucher #:	41983	Invoice	Invoice No: 04.12.2024	4/19/2024	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	76627	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	March 14 Regular Minutes		\$93.00	
	PO#:	Voucher #:	41980	Invoice	Invoice No: 994133	4/19/2024	Paid Amt:	\$93.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76627	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	April 16 Work Session Agenda		\$51.00	
	PO#:	Voucher #:	41981	Invoice	Invoice No: 994134	4/19/2024	Paid Amt:	\$51.00	
							Check Amount:	\$144.00	
0485	PCB	76628	3950		Eisenbeis, Brad		Check		
				E 01	020 296 059 000 305	JV Softball Ump Pequot LakesI		\$100.00	
	PO#:	Voucher #:	41982	Invoice	Invoice No: 04.12.2024	4/19/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76629	3898		EVERYTHING SIGNS, LLC		Check		
				E 01	020 292 080 000 401	RBI Mesh Banners		\$1,450.00	
	PO#:	Voucher #:	42042	Invoice	Invoice No: 15860	4/19/2024	Paid Amt:	\$1,450.00	
							Check Amount:	\$1,450.00	
0485	PCB	76630	2295		GRANITE PEST CONTROL, LLC		Check		
				E 01	005 810 000 000 350	PEST CONTROL SERVICE April-June		\$303.00	
	PO#:	Voucher #:	42012	Invoice	Invoice No: 134953	4/19/2024	Paid Amt:	\$303.00	
							Check Amount:	\$303.00	
0485	PCB	76631	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Aerosol Q&C Air Sanitizer		\$15.78	
	PO#:	Voucher #:	41985	Invoice	Invoice No: 605451766	4/19/2024	Paid Amt:	\$15.78	
							Check Amount:	\$15.78	
0485	PCB	76633	4517		INTERGRITY FENCE, LLC		Check		
				E 01	005 810 000 302 530	fencing for ECC playground		\$10,280.00	
	PO#: 5685	Voucher #:	41987	Invoice	Invoice No: 1154	4/19/2024	Paid Amt:	\$10,280.00	
							Check Amount:	\$10,280.00	
0485	PCB	76634	1241		ISCORP		Check		
				E 01	005 110 000 000 305	Skyward hosting Student service for May, 2024		\$157.50	
	PO#:	Voucher #:	41988	Invoice	Invoice No: 0738417	4/19/2024	Paid Amt:	\$157.50	
							Check Amount:	\$157.50	
0485	PCB	76635	3638		JEFFREY KELLERMAN		Check		
				E 01	020 296 059 000 305	V Softball Official EVW Double Header		\$200.00	
	PO#:	Voucher #:	42039	Invoice	Invoice No: 04.18.2024	4/19/2024	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	76636	2302		KEITH HAIDER		Check		
				E 01	020 296 059 000 305	V Softball Ump Pequot Lakes		\$100.00	
	PO#:	Voucher #:	41984	Invoice	Invoice No: 04.12.2024	4/19/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76637	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490 MILK			\$394.10	
	PO#:	Voucher #:	41989	Invoice	Invoice No: 5129615	4/19/2024	Paid Amt:	\$394.10	
				E 02	005 770 000 701 490 MILK			\$440.55	
	PO#:	Voucher #:	41990	Invoice	Invoice No: 5128608	4/19/2024	Paid Amt:	\$440.55	
				E 02	005 770 000 701 490 MILK			\$303.85	
	PO#:	Voucher #:	41991	Invoice	Invoice No: 5123721	4/19/2024	Paid Amt:	\$303.85	
				E 02	005 770 000 701 490 MILK			\$121.40	
	PO#:	Voucher #:	41992	Invoice	Invoice No: 5123819	4/19/2024	Paid Amt:	\$121.40	
				E 02	005 770 000 701 490 MILK			\$394.95	
	PO#:	Voucher #:	42021	Invoice	Invoice No: 5134979	4/19/2024	Paid Amt:	\$394.95	
				E 02	005 770 000 701 490 MILK			\$182.40	
	PO#:	Voucher #:	42022	Invoice	Invoice No: 5135033	4/19/2024	Paid Amt:	\$182.40	
								Check Amount:	\$1,837.25
0485	PCB	76638	1306		MAPLE LAKE PUBLIC SCHOOLS		Check		
				E 01	020 292 057 000 425 TRACK MEET ENTRY FEE			\$150.00	
	PO#:	Voucher #:	41993	Invoice	Invoice No: 04.12.2024	4/19/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0485	PCB	76639	1899		MARCO TECHNOLOGIES, LLC		Check		
				E 01	005 690 690 000 556 HP Laserjet E50145ND Printer			\$960.00	
	PO#: 5695	Voucher #:	42023	Invoice	Invoice No: INV12399041	4/19/2024	Paid Amt:	\$960.00	
								Check Amount:	\$960.00
0485	PCB	76640	1331		MID-STATE EDUCATION DIST		Check		
				E 01	005 400 000 000 394 ADMIN			\$7,859.00	
				E 01	010 412 450 740 396 ECSE			\$9,724.59	
				E 01	010 412 450 740 397 ECSE			\$823.04	
				E 01	005 400 000 000 394 Business Manager			\$2,284.13	
				E 01	005 405 450 740 396 HEAR IMPAIRED			\$2,352.18	
				E 01	005 405 450 740 397 HEAR IMPAIRED			\$239.20	
				E 01	005 420 450 740 396 OT/PT			\$2,900.56	
				E 01	005 420 450 740 397 OT/PT			\$371.57	
				E 01	005 420 450 740 396 APE			\$1,209.01	
				E 01	005 420 450 740 397 APE			\$164.87	
				E 04	005 580 450 325 390 ECFE			\$2,517.75	
				E 04	005 582 450 344 390 PRESCHOOL SCREENING			\$823.50	
				E 01	020 211 390 000 391 TELECOMMUNICATION ACCESS			\$4,740.38	
				E 01	010 401 450 740 396 SPEECH/LANGUAGE	41		\$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	

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0485	PCB	76640	1331		MID-STATE EDUCATION DIST		Check		
				E 01	005 420 450 740 397	Psych Service		\$1,153.68	
	PO#:	Voucher #:	41994	Invoice	Invoice No: 3861	4/19/2024	Paid Amt:	\$65,044.03	
							Check Amount:	\$65,044.03	
0485	PCB	76641	2617		Morrison County 4-H		Check		
				E 04	005 505 000 321 305	MY OWN PROGRAM		\$40.00	
	PO#:	Voucher #:	36460	Invoice	Invoice No: 10/20/22	4/19/2024	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
0485	PCB	76642	3872		MYSTERY SCIENCE INC		Check		
				E 01	005 690 690 000 406	Mystery Science 3 year Renewal 24-27		\$4,185.00	
	PO#: 5673	Voucher #:	41677	Invoice	Invoice No: 254213	4/19/2024	Paid Amt:	\$4,185.00	
							Check Amount:	\$4,185.00	
0485	PCB	76643	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 350	Elbow ASY 70DEG Adaptr W/Seals		\$101.74	
	PO#:	Voucher #:	42026	Invoice	Invoice No: X220088840:01	4/19/2024	Paid Amt:	\$101.74	
				E 01	005 760 000 720 350	L/O FLTR, Filter-LUBE OIL		\$47.68	
	PO#:	Voucher #:	41995	Invoice	Invoice No: X220088653:01	4/19/2024	Paid Amt:	\$47.68	
				E 01	005 760 000 720 350	L/O FLTR, Filter-LUBE OIL		\$316.76	
	PO#:	Voucher #:	41996	Invoice	Invoice No: X220088651:01	4/19/2024	Paid Amt:	\$316.76	
							Check Amount:	\$466.18	
0485	PCB	76644	4515		Northern Pines Mental Health Center		Check		
				E 01	005 730 012 161 362	Interventionist Contract March, 2024		\$1,046.88	
	PO#:	Voucher #:	42029	Invoice	Invoice No: MAR 24 Royalton	4/19/2024	Paid Amt:	\$1,046.88	
							Check Amount:	\$1,046.88	
0485	PCB	76645	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$94.27	
	PO#:	Voucher #:	42020	Invoice	Invoice No: 10000624106003	4/19/2024	Paid Amt:	\$94.27	
				E 02	005 770 000 701 490	BREAD		\$54.63	
	PO#:	Voucher #:	41997	Invoice	Invoice No: 10000624106002	4/19/2024	Paid Amt:	\$54.63	
							Check Amount:	\$148.90	
0485	PCB	76646	2191		PATRICK SCHNEIDER		Check		
				E 01	020 294 064 000 305	V Baseball Pierz		\$110.00	
	PO#:	Voucher #:	41999	Invoice	Invoice No: 04.12.2024	4/19/2024	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	76647	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check		
				E 01	005 810 000 000 401	Double Loop Tine 42		\$164.50	
	PO#:	Voucher #:	41998	Invoice	Invoice No: 695226	4/19/2024	Paid Amt:	\$164.50	
							Check Amount:	\$164.50	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76648	1477		ROYALTON LUMBER COMPANY		Check
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$37.94
PO#:	Voucher #:	42030	Invoice	Invoice No:	866235	4/19/2024	Paid Amt: \$37.94
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$13.98
PO#:	Voucher #:	42031	Invoice	Invoice No:	866236	4/19/2024	Paid Amt: \$13.98
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$537.83
PO#:	Voucher #:	42032	Invoice	Invoice No:	866241	4/19/2024	Paid Amt: \$537.83
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$123.89
PO#:	Voucher #:	42033	Invoice	Invoice No:	866253	4/19/2024	Paid Amt: \$123.89
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$56.29
PO#:	Voucher #:	42034	Invoice	Invoice No:	866262	4/19/2024	Paid Amt: \$56.29
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$19.28
PO#:	Voucher #:	42035	Invoice	Invoice No:	19.28	4/19/2024	Paid Amt: \$19.28
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$147.59
PO#:	Voucher #:	42036	Invoice	Invoice No:	866736	4/19/2024	Paid Amt: \$147.59
				E 01 020 298	061 000 401 Drama Set Building Supplies		\$41.64
PO#:	Voucher #:	42037	Invoice	Invoice No:	866830	4/19/2024	Paid Amt: \$41.64
				E 01 020 298	061 000 401 Prepayment		\$50.00
PO#:	Voucher #:	42041	Credit	Invoice No:	04.19.2024	4/19/2024	Paid Amt: (\$50.00)
Check Amount:							\$928.44
0485	PCB	76649	2558		Simmons, Carl		Check
				E 01 020 296	059 000 305 V Softball Ump Pequot Lakes		\$100.00
PO#:	Voucher #:	42000	Invoice	Invoice No:	04.12.2024	4/19/2024	Paid Amt: \$100.00
				E 01 020 296	059 000 305 V Softball Ump Pequot Lakes		\$200.00
PO#:	Voucher #:	42040	Invoice	Invoice No:	04.18.2024	4/19/2024	Paid Amt: \$200.00
Check Amount:							\$300.00
0485	PCB	76650	2577		SYSCO WESTERN MN, INC.		Check
				E 02 005 770	000 701 490 LUNCH		\$31.66
				E 02 005 770	000 701 401 SUPPLIES		\$52.03
PO#:	Voucher #:	42014	Invoice	Invoice No:	253617047	4/19/2024	Paid Amt: \$83.69
				E 02 005 770	000 701 491 Commodity		\$62.73
PO#:	Voucher #:	42015	Invoice	Invoice No:	253617046	4/19/2024	Paid Amt: \$62.73
				E 02 005 770	000 701 490 LUNCH		\$2,689.95
				E 02 005 770	000 701 401 SUPPLIES		\$85.06
PO#:	Voucher #:	42016	Invoice	Invoice No:	253617045	4/19/2024	Paid Amt: \$2,775.01
				E 02 005 770	000 705 490 BREAKFAST		\$754.11
				E 02 005 770	000 701 401 SUPPLIES	43	\$81.92
PO#:	Voucher #:	42017	Invoice	Invoice No:	253617044	4/19/2024	Paid Amt: \$836.03

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0485	PCB	76650	2577		SYSCO WESTERN MN, INC.		Check
				E 02	005 770 000 701 490 LUNCH		\$33.59
PO#:	Voucher #:	42018	Invoice		Invoice No: 253617043	4/19/2024	Paid Amt: \$33.59
				E 02	005 770 000 701 490 LUNCH		\$110.28
PO#:	Voucher #:	42019	Invoice		Invoice No: 253612747	4/19/2024	Paid Amt: \$110.28
				E 02	005 770 000 701 490 LUNCH		\$3,335.98
				E 02	005 770 000 701 401 SUPPLIES		\$279.39
PO#:	Voucher #:	42001	Invoice		Invoice No: 253617041	4/19/2024	Paid Amt: \$3,615.37
				E 02	005 770 000 701 491 Commodity		\$37.51
PO#:	Voucher #:	42002	Invoice		Invoice No: 253617042	4/19/2024	Paid Amt: \$37.51
Check Amount:							\$7,554.21
0485	PCB	76651	3486		UNIVERSAL ATHLETIC		Check
				E 01	020 296 059 000 430 Wrist Coach Playbook		\$179.80
				E 01	020 296 059 000 430 Freight		\$26.18
PO#:	Voucher #:	42003	Invoice		Invoice No: 10238553	4/19/2024	Paid Amt: \$205.98
				E 01	020 296 059 000 430 Scorebook		\$17.98
				E 01	020 296 059 000 430 Freight		\$16.02
PO#:	Voucher #:	42004	Invoice		Invoice No: 10238554	4/19/2024	Paid Amt: \$34.00
				E 01	020 296 059 000 430 Bow Zone Counter		\$187.96
				E 01	020 296 059 000 430 Freight		\$28.31
PO#:	Voucher #:	42005	Invoice		Invoice No: 10232516	4/19/2024	Paid Amt: \$216.27
				E 01	020 296 059 000 430 Jen Schro Softball Catcher Kit		\$279.99
				E 01	020 296 059 000 430 Freight		\$28.31
PO#:	Voucher #:	42006	Invoice		Invoice No: 10227934	4/19/2024	Paid Amt: \$308.30
				E 01	020 296 059 000 430 12 inch fastpitch softball & soft toss net		\$535.95
				E 01	020 296 059 000 430 Freight		\$56.61
PO#:	Voucher #:	42008	Invoice		Invoice No: 10227935	4/19/2024	Paid Amt: \$592.56
				E 01	020 294 064 000 401 Baseball/Softball Line-Up Card		\$23.98
				E 01	020 294 064 000 401 Freight		\$16.02
PO#:	Voucher #:	42009	Invoice		Invoice No: 10226394	4/19/2024	Paid Amt: \$40.00
				E 01	020 294 064 000 401 Pro High School Baseball & Baseball NFHS		\$923.90
				E 01	020 294 064 000 401 Freight		\$103.36
PO#:	Voucher #:	42010	Invoice		Invoice No: 10226393	4/19/2024	Paid Amt: \$1,027.26
				E 01	020 294 064 000 401 Hats		\$920.00
				E 01	020 294 064 000 401 Freight		\$36.89
PO#:	Voucher #:	42011	Invoice		Invoice No: 10238822	4/19/2024	Paid Amt: \$956.89
				E 01	020 294 055 000 305 Embroidery Left Chest		\$45.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76651	3486		UNIVERSAL ATHLETIC		Check		
				E 01	020 294 055 000 305	Freight		\$14.58	
	PO#:	Voucher #:	42038	Invoice	Invoice No: 10206458	4/19/2024	Paid Amt:	\$59.58	
								Check Amount:	\$3,440.84
0485	PCB	76652	1592		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$300.18	
	PO#:	Voucher #:	42013	Invoice	Invoice No: 9961421678	4/19/2024	Paid Amt:	\$300.18	
								Check Amount:	\$300.18
0485	PCB	76653	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	010 212 000 000 430	Shelving unit, 3M Scotch Adhesive, totes		\$491.98	
	PO#:	Voucher #:	42048	Invoice	Invoice No: 1M7V-1CQD-QDQ3	4/26/2024	Paid Amt:	\$491.98	
				E 01	010 203 101 000 430	Flexible Seating, stools, & batteries		\$1,015.80	
	PO#:	Voucher #:	42049	Invoice	Invoice No: 16YN-W4JN-FG3R	4/26/2024	Paid Amt:	\$1,015.80	
				E 01	020 211 101 000 430	TV Stand, Sling Accent Chair & Dirt Devil		\$193.15	
	PO#:	Voucher #:	42050	Invoice	Invoice No: 1W37-FCXN-GKHG	4/26/2024	Paid Amt:	\$193.15	
				E 01	020 301 096 830 430	Aprons, Pipettes, Cookie Cutters & Laundry ba		\$227.71	
	PO#:	Voucher #:	42051	Invoice	Invoice No: 11DL-LF4D-J94P	4/26/2024	Paid Amt:	\$227.71	
				E 01	020 211 101 000 430	Monocular Microscope with slide		\$989.89	
	PO#:	Voucher #:	42052	Invoice	Invoice No: 13Y6-7GXG-KTK3	4/26/2024	Paid Amt:	\$989.89	
				E 01	010 203 500 000 430	Hammer classroom supplies		\$247.38	
	PO#:	Voucher #:	42070	Invoice	Invoice No: 17KT-64CC-NRNM	4/26/2024	Paid Amt:	\$247.38	
				E 01	010 203 200 000 430	Student Chair Pocket Organizer		\$248.75	
	PO#:	Voucher #:	42071	Invoice	Invoice No: 1RM4-FP49-PHN7	4/26/2024	Paid Amt:	\$248.75	
				E 01	010 203 300 000 430	Kruger classroom supplies		\$225.42	
	PO#:	Voucher #:	42072	Invoice	Invoice No: 1G4H-47Q1-L6X6	4/26/2024	Paid Amt:	\$225.42	
				E 01	010 203 400 000 430	Thoma classroom supplies		\$246.58	
	PO#:	Voucher #:	42073	Invoice	Invoice No: 1DF7-3WG6-KWQP	4/26/2024	Paid Amt:	\$246.58	
				E 01	020 211 101 000 430	Bedding, room divider, bed frames & comforter		\$242.23	
	PO#:	Voucher #:	42074	Invoice	Invoice No: 1MXW-QKRK-JY9G	4/26/2024	Paid Amt:	\$242.23	
				E 01	010 203 100 000 430	Hamers classroom supplies		\$257.31	
	PO#:	Voucher #:	42075	Invoice	Invoice No: 1RLP-XTQ6-KXK9	4/26/2024	Paid Amt:	\$257.31	
				E 01	010 203 500 000 430	Shelstad classroom supplies		\$175.81	
	PO#:	Voucher #:	42076	Invoice	Invoice No: 19Q4-XTLV-KYKM	4/26/2024	Paid Amt:	\$175.81	
				E 01	010 203 300 000 430	Beaman classroom supplies		\$242.87	
	PO#:	Voucher #:	42077	Invoice	Invoice No: 1MXW-QKRK-DPHM	4/26/2024	Paid Amt:	\$242.87	
				E 01	010 203 100 000 430	Wiersgalla classroom supplies		\$261.51	
	PO#:	Voucher #:	42078	Invoice	Invoice No: 19L-6NDD-DLNN	45 4/26/2024	Paid Amt:	\$261.51	
				E 01	020 211 101 000 430	Chairs, Sleeper Sofa, chair, dresser & mattress		\$442.06	
	PO#:	Voucher #:	42079	Invoice	Invoice No: 1RM4-FP49-CV4R	4/26/2024	Paid Amt:	\$442.06	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76653	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	010 203 200 000 430	Tonderum classroom supplies		\$255.07	
PO#:	Voucher #:	42080	Invoice		Invoice No: 1N6R-X6M7-CMNN	4/26/2024	Paid Amt:	\$255.07	
				E 01	005 690 690 000 455	MMMP3AM/A Apple Magic Trackpad		\$139.99	
				E 01	005 690 690 000 455	MK293LL/A Apple Magic Keyboard with Touch		\$149.00	
				E 01	005 690 690 000 455	ALEEL4614 Alera Elusion Series Mesh Stool		\$179.66	
PO#: 5705	Voucher #:	42081	Invoice		Invoice No: 1QLD-JGPR-J1YM	4/26/2024	Paid Amt:	\$468.65	
				E 01	010 212 000 000 430	Paper plates, cardstock & coffee filters		\$55.15	
PO#:	Voucher #:	42082	Invoice		Invoice No: 1RX4-1F69-RKCY	4/26/2024	Paid Amt:	\$55.15	
				E 01	020 620 000 000 401	Mesh Stool		\$177.09	
PO#:	Voucher #:	42095	Invoice		Invoice No: 1RX4-1F69-X3WT	4/26/2024	Paid Amt:	\$177.09	
				E 01	020 211 101 000 430	Credit Memo Bean Bag Chair		\$36.14	
PO#:	Voucher #:	42096	Credit		Invoice No: CM 1R6T-4PGT-1JP1	4/26/2024	Paid Amt:	(\$36.14)	
							Check Amount:	\$6,428.27	
0485	PCB	76654	3442		BROTHERS FIRE PROTECTION		Check		
				E 01	005 715 000 342 319	Elementary & High School Security Panels Pa		\$16,550.00	
PO#:	Voucher #:	42084	Invoice		Invoice No: W31089	4/26/2024	Paid Amt:	\$16,550.00	
							Check Amount:	\$16,550.00	
0485	PCB	76655	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	Replace evaporator fan motor in cooler at HS		\$824.69	
PO#:	Voucher #:	42085	Invoice		Invoice No: 57199	4/26/2024	Paid Amt:	\$824.69	
				E 01	005 810 000 000 350	Replace heating valve & actuator ES		\$951.43	
PO#:	Voucher #:	42086	Invoice		Invoice No: 57188	4/26/2024	Paid Amt:	\$951.43	
							Check Amount:	\$1,776.12	
0485	PCB	76656	3866		DARRYL EIYNEK		Check		
				E 01	020 296 059 000 305	Softball Official Holdingford		\$100.00	
PO#:	Voucher #:	42087	Invoice		Invoice No: 04.22.2024	4/26/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76657	1206		HELENA AGRI-ENTERPRISES, LLC		Check		
				E 01	005 810 000 000 401	Fertilizer		\$2,400.00	
PO#:	Voucher #:	42089	Invoice		Invoice No: 381053813	4/26/2024	Paid Amt:	\$2,400.00	
							Check Amount:	\$2,400.00	
0485	PCB	76658	4365		Johnson Fitness & Wellness		Check		
				E 04	005 505 081 321 350	Fitness Center Maintenance		\$3,200.98	
PO#:	Voucher #:	42099	Invoice		Invoice No: 21-077390	4/26/2024	Paid Amt:	\$3,200.98	
							Check Amount:	\$3,200.98	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76659	2302		KEITH HAIDER		Check
				E 01	020 296 059 000 305	V Softball Umpire Holdingford	\$100.00
	PO#:	Voucher #:	42088	Invoice	Invoice No: 04.22.2024	4/26/2024	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	76660	1267		KEMPS, LLC		Check
				E 02	005 770 000 701 490	MILK	\$273.45
	PO#:	Voucher #:	42090	Invoice	Invoice No: 5145172	4/26/2024	Paid Amt: \$273.45
				E 02	005 770 000 701 490	MILK	\$303.80
	PO#:	Voucher #:	42067	Invoice	Invoice No: 5139131	4/26/2024	Paid Amt: \$303.80
				E 02	005 770 000 701 490	MILK	\$273.60
	PO#:	Voucher #:	42068	Invoice	Invoice No: 5140736	4/26/2024	Paid Amt: \$273.60
							Check Amount: \$850.85
0485	PCB	76661	4758		LIBERTY MUTUAL INSURANCE		Check
				E 01	005 760 000 720 340	AUTO	\$1,951.89
				E 01	005 940 000 000 340	UMBRELL/PACKAGE	\$6,304.15
	PO#:	Voucher #:	42053	Invoice	Invoice No: 14840353	4/26/2024	Paid Amt: \$8,256.04
							Check Amount: \$8,256.04
0485	PCB	76662	1346		MINNESOTA POWER		Check
				E 01	020 810 000 000 331	Acct 0191115490	\$340.88
	PO#:	Voucher #:	42054	Invoice	Invoice No: 019748424220	4/26/2024	Paid Amt: \$340.88
							Check Amount: \$340.88
0485	PCB	76663	1406		PAN-O-GOLD BAKING CO		Check
				E 02	005 770 000 701 490	BREAD	\$85.92
	PO#:	Voucher #:	42055	Invoice	Invoice No: 10000624113003	4/26/2024	Paid Amt: \$85.92
				E 02	005 770 000 701 490	BREAD	\$107.40
	PO#:	Voucher #:	42056	Invoice	Invoice No: 10000624113002	4/26/2024	Paid Amt: \$107.40
				E 02	005 770 000 701 490	BREAD	\$2.97
	PO#:	Voucher #:	42097	Invoice	Invoice No: 10000624106003	4/26/2024	Paid Amt: \$2.97
							Check Amount: \$196.29
0485	PCB	76664	4658		REGION 5A		Check
				E 01	020 298 069 000 305	Speech Sub-Sections	\$60.00
	PO#:	Voucher #:	42100	Invoice	Invoice No: 04.23.2024	4/26/2024	Paid Amt: \$60.00
							Check Amount: \$60.00
0485	PCB	76665	1463		RICE HARDWARE HANK		Check
				E 01	005 810 000 000 401	Wire Wheel Brush, Gasket Maker, Tailpipe Se	\$46.46
	PO#:	Voucher #:	42069	Invoice	Invoice No: 30856/3	4/26/2024	Paid Amt: \$46.46
							Check Amount: \$46.46

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76666	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	020 292 080 000 401	Softball Railing Project		\$7,436.61	
	PO#:	Voucher #:	42091	Invoice	Invoice No: 867651	4/26/2024	Paid Amt:	\$7,436.61	
							Check Amount:	\$7,436.61	
0485	PCB	76667	4755		SQUIRES, WALDSPURGER & MACE		Check		
				E 01	005 020 000 000 313	Legal		\$982.08	
	PO#:	Voucher #:	42092	Invoice	Invoice No: 00017	4/26/2024	Paid Amt:	\$982.08	
							Check Amount:	\$982.08	
0485	PCB	76668	3086		ST CLOUD FASTPITCH		Check		
				E 04	005 505 000 321 305	CE JO Softball registration		\$160.00	
	PO#:	Voucher #:	42098	Invoice	Invoice No: 04.22.2024	4/26/2024	Paid Amt:	\$160.00	
							Check Amount:	\$160.00	
0485	PCB	76669	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	LUNCH		\$3,078.09	
				E 02	005 770 000 701 401	SUPPLIES		\$165.30	
	PO#:	Voucher #:	42061	Invoice	Invoice No: 253621857	4/26/2024	Paid Amt:	\$3,243.39	
				E 02	005 770 000 705 490	BREAKFAST		\$737.23	
	PO#:	Voucher #:	42062	Invoice	Invoice No: 253621856	4/26/2024	Paid Amt:	\$737.23	
				E 02	005 770 000 701 491	Commodity		\$93.01	
	PO#:	Voucher #:	42063	Invoice	Invoice No: 253621858	4/26/2024	Paid Amt:	\$93.01	
				E 02	005 770 000 701 491	Commodity		\$42.66	
	PO#:	Voucher #:	42064	Invoice	Invoice No: 253621854	4/26/2024	Paid Amt:	\$42.66	
				E 02	005 770 000 701 490	LUNCH		\$325.32	
				E 02	005 770 000 705 490	BREAKFAST		\$561.78	
				E 02	005 770 000 701 401	SUPPLIES		\$231.77	
	PO#:	Voucher #:	42065	Invoice	Invoice No: 253621855	4/26/2024	Paid Amt:	\$1,118.87	
							Check Amount:	\$5,235.16	
0485	PCB	76670	4900		Vredenburg, Alicia		Check		
				E 01	005 110 000 000 305	Student Teacher Stipend K Brenny		\$500.00	
	PO#:	Voucher #:	42094	Invoice	Invoice No: 04.16.2024	4/26/2024	Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
0485	PCB	76671	1611		XCEL ENERGY		Check		
				E 01	005 810 000 000 440	Acct 51-4433400-5		\$6,561.71	
	PO#:	Voucher #:	42066	Invoice	Invoice No: 872942572	4/26/2024	Paid Amt:	\$6,561.71	
							Check Amount:	\$6,561.71	
0485	PCB	76672	2724		AFSCME COUNCIL 65		Check		
				B 01	215 040	MFT	48	\$288.51	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76672	2724		AFSCME COUNCIL 65		Check		
				B 04	215 040	MFT		\$42.24	
	PO#:	Voucher #:	42111	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$330.75	
							Check Amount:	\$330.75	
0485	PCB	76673	4665		HARTFORD INSURANCE		Check		
				B 01	215 032	Life		\$775.41	
				B 02	215 032	Life		\$56.62	
				B 04	215 032	Life		\$52.07	
	PO#:	Voucher #:	41946	Invoice	Invoice No: S2024190	4/30/2024	Paid Amt:	\$884.10	
				B 01	215 031	LTD		\$798.35	
				B 02	215 031	LTD		\$41.70	
				B 04	215 031	LTD		\$38.60	
	PO#:	Voucher #:	41947	Invoice	Invoice No: S2024190	4/30/2024	Paid Amt:	\$878.65	
				B 01	215 051	United Way		\$352.15	
				B 02	215 051	Payroll Deductions		\$22.82	
				B 04	215 051	Payroll Deductions		\$11.64	
	PO#:	Voucher #:	41950	Invoice	Invoice No: S2024190	4/30/2024	Paid Amt:	\$386.61	
				B 01	215 032	Life		\$771.41	
				B 02	215 032	Life		\$56.62	
				B 04	215 032	Life		\$52.07	
				B 01	215 032	Adjustment		(\$85.44)	
	PO#:	Voucher #:	42114	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$794.66	
				B 01	215 031	LTD		\$795.50	
				B 02	215 031	LTD		\$41.70	
				B 04	215 031	LTD		\$38.60	
				B 01	215 031	Adjustment		(\$248.16)	
	PO#:	Voucher #:	42115	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$627.64	
				B 01	215 051	United Way		\$349.52	
				B 02	215 051	Payroll Deductions		\$22.82	
				B 04	215 051	Payroll Deductions		\$11.64	
				B 01	215 051	Adjustment		\$9.12	
	PO#:	Voucher #:	42118	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$393.10	
							Check Amount:	\$3,964.76	
0485	PCB	76674	4620		HealthPartners Inc		Check		
				B 01	215 030	Hospital		\$39,836.84	
				B 02	215 030	Hospital		\$951.43	
				B 04	215 030	Hospital	49	\$1,310.33	
				B 01	215 030	Adjustment		(\$10,818.90)	
	PO#:	Voucher #:	42112	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$31,279.70	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76674	4620		HealthPartners Inc		Check		
				B 01	215 035	Dental	\$1,674.14		
				B 02	215 035	Payroll Deductions	\$17.03		
				B 04	215 035	Payroll Deductions	\$25.53		
PO#:	Voucher #:	41943	Invoice	Invoice No:	S2024190	4/30/2024	Paid Amt:	\$1,716.70	
				B 01	215 030	Hospital	\$39,836.85		
				B 02	215 030	Hospital	\$951.43		
				B 04	215 030	Hospital	\$1,310.32		
PO#:	Voucher #:	41944	Invoice	Invoice No:	S2024190	4/30/2024	Paid Amt:	\$42,098.60	
				B 01	215 035	Dental	\$1,674.14		
				B 02	215 035	Payroll Deductions	\$17.03		
				B 04	215 035	Payroll Deductions	\$25.53		
				B 01	215 035	Adjustment	(\$28.82)		
PO#:	Voucher #:	42108	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$1,687.88	
							Check Amount:	\$76,782.88	
0485	PCB	76675	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		
PO#:	Voucher #:	42110	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$828.54	
							Check Amount:	\$828.54	
0485	PCB	76676	1474		ROYALTON FED TEACHERS		Check		
				B 01	215 040	MFT	\$5,030.93		
				B 04	215 040	MFT	\$97.77		
PO#:	Voucher #:	42109	Invoice	Invoice No:	S2024200	4/30/2024	Paid Amt:	\$5,128.70	
							Check Amount:	\$5,128.70	
							Report Total:	\$448,077.08	

Resignations 5.13.24

Terry Gorecki	Wrestling Head Coach
Cassie Goulet	Teacher
Kelly Gotfredson	JH Volleyball Coach
Paul Zimny (partial)	Bus Garage Worker - will still stay on as Route Driver

New Hires 5.13.24

Samantha Roering	MAP Assistant
Aleah Bzdok	MAP Assistant
Jackie Lawrence	Kitchen Helper
Randal Thielges	Long-Term Sub Teacher

Resolution for IOwA/EDIAM

Member _____ introduced the following resolution and moved its adoption:

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

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

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

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

The motion for adoption of the foregoing resolution was duly seconded by Member _____ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution _____ approved this 13 day of May, 2024.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering

**ROYALTON PUBLIC SCHOOL
ISD 485**

FY25 PRELIMINARY BUDGET

School Board Meeting
Monday May 13, 2024

**Royalton School District
FY25 Preliminary Budget**

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**ROYALTON SCHOOL DISTRICT
FY25 PRELIMINARY BUDGET
BUDGET SUMMARY - ALL FUNDS**

	Final FY22	Final FY23	Revised Budget FY24	Preliminary Budget FY25	Increase/ (Decrease) FY24	% Change FY24
<u>FUND 01 - General Fund</u>						
<i>Incl. Transportation, Capital, Scholarships & Student</i>						
Revenue	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,363,720	\$ 30,209	0.27%
Expenditures	\$ 10,719,408	\$ 11,726,503	\$ 11,332,878	\$ 11,529,233	\$ 196,355	1.67%
Net Surplus/(Deficit)	\$ (380,197)	\$ (493,793)	\$ 633	\$ (165,513)	\$ (166,146)	
<u>FUND 02 - Food Service Fund</u>						
Revenue	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
Expenditures	\$ 628,949	\$ 721,057	\$ 706,271	\$ 722,753	\$ 16,482	2.29%
Net Surplus/(Deficit)	\$ 111,442	\$ (36,059)	\$ 51,059	\$ 34,577	\$ (16,482)	
<u>FUND 04 - Community Ed Fund</u>						
Revenue	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	3.00%
Expenditures	\$ 370,907	\$ 436,612	\$ 526,350	\$ 578,455	\$ 52,105	11.93%
Net Surplus/(Deficit)	\$ 71,996	\$ 33,153	\$ (33,012)	\$ (71,042)	\$ (38,030)	
<u>FUND 07 - Debt Service Fund</u>						
Revenue	\$ 2,010,808	\$ 2,032,740	\$ 2,042,271	\$ 2,078,334	\$ 36,063	1.77%
Expenditures	\$ 2,015,883	\$ 2,020,583	\$ 2,022,333	\$ 2,021,183	\$ (1,150)	-0.06%
Net Surplus/(Deficit)	\$ (5,075)	\$ 12,157	\$ 19,938	\$ 57,151	\$ 37,213	
TOTAL REVENUE	\$ 13,533,313	\$ 14,420,213	\$ 14,626,450	\$ 14,706,797	\$ 80,347	0.56%
TOTAL EXPENDITURES	\$ 13,735,147	\$ 14,904,755	\$ 14,587,832	\$ 14,851,624	\$ 263,792	1.77%
TOTAL ALL FUNDS						
Net Surplus/(Deficit)	\$ (201,834)	\$ (484,542)	\$ 38,618	\$ (144,827)	\$ (183,445)	

Royalton School District

Revised Budget FY24

Preliminary Budget FY25

General Fund 01

	Final FY22	Final FY23	Revised Budget FY24	Preliminary Budget FY25	Increase / (Decrease) FY24	% Change FY24
EXPENDITURES						
100 Salaries & Wages	\$ 6,082,205	\$ 6,412,479	\$ 6,722,489	\$ 6,988,047	\$ 265,558	3.95%
200 Employee Benefits	1,683,469	1,756,061	1,929,109	1,977,839	\$ 48,730	2.53%
300 Purchased Services	1,606,288	1,665,328	1,423,954	1,423,576	\$ (378)	-0.03%
400 Supplies & Materials	821,237	855,400	975,571	820,621	\$ (154,950)	-15.88%
500 Capital Expenditures	524,343	1,014,689	247,200	287,000	\$ 39,800	16.10%
800 Other Expenditures	1,866	22,546	34,555	32,150	\$ (2,405)	-6.96%
	<u>\$ 10,719,408</u>	<u>\$ 11,726,503</u>	<u>\$ 11,332,878</u>	<u>\$ 11,529,233</u>	<u>\$ 196,355</u>	<u>1.73%</u>
REVENUE						
	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,363,720	\$ 30,209	0.27%
Net Surplus/(Deficit)	<u>\$ (380,197)</u>	<u>\$ (493,793)</u>	<u>\$ 633</u>	<u>\$ (165,513)</u>	<u>\$ 328,280</u>	

ROYALTON PUBLIC SCHOOLS
GENERAL FUND BALANCE SUMMARY

<i>Reserve Fund Balance</i>	Final FY23	Expenditures				Expenditures			
		Revenue FY24	FY24	Transfers	FY24	Revenue FY25	FY25	Transfers	FY25
Staff Development 403	\$ -	\$ 144,359	\$ (69,359)	\$ -	\$ 75,000	\$ 144,359	\$ (219,359)	\$ -	\$ -
Operating Capital 424	145,542	222,727	(218,200)	-	150,069	220,466	(220,000)	-	150,535
Gifted and Talented 438	5,931	13,146	(23,463)	4,386	-	12,961	(19,816)	6,855	-
Safe Schools 449	71,770	34,844	(13,698)	-	92,916	37,369	(13,698)	-	116,587
Long Term Facilities Maint 467	3,191	199,651	(184,583)	-	18,259	188,941	(117,733)	-	89,467
Medical Assistance 472	82,240	15,000	(97,240)	-	-	25,000	(25,000)	-	-
TOTAL RESERVE FUND BALANCE	\$ 308,674	\$ 629,727	\$ (606,543)	\$ 4,386	\$ 336,244	\$ 629,096	\$ (615,606)	\$ 6,855	356,589

<i>Unassigned Fund Balance</i>	Final FY23	Expenditures				Expenditures			
		Revenue FY24	FY24	Transfers	Final FY24	Revenue FY25	FY25	Transfers	FY25
TOTAL UNASSIGNED FUND BALANCE	\$ 1,817,633	\$ 10,703,784	\$ (10,726,335)	\$ (4,386)	\$ 1,839,696 *	\$ 10,734,624	\$ (10,913,627)	\$ (6,855)	\$ 1,704,338 **

<i>Assigned Fund Balance</i>	Final FY23	FY24		FY25	
		(Use)/Assign	FY24	(Use)/Assign	FY25
Roof Repairs	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000
Reading Specialist	170,000	(49,000)	121,000	(50,500)	70,500
TOTAL ASSIGNED FUND BALANCE	270,000	(49,000)	221,000	(50,500)	170,500

* FY24 Unassigned Fund Balance 16.2%
**FY25 Unassigned Fund Balance 14.8%

Royalton School District

Revised Budget FY24

Preliminary Budget FY25

FOOD SERVICE FUND 02

	Final FY22	Final FY23	Revised Budget FY24	Preliminary Budget FY25	Increase / (Decrease) FY24	% Change FY24
EXPENDITURES						
100 Salaries & Wages	\$ 226,736	\$ 230,080	\$ 262,300	\$ 269,451	\$ 7,151	2.73%
200 Employee Benefits	59,890	69,876	54,671	55,757	\$ 1,086	1.99%
300 Purchased Services	4,222	18,176	12,250	11,250	\$ (1,000)	-8.16%
400 Supplies & Materials	279,774	358,910	331,530	335,775	\$ 4,245	1.28%
500 Capital Expenditures	-	-	-	5,000	\$ 5,000	#DIV/0!
800 Other Expenditures	58,327	44,015	45,520	45,520	\$ -	0.00%
	<u>\$ 628,949</u>	<u>\$ 721,057</u>	<u>\$ 706,271</u>	<u>\$ 722,753</u>	<u>\$ 16,482</u>	<u>2.33%</u>
REVENUE	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
Net Surplus/(Deficit)	<u>\$ 111,442</u>	<u>\$ (36,059)</u>	<u>\$ 51,059</u>	<u>\$ 34,577</u>	<u>\$ 70,636</u>	

FUND BALANCE PROJECTION - FUND 02 FOOD SERVICE

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 134,630	
FY14	\$ 35,534	\$ 170,164	37.33%
FY15	\$ (13,072)	\$ 157,092	30.20%
FY16	\$ (3,538)	\$ 153,554	28.53%
FY17	\$ (69,316)	\$ 84,238	13.51%
FY18	\$ (30,407)	\$ 53,831	9.13%
FY19	\$ 16,547	\$ 70,378	13.74%
FY20	\$ (18,995)	\$ 51,383	9.93%
FY21	\$ 11,657	\$ 63,040	15.13%
FY22	\$ 111,442	\$ 174,482	27.74%
FY23	\$ (36,059)	\$ 138,423	19.20%
FY24	\$ 51,059	\$ 189,482	26.83%
Projected:			
FY25	\$ 34,577	\$ 224,059	31.00%

Notes:

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

Royalton School District

Revised Budget FY24

Preliminary Budget FY25

COMMUNITY EDUCATION FUND 04

	Final FY22	Final FY23	Revised Budget FY24	Preliminary Budget FY25	Increase / (Decrease) FY24	% Change FY24
EXPENDITURES						
100 Salaries & Wages	\$ 236,578	\$ 295,000	\$ 372,879	\$ 399,360	\$ 26,481	7.10%
200 Employee Benefits	61,518	70,653	73,164	87,840	\$ 14,676	20.06%
300 Purchased Services	50,172	48,258	46,623	49,605	\$ 2,982	6.40%
400 Supplies & Materials	22,639	22,701	33,534	41,500	\$ 7,966	23.75%
500 Capital Expenditures	-	-	-	-	\$ -	#DIV/0!
800 Other Expenditures	-	-	150	150	\$ -	0.00%
	<u>\$ 370,907</u>	<u>\$ 436,612</u>	<u>\$ 526,350</u>	<u>\$ 578,455</u>	<u>\$ 52,105</u>	<u>9.90%</u>
REVENUE	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	2.85%
Net Surplus/(Deficit)	<u>\$ 71,996</u>	<u>\$ 33,153</u>	<u>\$ (33,012)</u>	<u>\$ (71,042)</u>	<u>\$ (104,195)</u>	

FUND BALANCE PROJECTION - FUND 04 COMMUNITY ED

	June 30 Bal	% of Exp
Restricted		
FY13	\$ 79,511	41.57%
FY14	\$ 23,751	60.84%
FY15	\$ 25,650	72.75%
FY16	\$ 5,848	63.10%
FY17	\$ 7,984	57.56%
FY18	\$ (29,703)	36.93%
FY19	\$ 50,487	49.90%
FY20	62,021	87.31%
FY21	\$ 43,509	117.15%
FY22	\$ 71,996	91.95%
FY23	\$ 33,153	85.71%
FY24	\$ (33,012)	64.82%
Projected:		
FY25	\$ (71,042)	46.70%

Royalton School District

Revised Budget FY24

Preliminary Budget FY25

DEBT SERVICE FUND 07

	Final FY22	Final FY23	Revised Budget FY24	Preliminary Budget FY25	Increase / (Decrease) FY24	% Change FY24
EXPENDITURES						
Bond Principal	\$ 1,155,000	\$ 1,215,000	\$ 1,275,000	\$ 1,335,000	\$ 60,000	4.71%
Bond Interest	859,908	804,558	746,308	685,158	\$ (61,150)	-8.19%
Bond Other	975	1,025	1,025	1,025	\$ -	0.00%
	<u>\$ 2,015,883</u>	<u>\$ 2,020,583</u>	<u>\$ 2,022,333</u>	<u>\$ 2,021,183</u>	<u>\$ (1,150)</u>	<u>-0.06%</u>
REVENUE	\$ 2,010,808	\$ 2,032,740	\$ 2,042,271	\$ 2,078,334	\$ 36,063	1.77%
Net Surplus/(Deficit)	<u>\$ (5,075)</u>	<u>\$ 12,157</u>	<u>\$ 19,938</u>	<u>\$ 57,151</u>	<u>\$ 37,213</u>	

FUND BALANCE PROJECTION - FUND 07 DEBT SERVICE

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 116,292	15.18%
FY14	\$ 36,264	\$ 152,556	19.67%
FY15	\$ 651,988	\$ 804,544	101.40%
FY16	\$ (634,339)	\$ 170,205	11.95%
FY17	\$ 91,133	\$ 261,338	13.94%
FY18	\$ 76,654	\$ 337,992	16.70%
FY19	\$ 85,721	\$ 423,713	21.00%
FY20	\$ 21,972	\$ 445,685	22.07%
FY21	\$ (636)	\$ 445,049	21.99%
FY22	\$ (5,075)	\$ 439,974	21.83%
FY23	\$ 12,157	\$ 452,131	22.38%
FY24	\$ 19,938	\$ 472,069	23.34%
Projected:			
FY25	\$ 57,151	\$ 529,220	26.18%



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Unassigned Fund Balance Scenarios May 13, 2024

FY24 Current Reality

- Use of Assigned Funds - Reading Specialist (\$49K)
- Adjusted Unassigned Fund Balance - \$1,839,696 / 16.2%
- Board Policy - Order of Resource Use

FY24 Possibilities

- Use of Reserved Funds
 - Safe Schools Balance
 - \$78,590.13 - Rekey and door server upgrade
 - \$14,326 - other current general fund expenditures allocation as allowed by statute
- Adjusted Unassigned Fund Balance - \$1,932,612 / 17%

FY25 Impact

- Increased Unassigned Fund Balance - \$1,797,254 / 15.6%
- Current general fund expenditure allocation to Safe Schools as allowed by statute - \$37,369
 - Increases Unassigned Fund Balance - \$1,760,925 / 15.8%



Thank you!



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Exit Interview Questions for Families

May 13, 2024

Possible Questions

- What is the PRIMARY reason you chose to withdraw your student(s)? (Do we want an answer or a category (Transportation, Address Change, Social, Teacher, etc?))
- What, if any, other factors impacted this decision?
- Is there anything the school could have done differently that might have made things better?
- Are there any outstanding questions or concerns you'd like to share?
- What is an improvement that could enhance the school experience for students?
- What is an improvement that could enhance to school experience for parents?

Recommendation for Questions

- What is the PRIMARY reason you chose to withdraw your student(s)?
- What, if any, other factors impacted this decision?
- See example [letter](#) and [questionnaire](#).



Thank you!



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Move From cmERDC to Region 1 Presentation

April 8, 2024
May 13, 2024

cmERDC Current Reality

- Increased annual cost of over 30% since 2022
- High staff turnover resulting in decreased support and service
- Increased response time to support requests
- Elimination of some types of support and offerings
- Unwillingness to meet the needs of the district

Strengths of Region 1

- Overall fees for services less than cmERDC
 - \$17,300 for Region 1 as compared to \$18,360 from cmERDC for FY24 to date
 - cmERDC charges for additional training and other one time service support (ex. providing a corrected W2)
- Provides consolidated cost and added support and service, not available with cmERDC
- Tenured staff with a willingness to offer solutions and meet the needs that are beneficial to the district
- Availability for 1:1 support
- Timely response to requests

Recommendation

Move from cmERDC to Region 1 at the end of FY24



Thank you!



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Mid-State to Midco Internet Move

April 16, 2024

May 13, 2024

Mid-State Provides the Following Services:

- Services billed by Mid-State: tech support, ITV, internet service and IP addresses
- Costs for services ranges from \$20,000 to \$27,000 per year
- Royalton utilizes internet service, but rarely uses tech support and no longer uses ITV

Midco Would Provide the Following Services:

- Services provided by Midco: internet service and IP addresses
- Cost for service: \$4,512 per year after e-Rate
- Savings of \$15,488 to \$22,488 per year

Process for Move From Mid-State

- Joint Powers Agreement states: “Notice of non-participation in programs, including reduction in the amount of services purchased, shall be given by January 1 of the fiscal year preceding non-participation. The services shall cease on June 30 of the following fiscal year.”
- Mid-State Board approved member Districts to take back ECFE programming without following the above process
- ❖ Recommend Chair Hofstad make a request to the Mid-State Board to allow for an early departure of June 30, 2024



Thank you!

Royalton High School Spanish Study Abroad

Spain 2025

Purpose:

To immerse students in Spanish culture and language, allowing them to use and further develop their Spanish communication skills and knowledge of Spanish food, art, architecture, history, geography, etc.

Benefits of student travel:

- authentic cultural experiences
- authentic communication experiences
- connects the classroom to the Spanish-speaking world
- creates connections between Spanish and other curricular areas (e.g. history, science, music)
- forms intercultural bonds and understanding
- improves conversational ability and confidence
- sparks academic and personal interest in continued language study

Itinerary:

There are two alternatives: The full itinerary as shown below, including Canary Islands (the final 6 days) or separate from the tour group before the Canary Islands portion and depart for the U.S. early. Final itinerary dependent on collective student/family decision.

Friday June 6-

7:25pm MSP to Iceland

Sat June 7- breakfast/dinner

6:35am Arrive in Keflavik, Iceland; immigration/customs

9:15am Depart for Blue Lagoon

12:45pm Lunch in Grindavik, Bryggjan Café

2:15pm Arrive at airport

4:45pm Keflavik, Iceland to Madrid, Hostal Residencia Fernandez

Sun June 8- breakfast/dinner

Morning: Breakfast near the Atocha train station; Madrid tour

Afternoon: Lunch at Plaza Colón; visit the Museo de Arqueología

Evening: Dinner at 100 Montaditos by the hotel

Mon June 9- breakfast/lunch

Morning: Churros and chocolate near the hostel

10am Prado Art Museum

Afternoon: Picnic in Retiro Park; climb Palacio de Cibeles lookout

6pm Reina Sofia museum; dinner near the hotel at el Brillante

Tues June 10- breakfast/dinner

Morning: Breakfast near the hostel, subway to the bus station, bus to Segovia

Afternoon: Segovia aqueduct and Gothic cathedral; lunch (local delicacy: suckling pig for the adventurous)

Evening: Return to Madrid, dinner at Jalo on Calle Atocha (Turkish food)

Wed June 11- breakfast/dinner

Morning: Breakfast near the hostel; Atocha station, train to Toledo

Afternoon: Explore Toledo; view cathedral; Zipline across the Tajo River

Evening: Spend the night in a 15th century inn (La Posada de Manolo)

Thur June 12- breakfast/dinner

Morning: Breakfast near the inn

10:30am Bus through Spain's central meseta

Afternoon: Stop for lunch; bus to Seville; tour María Luisa Park and Plaza de España via horse drawn carriage.

Evening: Flamenco performance; spend the night at Catedral Botique Hotel

Fri June 13- breakfast/dinner

Morning: Breakfast

10:45am Cathedral tour; climb Giralda tower for birds-eye view of the city

Afternoon: Shopping on Sierpes Street

6pm Alcázar tour (a Moorish palace/fortress); tapas dinner

Sat June 14-

Morning: Breakfast near the hotel; bus to Cadiz; city and cathedral tour. Afternoon: Continue down the coast to Conil de la Frontera

Evening: Spend the night in Conil de la Frontera

Sun June 15- breakfast/dinner

Morning: Surf lesson; explore Conil, typical coastal whitewashed village

Afternoon: Free time on the beach

Evening: Watch sun set over the Atlantic

Mon June 16- breakfast/lunch

Morning: Visit the Roman ruins of Bolonia en route to Tarifa, the southernmost point in Spain

Afternoon: Lunch in a Moroccan restaurant; explore inside the walled portion of the city; visit the fortress located on the southern coast (African coast is only 17 miles away)

Tues June 17- breakfast

Morning: Breakfast; depart for airport

12:25pm Seville to Tenerife, Canary Islands

Afternoon: Tour of San Cristóbal de las Lagunas de Tenerife; lunch
 Evening: Spend the night at Hotel Adonis Capital in Santa Cruz de Tenerife

Wed June 18- breakfast/lunch

Morning: Breakfast near the hotel; hike through Anaga forest with a local guide
 Afternoon: Packed lunch during hike; photo stop at Las Teresitas beach, sand imported from the Sahara Desert

Thurs June 19- breakfast/lunch

Morning: Breakfast; full day bus tour of the island with local guide
 Evening: Spend the night on the south side of the island in Los Cristianos in Apartamentos HG Cristian Sur

Friday June 20- breakfast/dinner

Morning: Siam water park
 6:10pm Depart for Teide volcano, the highest point in Spain; sunset.
 Evening: Stargazing with local guide, return at midnight

Sat July 21- breakfast

Morning Free time for shopping, beach; optional whale watching or horseback riding (cost not included)
 Afternoon Depart for airport in the late afternoon.
 5pm Travel to Iceland, arrive around 9pm
 Evening: Spend the night at Hotel Tjarna Keflavik near the airport

Sun July 22- breakfast

Morning: Icelandic breakfast in the hotel
 7:30am Depart to tour Iceland's Golden Circle and return in time to depart Iceland for the U.S.
 6:10pm Arrive in MSP

Tentative student cost for trip: \$3000

Projected cost is based on the full itinerary; the alternate shorter itinerary excluding the Canary Islands would have a lower cost, depending on differences in airfare

<p>Cost includes:</p> <ul style="list-style-type: none"> ● round-trip airfare ● travel insurance ● lodging ● whole group transportation ● breakfasts, lunches and/or dinners as indicated in itinerary ● activities as indicated in itinerary 	<p>Cost <u>does not</u> include:</p> <ul style="list-style-type: none"> ● passport costs ● meals not indicated in itinerary ● optional whale watching/horseback riding ● souvenirs
---	--

Fundraising Ideas:

Depending on student interest, possible fundraising could include:

- after-school hispanic craft lessons
- concession stand
- food (e.g. tacos, baked goods) sale
- fun run/walk
- trivia night
- donations

Availability:

The trip is open to students taking Spanish II, III, or IV during the 2024-2025 school year.

Chaperones:

The trip will have an approximately 1:10 chaperone-to-student ratio. Possible chaperones include: Interested parents of participating students and/or Royalton School District teachers. Chaperone cost is the same as student cost.

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev. 20132021

503 STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's

responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes §section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

~~b. Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district will provide annual notice to students of the school~~

- ~~b.c.~~ The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions

are to be handled as excused absences and students will be permitted to complete make-up work.

- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes §section 120A.22, Ssubdivision. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within ____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).

- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections ~~§§~~ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the _____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the _____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (d) After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
 - (e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, orthodontic, or mental health treatment.
 - e. Court appearances occasioned by family or personal action.
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Consequences of tardiness may include detention after ____ unexcused tardies. In addition, ____ unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A.1.—— Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B2.—— The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

IV. REQUIRED REPORTING

A. Continuing Truant

~~Minnesota Statutes, §section~~ 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of ~~Minnesota Statutes, §section~~ 120A.22 and is absent from instruction in a school, as defined in ~~Minnesota Statutes, §section~~ 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, ~~Minnesota Statutes, §section~~ 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child

at school pursuant to Minnesota Statutes, [§section](#) 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, [§section](#) 120A.34;

4. That this notification serves as the notification required by Minnesota Statutes, [§section](#) 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes [Chapter](#), 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, [section](#) § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where [truancy services](#) and [procedures programs](#) under Minnesota Statutes, [Chapter](#), 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per 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 per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, [chapter](#) ~~Chapter~~, 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
[Minn. Stat. § 120A.35 \(Absence from School for Religious Observance\)](#)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, [S](#)subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Goss v. Lopez, 419 U.S. 565, ~~95 S.Ct. 729~~ (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

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

503 STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing

attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes, section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up.

Students receive one day per day missed to make up missed work. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student’s total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:

- (a) From the first through the 15 cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
- (b) Depending on the county of residents after a certain number of days, a student's parent or guardian will be notified that his or her child is nearing a total of 7 unexcused absences.
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After 7 cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (e) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement clearing the student for participation that day. The note must be presented to the front office before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;

4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where truancy services and programs under Minnesota Statutes. Chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per 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 per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

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

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district’s policies are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 511	Student Fundraising
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Adopted: _____

MSBA/MASA Model Policy 523

Orig. 1995

Revised: _____

Rev. 202220

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. ~~In order to~~ To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies ~~which that~~ also apply to students:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
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Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

- G. This policy applies to hazing that occurs during and after school hours on or off school premises or property, at school functions or activities, or on school transportation or electronic messages.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption or inhalation of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles

approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property may also mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. We will be adding the Hazing form to the Harassment, Violence form. The forms can be found in the secondary office.
The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall

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

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or their educational or their work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) school days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's IEP or Section 504 plan be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits and act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Royalton Board Policy 413 (Harassment and Violence)
 Royalton Board Model Policy 506 (Student Discipline)

Royalton Board Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to
Students and Staff])



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



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

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

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

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

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

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

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



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



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

List any witnesses that were present _____

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

(Complainant Signature)

(Date)

Received by _____

(Date)

Adopted: _____

MSBA/MASA Model Policy 526

Revised: _____

Orig. 1997
Rev. 2010 2014

526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minnesota Statutes section Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minnesota Statutes section Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

D G. This policy applies to behavior hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation and during and after school hours.

E H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of school district policies or regulations.

- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- B E. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the **target or** victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves

the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. ~~Teachers, administrators, volunteers, contractors, and other employees of the school district~~ A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who ~~witnesses, observes,~~ receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

VI. **RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who ~~commits an act of reprisal or who~~ retaliates against any person who ~~asserts, alleges, or~~ makes a good faith report of alleged hazing~~, or against any person who provides information about hazing,~~ who testifies, assists, or participates in an investigation ~~of alleged hazing,~~ or ~~against any person~~ who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. ~~Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.~~

VII. **DISSEMINATION OF POLICY**

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's

building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § ~~121A.0695~~ 121A.031 (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed

by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only if there is an emergency and permission has been granted to the student by high school principal to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [other designated areas, e.g. parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)

Sample Acknowledgment Form

STUDENT PARKING PERMIT REQUEST

I, the undersigned student of this school district, do hereby request permission to park a motor vehicle in a designated student parking area. I understand that this is a privilege and that the interior of the motor vehicle, including, but not limited to, glove and trunk compartments, is subject to search upon reasonable suspicion by school officials without my consent, without a search warrant, and with no notice to me. I understand that if I refuse a request by a school official to open a locked motor vehicle under my control or its compartments, my parking privileges may be withdrawn and I may be subject to discipline. Finally, I acknowledge receipt of the school district's motor vehicle policy.

Student Signature: _____ Date: _____ Grade: _____

Parent Signature: _____ Date: _____

Adopted: _____

MSBA/MASA Model Policy 527

Orig. 1998

Revised: _____

Rev. 202202

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day."]

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in **[other designated areas, e.g., parking lots designated for use only by staff or by the general public]**.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]

[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minnesota Statutes section, Stat. § 123B.38 must be followed before the fees are implemented.]

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School

Districts)

[Minn. Stat. § 123B.38 \(Hearing\)](#)

New Jersey v. T.L.O., 469 U.S. 325, ~~105 S.Ct. 733, 83 L.Ed.2d 720~~ (1985)

Cross References:

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

MSBA/MASA Model Policy 501 (School Weapons Policy)

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 712 (Video Surveillance Other Than on Buses)

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses **substantiated** information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute;

and

4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
 Minn. Stat. § 121A.45 (Grounds for Dismissal)
 Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
 Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
 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 (Rules Implementing FERPA)
 Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MODEL NOTICE

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- IEP
- §504 Plan
- Functional Behavioral Assessment
- Reports or statements by school staff
- Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

Adopted: _____

MSBA/MASA Model Policy 529

Orig. 1999

Revised: _____

Rev. 20~~22~~16

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

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B. Classroom Teacher

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C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

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E. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

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The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
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E. Record of Notice

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- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (~~Compulsory Instruction~~)~~School Attendance – Education Records~~
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; ~~Teachers' Legitimate Educational Interest of Students with Violent Behavior~~)
Minn. Stat. § 121A.75 (~~Receipt of Records; Sharing~~)~~Law Enforcement Notice to Schools~~
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 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MODEL NOTICE

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- IEP
- §504 Plan
- Functional Behavioral Assessment
- Reports or statements by school staff
- Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work,

pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of

a disability and to describe the work or tasks that the service animal is trained to perform.

- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general,

allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the [Superintendent] OR [Director of Student Services] (Students) or the [Superintendent] OR [Director of Human Resources] (Employees)

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District’s policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal’s handler does not effectively control the animal’s behavior; is not housebroken or the animal’s presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

Adopted: _____

MSBA/MASA Model Policy 535
Orig. 2019

Revised: _____

535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. "Work or tasks" are those functions performed by a service animal.
2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
3. The crime deterrent effects of an animal's presence and the provision of

emotional support, well-being, comfort, or companionship are not “work or tasks” for the purposes of this policy.

D. Trainer

A “trainer” is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person’s disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 - 1. Is the service animal required because of a disability; and
 - 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal’s need to

relieve itself, including the proper disposal of the service animal's waste.

- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse’s presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student’s IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student’s access to the school district’s programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person’s possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA

Regulations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

Minn. Stat. § 256C.02 (Public Accommodations ~~for Persons with Disabilities~~)

Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)

Minn. Stat. § 609.226 (Harm Caused by Dog)

Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References:

MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the Superintendent/Business Manager for Employees and the Building Principal for Students at the appropriate Royalton School District Office

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets valued at five thousand dollars (\$5,000) and higher and a life expectancy of more than five years be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 202209

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References:

Minn. Stat. § 123B.02 (~~Districts~~ [General Powers of Independent School District Powers](#))

Minn. Stat. § 123B.09 (~~School Districts~~ [Boards of Independent School Board Powers](#))

Minn. Stat. § 123B.51 (Schoolhouse and Sites; [Uses for School and Nonschool Purposes; Closings](#) ~~Access for Noncurricular Purposes~~)

Cross References:

MSBA/MASA Model Policy 702 (Accounting)

~~MSBA Service Manual, Chapter 7, Education Funding~~

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.

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: Royalton Public Schools Policy 420 (Students and Employees with Sexually

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

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 district's 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 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 by the Community Education Office to find 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; Uses For School and Nonschool Purposes; Closings)

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

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 non-licensed 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.

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)



Royalton Public Schools ISD 485

Public Comment Sign-In Form

Please do not include names of Royalton Public School employees, titles, or location names in your remarks for your own legal protection and the legal rights of staff.

Turn this form in to the staff person in charge of sign-in before the meeting begins.



Name: _____

Phone: () _____ E-mail: _____

Subject on which you will be addressing the Board (Please be as specific as possible)
(Continue on the back if you need more space):

Have you talked or met with Royalton staff on this issue? Yes No

If yes, who have you talked with? _____

Are you interested in having administration follow up with you? Yes No

How would you like to be contacted?

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 (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 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 (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 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 must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, 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, non-employer 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 the superintendent as the authority responsible for personnel data. If you have any questions, contact her at 320-584-4200.

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 – 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

Amy Krueger, Human Resources Director, 320-584-4248 or amy.krueger@isd485.org before you sign it.

I, _____, give my permission for Royalton Public Schools to release data about

(name of individual)

(name of school district)

me to _____ as described in this consent form.

(name of other entity/person)

1. The specific data I want Royalton Public Schools to release include(s):
(name of school district)

(explanation of data requested)

2. I understand that I have asked Royalton Public Schools to release the data.
(name of school district)

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

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

policies 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 _____

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.

Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District
Contract and Bidding Procedures)

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

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 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: Royalton School Board Policy 413 (Harassment and Violence)

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- 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.

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.

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.
 - 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 established June 30th as an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

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

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

disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

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

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation 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.

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.

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.
- 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 non-licensed 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.
- 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.

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

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (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.

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.
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)

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 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 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.

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

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.

II. GENERAL STATEMENT OF POLICY

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

III. OPEN ENROLLMENT PROCESS

- A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directives; and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of:
(a) one percent of the total enrollment at each grade level in the school district;
or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

- A. Standards that may be used for rejection of application

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

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

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

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

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

D. Application

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

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

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

E. Lotteries

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

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

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

F. Exclusion

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

G. Termination of Enrollment

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

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

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

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

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (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)