



AGENDA  
REGULAR MEETING  
ROYALTON BOARD OF EDUCATION  
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1  
120 SOUTH HAWTHORN STREET  
ROYALTON, MN 56373  
JUNE 10, 2024  
6:00 PM

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

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

  - a. Approval of Regular Board Meeting Minutes 05.13.24 8
  - b. Approval of Work Session Meeting Minutes 05.20.24 15
  - 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 54
  - e. Approval of New Hires 55  
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.
  - f. Approval of Retirement 56
  - g. Approval of MOU with Technology Integrationist 57
  - h. Approval of Technology Integration Specialist Contract 58
  - i. Approval of Director of Technology Contract 67
  - j. Approval of Transportation Director's Contract 74

k. Approval of Nutrition Service Manager Contract	81
l. Approval of Principal Contract	88
m. Approval of HR/Community Education Director Contract	106
n. Approval of Buildings and Grounds Director Contract	114
<b>10. Discussion/Information/Action Items</b>	
a. Approval of FY24 Safe School Revenue and Fund Balance to Cover Eligible Expenses	
b. Approval of FY25 Budget	122
c. School Resource Officer (SRO) for FY25	
d. Application of Educational Benefits Board Presentation	150
e. Approval of MSHSL Resolution for Membership	
f. Approval of Donations by Resolution	160
g. Policy Readings	
1. Second Policy Readings	162
503 - Student Attendance	
704 - Inventory of Fixed Assets and Asset Accounting System	
807 - Health and Safety	
902 - Use of School District Facilities and Equipment	
902 - Addendum	
2. Approval of Second Reading and Final (minor changes)	184
214 - Out-Of-State Travel by School Board Members	
523 - Policies Incorporated by Reference	
526 - Hazing Prohibition	
526 Form - Harassment, Violence, and Hazing Filing Form	
527 - Student Use and Parking of Motor Vehicles, Inspections and Searches	
527 Form -	
529 - Staff Notification of Violent Behavior by Students	
529 Form	
535 - Service Animals in Schools	
535 Form	
905 - Advertising	
3. Approval of Third Policy Reading	217
407 - Employee Right to Know - Exposure to Hazardous Substances	
<b>11. Upcoming Meeting Schedule</b>	
1. Monday, June 24, 6pm-7:30pm Strategic Planning Committee Meeting	
2. Wednesday, June 26, Noon Finance Meeting	
3. Wednesday, June 26, 1pm Policy Meeting	
4. Monday, July 8, 6pm Regular Board Meeting	
<b>12. Adjournment</b>	



**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  
JUNE BUDGET UPDATE  
BOARD MEETING

# ENROLLMENT

- Original Adopted Budget: 935 ADM
- Revised Budget: 922 ADM
  - Ended 22-23 943 ADM
  
- As of May 2024: 910 (April - 907 Students)
  - ADM's calculated based on weighted factor
  - K-6th Grade = 1.0
  - 7th-12th Grade = 1.20
  - 23-24 updated School ADM Report not available yet
  
- Enrollment Tracking
  - Monthly
  - Budget impact
  - Updated MDE ADM Web Estimates
    - 12.05.2023
    - 922 ADM

# GENERAL FUND REVENUES

Revenues by Source	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted 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	719,929.28	1,164,522.27	609,347.12	957,758.50	206,941.36	61.43%	52.33%	21.61%
State Revenues	9,641,139.23	9,847,671.92	7,555,071.49	9,225,544.60	7,408,702.79	8,651,374.22	7,389,792.39	76.72%	80.31%	85.42%
Federal Revenues	240,999.14	170,440.22	110,263.77	820,435.19	600,381.34	730,078.60	331,795.10	64.69%	73.18%	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%
<b>Total Revenues</b>	<b>11,134,574.18</b>	<b>11,193,092.95</b>	<b>8,415,188.10</b>	<b>11,232,709.72</b>	<b>8,619,431.25</b>	<b>10,339,211.32</b>	<b>7,928,528.85</b>	<b>75.18%</b>	<b>76.74%</b>	<b>76.68%</b>

- Overall on track with current year revised budget: 75%

# GENERAL FUND EXPENDITURES

Expenditures by Object	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Salaries & Wages	6,007,285.58	6,722,489.00	4,900,806.85	6,412,479.05	4,573,416.76	6,082,205.31	4,376,638.40	72.90%	71.32%	71.96%
Employee Benefits	1,969,060.12	1,929,109.00	1,383,005.57	1,756,061.32	1,305,006.44	1,683,469.24	1,246,892.15	71.69%	74.31%	74.07%
Purchased Services	1,626,087.00	1,418,954.00	1,568,471.62	1,665,327.83	1,325,683.70	1,606,287.99	1,201,681.85	110.54%	79.60%	74.81%
Supplies & Materials	904,436.74	855,153.00	691,719.62	855,399.51	659,892.80	821,237.49	573,582.32	80.89%	77.14%	69.84%
Capital Expenditures	328,629.00	247,200.00	163,837.37	1,014,689.22	837,707.99	524,343.28	546,772.44	66.28%	82.56%	104.28%
Other Expenditures	(1,416.32)	19,555.00	12,048.24	22,545.89	24,085.03	1,866.06	27,493.79	61.61%	106.83%	1473.36%
<b>Total Expenditures</b>	<b>10,834,082.12</b>	<b>11,192,460.00</b>	<b>8,719,889.27</b>	<b>11,726,502.82</b>	<b>8,725,792.72</b>	<b>10,719,409.37</b>	<b>7,973,060.95</b>	<b>77.91%</b>	<b>74.41%</b>	<b>74.38%</b>

- Slightly ahead of the current year revised budget: 78%



**Thank you!**

## Regular Meeting

Monday, May 13, 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 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

### 6. Appreciation, Recognition and Presentations

### 7. Recognition of Citizens for Input Purposes

### 8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

### 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

9.b. Approval of Special Meeting Minutes

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

9.d. Approval of Resignation/Termination

9.e. Approval of New Hires

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

10.a. Approve the IOwa Renewal Resolution  
Approve the IOwa Renewal Resolution. This  
motion, made by Randy Hackett and seconded  
by Rian Hofstad, Passed.

Tyra  
Baumann: Yea

Lucas  
Boyd: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria Yea

Traut:

Yea: 6, Nay: 0

10.b. FY25 Budget Review

10.c. Approval of Writing Off Bad Lunch Debt

Approval of Writing Off Bad Lunch Debt.

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

Tyra

Baumann: Yea

Lucas

Boyd: Yea

Randy

Hackett: Yea

Rian

Hofstad: Yea

Angela

Roering: Yea

Maria

Traut: Yea

Yea: 6, Nay: 0

10.d. Approval of Exit Interviews of Families

Approval of Exit Interviews of Families with update to letter. 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

10.e. Approval of Moving from cmERDC to Region

1

Approval of Moving from cmERDC to Region 1.

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

Tyra

Yea

Baumann:

Lucas  
Boyd: Yea  
Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea  
Yea: 6, Nay: 0

10.f. Approval of Moving from Mid-State  
Technology Services to Midco  
Approval of Moving from Mid-State  
Technology Services to Midco. This motion,  
made by Randy Hackett and seconded by Maria  
Traut, Passed.

Tyra  
Baumann: Yea

Lucas  
Boyd: Yea  
Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Yea

Maria  
Traut: Yea  
Yea: 6, Nay: 0

10.g. Approval of Spanish Trip Proposal  
Approval of Spanish Trip Proposal. This  
motion, made by Rian Hofstad and seconded  
by Angela Roering, Passed.

Tyra  
Baumann: Yea

Lucas  
Boyd: Yea  
Randy  
Hackett: Yea

Rian Yea

Hofstad:

Angela  
Roering: Yea

Maria  
Traut: Yea  
Yea: 6, Nay: 0

10.h. Approval of Donations by Resolution  
Approval of Donations by Resolution. This  
motion, made by Rian Hofstad and seconded  
by Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Lucas  
Boyd: Yea  
Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Angela  
Roering: Abstain (With Conflict)

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

10.i. Policy Reading

10.i.1. First Policy Reading

10.i.2. Second Policy Reading

10.i.3. Second and Final Policy Reading  
(minor changes)  
Motion to Approve Second and Final  
Policy Readings with Minor Changes.  
This motion, made by Randy Hackett and  
seconded by Tyra Baumann, Passed.

Tyra  
Baumann: Yea

Luca  
s  
Boyd: Yea  
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Rand  
Y  
Hackett: Yea

Rian  
Hofs  
tad: Yea

Ange  
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Roer Yea  
ing:

Mari  
a  
Trau Yea  
t:

Yea: 6, Nay: 0

10.i.4. Approval of Third Policy Reading

Approval of the Third Policy Reading.  
This motion, made by Maria Traut and  
seconded by Tyra Baumann, Passed.

Tyra  
Baum  
ann: Yea

Luca  
s  
Boyd Yea  
:

Rand  
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Hack Yea  
ett:

Rian  
Hofs  
tad: Yea

Ange  
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Roer Yea  
ing:

Mari  
a  
Trau Yea  
t:

Yea: 6, Nay: 0

**11. Upcoming Meeting Schedule**

**12. Adjournment**

The meeting was adjourned at 7:59pm. This  
motion, made by Randy Hackett and seconded by  
Rian Hofstad, Passed.

Tyra  
Baumann: Yea

Lucas Boyd: Yea  
Randy  
Hackett: Yea  
Rian  
Hofstad: Yea  
Angela  
Roering: Yea  
Maria  
Traut: Yea  
Yea: 6, Nay: 0

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Board Secretary

## Work Session

Monday, May 20, 2024 6:00 PM

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

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

1. Call to Order

2. Roll Call

3. Pledge to the Flag

4. Discussion/ Information

4.a. School Resource Officer (SRO) Discussion

4.b. FY25 Budget - Discussion

5. Adjournment

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Board Secretary

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76677	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	010 203 300 000 430	Scott Class Room Supplies		\$196.51	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42128</b>	Invoice		<b>Invoice No:</b> 1XFK-F19Q-GVR1	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$196.51</b>	
				E 01	010 201 000 000 430	Seguin Classroom Supplies		\$160.68	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42129</b>	Invoice		<b>Invoice No:</b> 1F6V-DFTW-J3TM	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$160.68</b>	
				E 01	010 201 000 000 430	Seguin Classroom Supplies Sunglasses		\$19.99	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42130</b>	Invoice		<b>Invoice No:</b> 1JJM-FG4J-79F7	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$19.99</b>	
				E 04	005 505 000 321 401	Heavy Duty Mesh Ball Bag		\$9.89	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42131</b>	Invoice		<b>Invoice No:</b> 1PNG-VH7M-LD9T	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$9.89</b>	
				E 01	010 203 400 000 430	Polzine-Lust Classroom Supplies		\$251.31	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42132</b>	Invoice		<b>Invoice No:</b> 1QJT-CP3-RNV6	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$251.31</b>	
				E 01	010 201 000 000 430	Goulet Classroom Supplies		\$246.21	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42133</b>	Invoice		<b>Invoice No:</b> 1MTG-7DNT-K4ND	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$246.21</b>	
				E 04	005 582 000 344 401	Countertop Microwave		\$193.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42134</b>	Invoice		<b>Invoice No:</b> 1739-N4MF-7VN7	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$193.60</b>	
							<b>Check Amount:</b>	<b>\$1,078.19</b>	
0485	PCB	76678	2016		<b>BSN SPORTS</b>		Check		
				E 01	020 294 054 000 412	2R Football Helmet		\$609.99	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42160</b>	Invoice		<b>Invoice No:</b> 925639127	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$609.99</b>	
							<b>Check Amount:</b>	<b>\$609.99</b>	
0485	PCB	76679	4370		<b>CAPITAL ONE</b>		Check		
				E 01	020 301 096 830 430	Liddane Ag		\$84.31	
				E 01	020 215 000 000 430	Burg Business Ed		\$49.34	
				E 01	020 215 000 000 430	Burg Business Ed		\$2.28	
				E 01	020 298 151 000 401	Weir Care Closet		\$181.31	
				E 01	020 301 000 830 433	Animal Science		\$116.50	
				E 01	005 110 000 000 305	Interest		(\$10.05)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42135</b>	Invoice		<b>Invoice No:</b> 5586852	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$423.69</b>	
							<b>Check Amount:</b>	<b>\$423.69</b>	
0485	PCB	76680	4707		<b>CRAGUNS Legacy Golf Course</b>		Check		
				E 01	020 294 103 000 369	Golf Registration		\$200.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42168</b>	Invoice		<b>Invoice No:</b> 05.01.2024	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$200.00</b>	
							<b>Check Amount:</b>	<b>\$200.00</b>	
0485	PCB	76681	1848		<b>CRAIG EHRLICHMAN</b>		Check		
				E 01	020 294 064 000 305	V Baseball Umpire DH ACGC		\$220.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42136</b>	Invoice		<b>Invoice No:</b> 04.25.2024	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$220.00</b>	
							<b>Check Amount:</b>	<b>\$220.00</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76682	3864		<b>D. ERVASTI SALES CO., LLC</b>		Check		
				E 01	020 294 064 000 401	Piqua White field Marking Chalk		\$249.00	
				E 01	020 296 059 000 430	Piqua White field Marking Chalk		\$249.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42137</b>	Invoice	<b>Invoice No:</b> 16271	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$498.00</b>	
							<b>Check Amount:</b>	<b>\$498.00</b>	
0485	PCB	76683	3687		<b>HOLDINGFORD HARDWARE</b>		Check		
				E 01	020 255 000 000 430	Woodshop Supplies		\$36.50	
	<b>PO#:</b> 5676	<b>Voucher #:</b>	<b>42162</b>	Invoice	<b>Invoice No:</b> 44310	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$36.50</b>	
				E 01	020 255 000 000 430	Woodshop Supplies		\$44.97	
	<b>PO#:</b> 5676	<b>Voucher #:</b>	<b>42163</b>	Invoice	<b>Invoice No:</b> 43143	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$44.97</b>	
				E 01	020 255 000 000 430	Woodshop Supplies		\$109.93	
	<b>PO#:</b> 5676	<b>Voucher #:</b>	<b>42164</b>	Invoice	<b>Invoice No:</b> 43705	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$109.93</b>	
							<b>Check Amount:</b>	<b>\$191.40</b>	
0485	PCB	76684	3784		<b>INDEPENDENT SCHOOL DIST #482</b>		Check		
				E 01	020 296 063 000 391	Dance		\$3,254.79	
				E 01	020 296 090 000 391	Swim/Dive		\$788.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42138</b>	Invoice	<b>Invoice No:</b> 0002400029	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$4,043.54</b>	
							<b>Check Amount:</b>	<b>\$4,043.54</b>	
0485	PCB	76685	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490	MILK		\$425.35	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42139</b>	Invoice	<b>Invoice No:</b> 5152370	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$425.35</b>	
				E 02	005 770 000 701 490	MILK		\$425.30	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42140</b>	Invoice	<b>Invoice No:</b> 5151481	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$425.30</b>	
							<b>Check Amount:</b>	<b>\$850.65</b>	
0485	PCB	76686	4911		<b>Krogstad, Emily</b>		Check		
				E 01	020 298 069 000 305	Room Manager - Sub Sections		\$55.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42171</b>	Invoice	<b>Invoice No:</b> 04.08.2024	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$55.00</b>	
							<b>Check Amount:</b>	<b>\$55.00</b>	
0485	PCB	76687	3081		<b>LARRY MIDAS</b>		Check		
				E 01	020 294 064 000 305	V Baseball Umpire ACGC Double Header		\$220.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42141</b>	Invoice	<b>Invoice No:</b> 04.25.2024	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$220.00</b>	
							<b>Check Amount:</b>	<b>\$220.00</b>	
0485	PCB	76688	4729		<b>MARK CEKALLA</b>		Check		
				E 01	020 292 080 000 401	RBI Seat Sponsorship		\$10.94	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42161</b>	Invoice	<b>Invoice No:</b> 04.23.2024	<b>5/6/2024</b>	<b>Paid Amt:</b>	<b>\$10.94</b>	
							<b>Check Amount:</b>	<b>\$10.94</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76689	1346		<b>MINNESOTA POWER</b>		Check
				E 01	020 810 000 000 331 Acct 5091115490 MS/HS		\$12,283.25
<b>PO#:</b>	<b>Voucher #:</b>	<b>42143</b>	Invoice	<b>Invoice No:</b>	509571314143	<b>5/6/2024</b>	<b>Paid Amt: \$12,283.25</b>
				E 01	020 810 000 000 331 Acct 811180000 Elect		\$59.75
<b>PO#:</b>	<b>Voucher #:</b>	<b>42144</b>	Invoice	<b>Invoice No:</b>	811738016581	<b>5/6/2024</b>	<b>Paid Amt: \$59.75</b>
				E 01	020 810 000 000 331 Acct 6691032130 Elect		\$33.09
<b>PO#:</b>	<b>Voucher #:</b>	<b>42145</b>	Invoice	<b>Invoice No:</b>	669338671323	<b>5/6/2024</b>	<b>Paid Amt: \$33.09</b>
				E 01	010 810 000 000 331 ES Acct 4015125490		\$3,720.79
<b>PO#:</b>	<b>Voucher #:</b>	<b>42146</b>	Invoice	<b>Invoice No:</b>	401390100245	<b>5/6/2024</b>	<b>Paid Amt: \$3,720.79</b>
							<b>Check Amount: \$16,096.88</b>
0485	PCB	76690	4910		<b>Mora Schools</b>		Check
				E 01	020 292 057 000 369 Track Meet Entry Fee		\$175.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42166</b>	Invoice	<b>Invoice No:</b>	05.01.2024	<b>5/6/2024</b>	<b>Paid Amt: \$175.00</b>
							<b>Check Amount: \$175.00</b>
0485	PCB	76691	4458		<b>MOSYLE CORPORATION</b>		Check
				E 01	005 690 690 000 405 Addt'l Licenses 02/01/2024 through 07/31/2024		\$17.14
<b>PO#:</b>	<b>Voucher #:</b>	<b>42142</b>	Invoice	<b>Invoice No:</b>	2477609	<b>5/6/2024</b>	<b>Paid Amt: \$17.14</b>
							<b>Check Amount: \$17.14</b>
0485	PCB	76692	4350		<b>MSHSL</b>		Check
				E 01	020 298 069 000 369 State Entry Fee Speech		\$40.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42165</b>	Invoice	<b>Invoice No:</b>	042179	<b>5/6/2024</b>	<b>Paid Amt: \$40.00</b>
							<b>Check Amount: \$40.00</b>
0485	PCB	76693	1406		<b>PAN-O-GOLD BAKING CO</b>		Check
				E 02	005 770 000 701 490 BREAD		\$72.31
<b>PO#:</b>	<b>Voucher #:</b>	<b>42147</b>	Invoice	<b>Invoice No:</b>	10000624120003	<b>5/6/2024</b>	<b>Paid Amt: \$72.31</b>
				E 02	005 770 000 701 490 BREAD		\$75.18
<b>PO#:</b>	<b>Voucher #:</b>	<b>42151</b>	Invoice	<b>Invoice No:</b>	10000624120002	<b>5/6/2024</b>	<b>Paid Amt: \$75.18</b>
							<b>Check Amount: \$147.49</b>
0485	PCB	76694	4289		<b>PAYNESVILLE AREA SCHOOLS</b>		Check
				E 01	020 296 103 000 369 Golf meet entry fee		\$50.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42167</b>	Invoice	<b>Invoice No:</b>	05.01.2024	<b>5/6/2024</b>	<b>Paid Amt: \$50.00</b>
							<b>Check Amount: \$50.00</b>
0485	PCB	76695	4289		<b>PAYNESVILLE AREA SCHOOLS</b>		Check
				E 01	020 294 103 000 369 Golf meet entry fee		\$150.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42170</b>	Invoice	<b>Invoice No:</b>	05-01-2024	<b>5/6/2024</b>	<b>Paid Amt: \$150.00</b>
							<b>Check Amount: \$150.00</b>
0485	PCB	76696	2363		<b>ST CLOUD AREA SCHOOLS 742</b>		Check
				E 01	998 211 000 000 390 M Holm		\$1,290.24

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76696	2363		<b>ST CLOUD AREA SCHOOLS 742</b>		Check
				E 01	998 211 000 000 390 N. BECHTOLD		\$737.28
				E 01	998 211 000 000 390 I Rudh		\$1,474.56
				E 01	998 211 000 000 390 A Woltman		\$1,167.36
<b>PO#:</b>	<b>Voucher #:</b>	<b>42093</b>	Invoice	<b>Invoice No:</b>	0000011698	<b>5/6/2024</b>	<b>Paid Amt: \$4,669.44</b>
							<b>Check Amount: \$4,669.44</b>
0485	PCB	76697	3270		<b>STAPLES MOTLEY ISD #2170</b>		Check
				E 01	020 294 103 000 369 Boys Golf Entry Fee		\$150.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42169</b>	Invoice	<b>Invoice No:</b>	05.01.2024	<b>5/6/2024</b>	<b>Paid Amt: \$150.00</b>
							<b>Check Amount: \$150.00</b>
0485	PCB	76698	2577		<b>SYSCO WESTERN MN, INC.</b>		Check
				E 02	005 770 000 705 490 BREAKFAST		\$620.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>42152</b>	Invoice	<b>Invoice No:</b>	253627028	<b>5/6/2024</b>	<b>Paid Amt: \$620.50</b>
				E 02	005 770 000 701 401 SUPPLIES		\$39.85
<b>PO#:</b>	<b>Voucher #:</b>	<b>42153</b>	Invoice	<b>Invoice No:</b>	253627026	<b>5/6/2024</b>	<b>Paid Amt: \$39.85</b>
				E 02	005 770 000 701 490 LUNCH		\$226.80
				E 02	005 770 000 701 401 SUPPLIES		\$30.67
<b>PO#:</b>	<b>Voucher #:</b>	<b>42154</b>	Invoice	<b>Invoice No:</b>	253627027	<b>5/6/2024</b>	<b>Paid Amt: \$257.47</b>
				E 02	005 770 000 701 491 Commodity		\$44.80
<b>PO#:</b>	<b>Voucher #:</b>	<b>42155</b>	Invoice	<b>Invoice No:</b>	253627030	<b>5/6/2024</b>	<b>Paid Amt: \$44.80</b>
				E 02	005 770 000 701 490 LUNCH		\$2,549.79
				E 02	005 770 000 701 401 SUPPLIES		\$173.33
<b>PO#:</b>	<b>Voucher #:</b>	<b>42156</b>	Invoice	<b>Invoice No:</b>	253627029	<b>5/6/2024</b>	<b>Paid Amt: \$2,723.12</b>
				E 02	005 770 000 701 490 LUNCH		\$2,063.11
				E 02	005 770 000 701 401 SUPPLIES		\$116.67
<b>PO#:</b>	<b>Voucher #:</b>	<b>42157</b>	Invoice	<b>Invoice No:</b>	253627025	<b>5/6/2024</b>	<b>Paid Amt: \$2,179.78</b>
				E 02	005 770 000 701 491 Commodity		\$38.74
<b>PO#:</b>	<b>Voucher #:</b>	<b>42158</b>	Invoice	<b>Invoice No:</b>	253627024	<b>5/6/2024</b>	<b>Paid Amt: \$38.74</b>
							<b>Check Amount: \$5,904.26</b>
0485	PCB	76699	4206		<b>T-MOBILE</b>		Check
				E 01	005 810 000 000 320 Mobile Internet Acct 971799683		\$100.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42159</b>	Invoice	<b>Invoice No:</b>	04.21.2024	<b>5/6/2024</b>	<b>Paid Amt: \$100.00</b>
							<b>Check Amount: \$100.00</b>
0485	PCB	76700	3291		<b>BPA</b>		Check
				E 01	020 298 073 000 366 BPA-Nationals-Advisor		\$261.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>41859</b>	Invoice	<b>Invoice No:</b>	24135	<b>5/8/2024</b>	<b>Paid Amt: \$261.00</b>
							<b>Check Amount: \$261.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76701	4295		<b>AMAZON CAPITAL SERVICES</b>		<b>Check</b>
				E 01 010 203 101 000 430	1452174865 Chronicle Books Old Mummy Car		\$12.99
				E 01 010 203 101 000 430	B00000DMBF Pressman PRE-3018-06J Mast		\$53.67
				E 01 010 203 101 000 430	B00000DMER ThinkFun Rush Hour Traffic Jar		\$17.56
				E 01 010 203 101 000 430	B0014A7QO8 Ravensburger The Solar System		\$14.49
				E 01 010 203 101 000 430	B0031P91LK Mindware Q-Bitz Pattern Matchir		\$29.95
				E 01 010 203 101 000 430	B007EA4UBY Melissa & Doug Suspend Famil		\$15.19
				E 01 010 203 101 000 430	B00GRV5JNY ThinkFun Rush Hour Junior Tra		\$18.59
				E 01 010 203 101 000 430	B00N7CD4BK VIAHART Brain Flakes 500 Pie		\$16.99
				E 01 010 203 101 000 430	B00PPWHUEW Fotorama Tap It Wireless Ultr		\$29.99
				E 01 010 203 101 000 430	B00RI5QQ6C Play-Doh HASB5517BAMZ 4-P;		\$19.60
				E 01 010 203 101 000 430	B01A6GAH46 eeBoo: Time Telling Game, Dev		\$19.20
				E 01 010 203 101 000 430	B01MYV9MM9 HedBanz Game 2nd Edition Th		\$27.71
				E 01 010 203 101 000 430	B079HC2D7X eeBoo: Sloth in a Hurry Action E		\$9.34
				E 01 010 203 101 000 430	B07BC1NR52 Play-Doh Bulk Spring Colors 12		\$10.50
				E 01 010 203 101 000 430	B07JL4D9BB Ravensburger Animals of The W		\$21.05
				E 01 010 203 101 000 430	B07LC61PMT Buffalo Games - Delightful Dont		\$17.96
				E 01 010 203 101 000 430	B07RMJ8SG6 Skillmatics Card Game - Guess		\$14.96
				E 01 010 203 101 000 430	B08DJ9BJD1 Koyiwa 100 Pieces Jigsaw Puzz		\$9.99
				E 01 010 203 101 000 430	B08GX8962T AFUNX 130 PCS Magnetic Tiles		\$49.99
				E 01 010 203 101 000 430	B08KF6WY5K Ravensburger The Pharaoh's L		\$15.17
				E 01 010 203 101 000 430	B08VDDQ66F Ravensburger Reptile Resort 3l		\$17.99
				E 01 010 203 101 000 430	B09BSP7B7V Dixit Board Game - The Award-l		\$29.99
				E 01 010 203 101 000 430	Promotion & Discount		(\$10.00)
<b>PO#: 5713</b>	<b>Voucher #:</b>	<b>42247</b>	Invoice	<b>Invoice No:</b>	1YP7-9X7Q-6CD3	<b>5/10/2024</b>	<b>Paid Amt: \$462.87</b>
			E 01 010 408 000 740 433		Wateland Classroom supplies		\$82.51
<b>PO#:</b>	<b>Voucher #:</b>	<b>42173</b>	Invoice	<b>Invoice No:</b>	1FJC-7VKT-LF4W	<b>5/10/2024</b>	<b>Paid Amt: \$82.51</b>
			E 01 010 201 000 000 430		Credit Invoice Shaughnessy		\$178.05
<b>PO#:</b>	<b>Voucher #:</b>	<b>42174</b>	Credit	<b>Invoice No:</b>	17YD-NJ44-71TN	<b>5/10/2024</b>	<b>Paid Amt: (\$178.05)</b>
			E 01 010 203 200 000 430		Marschel Classroom Supplies		\$249.36
<b>PO#:</b>	<b>Voucher #:</b>	<b>42175</b>	Invoice	<b>Invoice No:</b>	1MDD-WN3N-K4M4	<b>5/10/2024</b>	<b>Paid Amt: \$249.36</b>
			E 04 005 505 000 321 401		Volleyballs Balck & White		\$244.80
<b>PO#:</b>	<b>Voucher #:</b>	<b>42197</b>	Invoice	<b>Invoice No:</b>	16QQ-KJ39-VFG6	<b>5/10/2024</b>	<b>Paid Amt: \$244.80</b>
			E 01 010 740 000 000 401		Weidenbach Classroom Supplies \$235.21		\$235.21
<b>PO#:</b>	<b>Voucher #:</b>	<b>42198</b>	Invoice	<b>Invoice No:</b>	1GMG-6N39-9QHX	<b>5/10/2024</b>	<b>Paid Amt: \$235.21</b>
			E 01 010 203 300 000 430		6 Quart Storage boxes		\$51.38
<b>PO#:</b>	<b>Voucher #:</b>	<b>42199</b>	Invoice	<b>Invoice No:</b>	1LP9-GJNG-GPC4	<b>20 5/10/2024</b>	<b>Paid Amt: \$51.38</b>

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0485	PCB	76701	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	010 203 500 000 430	100 Pack AA Batteries		\$23.81	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42200</b>	Invoice	<b>Invoice No:</b>	1F6v-DFTW-N1TC	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$23.81</b>	
							<b>Check Amount:</b>	<b>\$1,171.89</b>	
0485	PCB	76702	4180		<b>AUTO VALUE LITTLE FALLS</b>		Check		
				E 01	005 760 000 720 401	Self igniting torch, flexfill & map gas		\$115.29	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42240</b>	Invoice	<b>Invoice No:</b>	12056256	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$115.29</b>	
				E 01	005 760 000 720 401	Straight Heater Hose		\$44.85	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42241</b>	Invoice	<b>Invoice No:</b>	12054969	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$44.85</b>	
							<b>Check Amount:</b>	<b>\$160.14</b>	
0485	PCB	76703	4912		<b>Brezinka, Parker</b>		Check		
				R 04	000 570 000 321 050	Map Refund		\$107.75	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42176</b>	Invoice	<b>Invoice No:</b>	05.06.2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$107.75</b>	
							<b>Check Amount:</b>	<b>\$107.75</b>	
0485	PCB	76704	2016		<b>BSN SPORTS</b>		Check		
				E 01	020 294 064 000 401	Batting Helmets		\$629.82	
				E 01	020 294 064 000 401	Freight		\$31.49	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42243</b>	Invoice	<b>Invoice No:</b>	925702109	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$661.31</b>	
							<b>Check Amount:</b>	<b>\$661.31</b>	
0485	PCB	76705	4761		<b>CANS R US, LLC</b>		Check		
				E 01	005 810 000 000 305	Toilet Rental		\$440.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42201</b>	Invoice	<b>Invoice No:</b>	3514	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$440.00</b>	
							<b>Check Amount:</b>	<b>\$440.00</b>	
0485	PCB	76706	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,131.76	
				E 01	005 760 000 720 442	Discount		(\$37.55)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42202</b>	Invoice	<b>Invoice No:</b>	5210547	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$1,094.21</b>	
				E 01	005 760 000 720 442	UNLEADED		\$258.90	
				E 01	005 760 000 720 442	Discount		(\$8.59)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42203</b>	Invoice	<b>Invoice No:</b>	5210469	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$250.31</b>	
				E 01	005 760 000 720 442	UNLEADED		\$599.18	
				E 01	005 760 000 720 442	Discount		(\$19.88)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42204</b>	Invoice	<b>Invoice No:</b>	753781	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$579.30</b>	
				E 01	005 760 000 720 442	Roadmaster Diesel		\$4,213.52	
				E 01	005 760 000 720 442	Discount		(\$122.70)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42205</b>	Invoice	<b>Invoice No:</b>	753781	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$4,090.82</b>	
				E 01	005 760 000 720 442	Roadmaster Diesel		\$2,173.60	

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0485	PCB	76706	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	Discount		(\$65.00)	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42206</b>	Invoice	<b>Invoice No:</b> 5210574	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$2,108.60</b>	
							<b>Check Amount:</b>	<b>\$8,123.24</b>	
0485	PCB	76707	1086		<b>CITY OF ROYALTON</b>		Check		
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$666.48	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42177</b>	Invoice	<b>Invoice No:</b> 05.02.2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$666.48</b>	
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,385.13	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42178</b>	Invoice	<b>Invoice No:</b> 05-02-2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$1,385.13</b>	
							<b>Check Amount:</b>	<b>\$2,051.61</b>	
0485	PCB	76708	3866		<b>DARRYL EIYNCK</b>		Check		
				E 01	020 296 059 000 305	Softball Official Kimball		\$100.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42181</b>	Invoice	<b>Invoice No:</b> 05.06.2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	
0485	PCB	76709	3254		<b>DENNIS MIDDENDORF</b>		Check		
				E 01	020 296 059 000 305	Softball Umpire Paynesville Double Header		\$230.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42190</b>	Invoice	<b>Invoice No:</b> 05.03.2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$230.00</b>	
							<b>Check Amount:</b>	<b>\$230.00</b>	
0485	PCB	76710	3950		<b>Eisenbeis, Brad</b>		Check		
				E 01	020 296 059 000 305	Softball Ump Paynesville Double Header		\$200.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42179</b>	Invoice	<b>Invoice No:</b> 05.03.2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$200.00</b>	
				E 01	020 294 064 000 305	Baseball Umpire		\$100.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42180</b>	Invoice	<b>Invoice No:</b> 05.06.2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$300.00</b>	
0485	PCB	76711	1163		<b>FIEDLERS YOUR PUMPING SPECIALIST, INC</b>		Check		
				E 01	005 810 000 000 305	Open line in the Art room		\$425.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42230</b>	Invoice	<b>Invoice No:</b> 57591	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$425.00</b>	
							<b>Check Amount:</b>	<b>\$425.00</b>	
0485	PCB	76712	1215		<b>HILLYARD INC</b>		Check		
				E 01	005 810 000 000 401	Custodial supplies		\$3,802.01	
	<b>PO#:</b> 5726	<b>Voucher #:</b>	<b>42207</b>	Invoice	<b>Invoice No:</b> 605472635	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$3,802.01</b>	
							<b>Check Amount:</b>	<b>\$3,802.01</b>	
0485	PCB	76713	1220		<b>HOLDINGFORD PUBLIC SCHOOL</b>		Check		
				E 01	020 292 057 000 369	JH Track Meet		\$50.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42244</b>	Invoice	<b>Invoice No:</b> 05.08.2024	<b>5/10/2024</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
							<b>Check Amount:</b>	<b>\$50.00</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76714	1238		<b>INNOVATIVE OFFICE SOLUTION, LLC</b>		Check		
				E 11	010 203 902 000 430	Variquest System Paper Order		\$178.96	
	PO#: 5709	Voucher #:	42208	Invoice	Invoice No: IN4525966	5/10/2024	Paid Amt:	\$178.96	
							Check Amount:	\$178.96	
0485	PCB	76715	3638		<b>JEFFREY KELLERMAN</b>		Check		
				E 01	020 296 059 000 305	Softball Official Kimball		\$100.00	
	PO#:	Voucher #:	42182	Invoice	Invoice No: 05.06.2024	5/10/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76716	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490	MILK		\$455.50	
	PO#:	Voucher #:	42183	Invoice	Invoice No: 5109165	5/10/2024	Paid Amt:	\$455.50	
				E 02	005 770 000 701 490	MILK		\$531.30	
	PO#:	Voucher #:	42184	Invoice	Invoice No: 5107815	5/10/2024	Paid Amt:	\$531.30	
				E 02	005 770 000 701 490	MILK		\$334.30	
	PO#:	Voucher #:	42185	Invoice	Invoice No: 5166266	5/10/2024	Paid Amt:	\$334.30	
				E 02	005 770 000 701 490	MILK		\$425.35	
	PO#:	Voucher #:	42186	Invoice	Invoice No: 5164053	5/10/2024	Paid Amt:	\$425.35	
				E 02	005 770 000 701 490	MILK		\$152.00	
	PO#:	Voucher #:	42187	Invoice	Invoice No: 5160597	5/10/2024	Paid Amt:	\$152.00	
				E 02	005 770 000 701 490	MILK		\$288.65	
	PO#:	Voucher #:	42188	Invoice	Invoice No: 5157788	5/10/2024	Paid Amt:	\$288.65	
							Check Amount:	\$2,187.10	
0485	PCB	76717	3081		<b>LARRY MIDAS</b>		Check		
				E 01	020 294 064 000 305	Baseball Umpire BBE Double Header		\$220.00	
	PO#:	Voucher #:	42246	Invoice	Invoice No: 05.09.2024	5/10/2024	Paid Amt:	\$220.00	
							Check Amount:	\$220.00	
0485	PCB	76718	1323		<b>MELGRAM JEWELERS</b>		Check		
				E 01	020 211 000 000 401	Student of the Month Plaques		\$224.55	
	PO#: 5690	Voucher #:	42209	Invoice	Invoice No: 174602171	5/10/2024	Paid Amt:	\$224.55	
							Check Amount:	\$224.55	
0485	PCB	76719	1326		<b>MENARDS</b>		Check		
				E 01	005 810 000 000 410	Custodial Supplies		\$251.65	
	PO#:	Voucher #:	42210	Invoice	Invoice No: 31796	5/10/2024	Paid Amt:	\$251.65	
							Check Amount:	\$251.65	
0485	PCB	76720	2524		<b>MIDCONTINENT COMMUNICATIONS</b>		Check		
				E 01	005 810 000 000 320	PHONE SERVICE 23		\$574.80	
	PO#:	Voucher #:	42189	Invoice	Invoice No: 14529320114001	5/10/2024	Paid Amt:	\$574.80	
							Check Amount:	\$574.80	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76721	3820		<b>MIKE GIAMBRUNO</b>		Check		
				E 01	020 294 064 000 305	Baseball Umpire BBE Double Header		\$220.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42245</b>	Invoice	<b>Invoice No:</b> 05.09.2024			<b>Paid Amt:</b>	<b>\$220.00</b>
								<b>Check Amount:</b>	<b>\$220.00</b>
0485	PCB	76722	3965		<b>MRI SOFTWARE LLC</b>		Check		
				E 01	005 110 000 000 305	Staff Screen		\$75.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42231</b>	Invoice	<b>Invoice No:</b> MRIUS1957302			<b>Paid Amt:</b>	<b>\$75.00</b>
								<b>Check Amount:</b>	<b>\$75.00</b>
0485	PCB	76723	1375		<b>NAPA AUTO PARTS</b>		Check		
				E 01	005 760 000 720 401	Cable Ties, Body Hardware, Fend Ret & Retain		\$23.86	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42236</b>	Invoice	<b>Invoice No:</b> 592488			<b>Paid Amt:</b>	<b>\$23.86</b>
				E 01	005 760 000 720 401	Fastener, Gloves & Boxed capsules		\$173.71	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42237</b>	Invoice	<b>Invoice No:</b> 593178			<b>Paid Amt:</b>	<b>\$173.71</b>
				E 01	005 760 000 720 401	Grease, Coupler, clamp, silicone, weatherstrip		\$56.15	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42238</b>	Invoice	<b>Invoice No:</b> 595967			<b>Paid Amt:</b>	<b>\$56.15</b>
				E 01	005 810 000 000 401	Battery for utility cart		\$185.24	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42239</b>	Invoice	<b>Invoice No:</b> 593725			<b>Paid Amt:</b>	<b>\$185.24</b>
								<b>Check Amount:</b>	<b>\$438.96</b>
0485	PCB	76724	1383		<b>NORDLUND REPAIR</b>		Check		
				E 01	005 810 000 000 305	F250 Truck Repair & oil change		\$587.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42229</b>	Invoice	<b>Invoice No:</b> 04.02.2024			<b>Paid Amt:</b>	<b>\$587.75</b>
								<b>Check Amount:</b>	<b>\$587.75</b>
0485	PCB	76725	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490	BREAD		\$76.73	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42191</b>	Invoice	<b>Invoice No:</b> 10000624127002			<b>Paid Amt:</b>	<b>\$76.73</b>
								<b>Check Amount:</b>	<b>\$76.73</b>
0485	PCB	76726	4242		<b>RADEMACHER COMPANIES, INC.</b>		Check		
				E 01	020 301 096 830 430	Food for Liddane's class		\$41.59	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42226</b>	Invoice	<b>Invoice No:</b> 00081064			<b>Paid Amt:</b>	<b>\$41.59</b>
				E 01	020 301 096 830 430	Food for Liddane's class		\$42.09	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42227</b>	Invoice	<b>Invoice No:</b> 00081530			<b>Paid Amt:</b>	<b>\$42.09</b>
								<b>Check Amount:</b>	<b>\$83.68</b>
0485	PCB	76727	3113		<b>REPUBLIC SERVICES #891</b>		Check		
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,300.51	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42211</b>	Invoice	<b>Invoice No:</b> 0891-001355253			<b>Paid Amt:</b>	<b>\$1,300.51</b>
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,136.91	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42212</b>	Invoice	<b>Invoice No:</b> 0891-001355254			<b>Paid Amt:</b>	<b>\$1,136.91</b>
								<b>Check Amount:</b>	<b>\$2,437.42</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76728	1463		<b>RICE HARDWARE HANK</b>		Check		
				E 01	005 810 000 000 401	Tailpiece sink & P Trap		\$8.48	
	PO#: 5719	Voucher #:	42228	Invoice	Invoice No: 31119/3	5/10/2024	Paid Amt:	\$8.48	
							Check Amount:	\$8.48	
0485	PCB	76729	4408		<b>School Management Services</b>		Check		
				E 01	005 010 000 000 305	Fed Grant Support 12/16- 02/15/2024		\$300.00	
	PO#:	Voucher #:	42213	Invoice	Invoice No: 101980	5/10/2024	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0485	PCB	76730	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 701 490	LUNCH		\$2,627.23	
				E 02	005 770 000 701 401	SUPPLIES		\$297.48	
	PO#:	Voucher #:	42192	Invoice	Invoice No: 253632994	5/10/2024	Paid Amt:	\$2,924.71	
				E 02	005 770 000 701 491	Commodity		\$42.57	
	PO#:	Voucher #:	42193	Invoice	Invoice No: 253632992	5/10/2024	Paid Amt:	\$42.57	
				E 04	005 570 000 000 490	MAP		\$177.89	
	PO#:	Voucher #:	42194	Invoice	Invoice No: 253632993	5/10/2024	Paid Amt:	\$177.89	
				E 02	005 770 000 701 490	LUNCH		\$623.36	
	PO#:	Voucher #:	42195	Invoice	Invoice No: 253630982	5/10/2024	Paid Amt:	\$623.36	
				E 02	005 770 000 701 401	SUPPLIES		\$27.78	
	PO#:	Voucher #:	42232	Invoice	Invoice No: 253616626	5/10/2024	Paid Amt:	\$27.78	
				E 02	005 770 000 701 490	LUNCH		\$36.33	
	PO#:	Voucher #:	42233	Invoice	Invoice No: 253619087	5/10/2024	Paid Amt:	\$36.33	
				E 02	005 770 000 701 401	Supply Credit		\$103.47	
	PO#:	Voucher #:	42234	Credit	Invoice No: 253627503	5/10/2024	Paid Amt:	(\$103.47)	
				E 02	005 770 000 701 490	LUNCH		\$34.38	
				E 02	005 770 000 701 401	SUPPLIES		\$669.14	
	PO#:	Voucher #:	42235	Invoice	Invoice No: 253627031	5/10/2024	Paid Amt:	\$703.52	
							Check Amount:	\$4,432.69	
0485	PCB	76731	1559		<b>TECH CHECK, LLC</b>		Check		
				E 11	010 203 902 000 430	AM-32229 CA-70 Sentinel Amplifier with Integr		\$2,303.85	
				E 11	010 203 902 000 430	ST-XD-9061XD Teacher Box with Teacher Pen		\$1,404.78	
				E 11	010 203 902 000 430	CK-4010 Wiring Bundle for CA-30/60/70 Ampli		\$278.19	
				E 11	010 203 902 000 430	ST-SP-0001 CS-12 Ceiling Speaker, Circle Cu		\$992.94	
	PO#: 5701	Voucher #:	42214	Invoice	Invoice No: 55632	5/10/2024	Paid Amt:	\$4,979.76	
							Check Amount:	\$4,979.76	
0485	PCB	76732	2279		<b>VEX ROBOTICS, INC</b>		Check		
				E 11	010 203 902 000 430	228-8899 VEX IQ Education Kit (2nd generatic		\$1,407.00	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76732	2279		<b>VEX ROBOTICS, INC</b>		Check		
				E 11	010 203 902 000 430	228-7755 VEX IQ Small Classroom Bundle		\$7,797.00	
	PO#: 5707	Voucher #:	42196	Invoice	Invoice No: 732887	5/10/2024	Paid Amt:	\$9,204.00	
							Check Amount:	\$9,204.00	
0485	PCB	76733	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	010 203 500 000 430	Muehring Classroom Supplies		\$212.78	
	PO#:	Voucher #:	42255	Invoice	Invoice No: 1LP9-GJNG-FJG6	5/17/2024	Paid Amt:	\$212.78	
				E 01	010 203 400 000 430	Hanson Classroom Supplies		\$114.62	
	PO#:	Voucher #:	42256	Invoice	Invoice No: 1CTR-9PHL-HNHN	5/17/2024	Paid Amt:	\$114.62	
				E 01	010 203 400 000 430	Hanson Educational Math Stacks		\$128.68	
	PO#:	Voucher #:	42258	Invoice	Invoice No: 1PTR-FGN-LCM4	5/17/2024	Paid Amt:	\$128.68	
							Check Amount:	\$456.08	
0485	PCB	76734	4360		<b>BENEFIT EXTRAS, INC.</b>		Check		
				E 01	005 110 000 000 305	COBRA Administration Monthly Fee		\$15.00	
	PO#:	Voucher #:	42259	Invoice	Invoice No: 122270	5/17/2024	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
0485	PCB	76735	4396		<b>CHRIS VOSEN AUTO REPAIR</b>		Check		
				E 01	005 760 000 720 350	Oil Change Van # 29		\$94.13	
	PO#:	Voucher #:	42296	Invoice	Invoice No: 7601	5/17/2024	Paid Amt:	\$94.13	
							Check Amount:	\$94.13	
0485	PCB	76736	3817		<b>DAVID LEON</b>		Check		
				E 01	020 294 064 000 305	V Baseball Umpire Holdingford		\$110.00	
	PO#:	Voucher #:	42260	Invoice	Invoice No: 05.14.2024	5/17/2024	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	76737	1715		<b>DVS RENEWAL</b>		Check		
				E 01	005 760 000 720 820	DVS RENEWAL		\$38.50	
	PO#:	Voucher #:	42298	Invoice	Invoice No: 04.01.2024	5/17/2024	Paid Amt:	\$38.50	
							Check Amount:	\$38.50	
0485	PCB	76738	1133		<b>ECM PUBLISHERS INC</b>		Check		
				E 01	005 110 000 000 380	May 13 Regular Agenda		\$64.00	
	PO#:	Voucher #:	42261	Invoice	Invoice No: 998189	5/17/2024	Paid Amt:	\$64.00	
				E 01	005 110 000 000 380	May 13 Regular		\$77.00	
	PO#:	Voucher #:	42262	Invoice	Invoice No: 998188	5/17/2024	Paid Amt:	\$77.00	
							Check Amount:	\$141.00	
0485	PCB	76739	1152		<b>EVERGREEN LAWN IRRIGATION</b>		Check		
				E 01	005 810 000 000 350	Start up Sprinkler system and repair		\$887.00	
	PO#:	Voucher #:	42263	Invoice	Invoice No: 7492	5/17/2024	Paid Amt:	\$887.00	
							Check Amount:	\$887.00	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76740	1423		<b>ISD #484</b>		Check		
				E 01	020 292 057 000 305	Track and Field Entry Fee		\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42285</b>	Invoice		<b>Invoice No:</b> 05.16.2024		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$100.00</b>
								<b>Check Amount:</b>	<b>\$100.00</b>
0485	PCB	76741	4915		<b>Jones, Matthew</b>		Check		
				E 01	020 296 059 000 305	V Softball Ump Pillager		\$115.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42269</b>	Invoice		<b>Invoice No:</b> 05.14.2024		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$115.00</b>
								<b>Check Amount:</b>	<b>\$115.00</b>
0485	PCB	76742	1267		<b>KEMPS, LLC</b>		Check		
				E 02	005 770 000 701 490	MILK		\$418.35	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42264</b>	Invoice		<b>Invoice No:</b> 5176034		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$418.35</b>
				E 02	005 770 000 701 490	MILK		\$298.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42265</b>	Invoice		<b>Invoice No:</b> 5170817		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$298.80</b>
				E 02	005 770 000 701 490	MILK		\$119.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42266</b>	Invoice		<b>Invoice No:</b> 5171278		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$119.60</b>
				E 02	005 770 000 701 490	MILK		\$239.10	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42300</b>	Invoice		<b>Invoice No:</b> 5182855		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$239.10</b>
				E 02	005 770 000 701 490	MILK		\$209.10	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42301</b>	Invoice		<b>Invoice No:</b> 5182868		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$209.10</b>
				E 02	005 770 000 701 490	MILK		\$373.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42302</b>	Invoice		<b>Invoice No:</b> 5180619		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$373.50</b>
								<b>Check Amount:</b>	<b>\$1,658.45</b>
0485	PCB	76743	4914		<b>Legatt, Logan</b>		Check		
				E 01	020 296 059 000 305	JV SB Ump Pillager		\$115.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42267</b>	Invoice		<b>Invoice No:</b> 05.14.2024		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$115.00</b>
								<b>Check Amount:</b>	<b>\$115.00</b>
0485	PCB	76744	4540		<b>MARCO</b>		Check		
				E 01	005 690 690 302 555	Copiers		\$1,946.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42268</b>	Invoice		<b>Invoice No:</b> 36509169		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$1,946.60</b>
								<b>Check Amount:</b>	<b>\$1,946.60</b>
0485	PCB	76745	3965		<b>MRI SOFTWARE LLC</b>		Check		
				E 01	005 110 000 000 305	Staff Screen		\$50.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42286</b>	Invoice		<b>Invoice No:</b> MRIUS1881010		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$50.00</b>
				E 01	005 110 000 000 305	Staff Screen		\$271.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42287</b>	Invoice		<b>Invoice No:</b> MRIUS1683966		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$271.00</b>
				E 01	005 110 000 000 305	Staff Screen		\$75.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42288</b>	Invoice		<b>Invoice No:</b> MRIUS1546573		<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$75.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76745	3965		<b>MRI SOFTWARE LLC</b>		Check		
				E 01	005 110 000 000 305	Staff Screen		\$25.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42289</b>	Invoice	<b>Invoice No:</b>	MRIUS1607853	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$25.00</b>
								<b>Check Amount:</b>	<b>\$421.00</b>
0485	PCB	76746	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check		
				E 01	005 760 000 720 401	Shop Supplies Well Nut		\$39.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42290</b>	Invoice	<b>Invoice No:</b>	311524	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$39.00</b>
				E 01	005 760 000 720 401	Cover Assy, Plastic #17-17		\$83.49	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42291</b>	Invoice	<b>Invoice No:</b>	311522	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$83.49</b>
				E 01	005 760 000 720 401	Light, CL, Mkr Amb, Red Shop Supplies		\$130.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42292</b>	Invoice	<b>Invoice No:</b>	312129	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$130.00</b>
				E 01	005 760 000 720 401	Bus 13-14		\$209.64	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42293</b>	Invoice	<b>Invoice No:</b>	311930	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$209.64</b>
				E 01	005 760 000 720 401	Credit from Invoice # 311522		\$64.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42294</b>	Credit	<b>Invoice No:</b>	CM311522	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>(\$64.80)</b>
				E 01	005 760 000 720 401	Credit Memo		\$230.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42295</b>	Credit	<b>Invoice No:</b>	CM309200	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>(\$230.41)</b>
								<b>Check Amount:</b>	<b>\$166.92</b>
0485	PCB	76747	4608		<b>NORTH CENTRAL INT'L, LLC</b>		Check		
				E 01	005 760 000 720 350	Turbo Issue Bus # 8-06		\$650.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42297</b>	Invoice	<b>Invoice No:</b>	R220008133:01	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$650.52</b>
								<b>Check Amount:</b>	<b>\$650.52</b>
0485	PCB	76748	4515		<b>Northern Pines Mental Health Center</b>		Check		
				E 01	005 730 012 161 362	Interventionist Contract April, 2024		\$1,718.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42271</b>	Invoice	<b>Invoice No:</b>	APR 24Royalton	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$1,718.75</b>
								<b>Check Amount:</b>	<b>\$1,718.75</b>
0485	PCB	76749	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490	BREAD		\$118.14	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42272</b>	Invoice	<b>Invoice No:</b>	10000624134002	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$118.14</b>
				E 02	005 770 000 701 490	BREAD		\$72.62	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42273</b>	Invoice	<b>Invoice No:</b>	10000624127003	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$72.62</b>
								<b>Check Amount:</b>	<b>\$190.76</b>
0485	PCB	76750	2191		<b>PATRICK SCHNEIDER</b>		Check		
				E 01	020 294 064 000 305	V Baseball ump Maple Lake		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42274</b>	Invoice	<b>Invoice No:</b>	05.10.2024	<b>5/17/2024</b>	<b>Paid Amt:</b>	<b>\$110.00</b>
								<b>Check Amount:</b>	<b>\$110.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76751	3053		<b>PAUL GOEBEL</b>		Check		
				E 01	020 294 064 000 305	V Baseball Ump Holdingford		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42275</b>	Invoice	<b>Invoice No:</b>	05.14.2024		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
0485	PCB	76752	4901		<b>Ray, Tamsie L</b>		Check		
				E 04	005 505 000 321 305	Yoga Instructor		\$648.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42282</b>	Invoice	<b>Invoice No:</b>	04.29.2024		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$648.00</b>	
							<b>Check Amount:</b>	<b>\$648.00</b>	
0485	PCB	76753	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 701 490	LUNCH		\$2,362.71	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42276</b>	Invoice	<b>Invoice No:</b>	253637704		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$2,362.71</b>	
				E 02	005 770 000 701 491	Commodity		\$50.20	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42277</b>	Invoice	<b>Invoice No:</b>	253637703		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$50.20</b>	
				E 02	005 770 000 705 490	BREAKFAST		\$683.54	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42278</b>	Invoice	<b>Invoice No:</b>	253632995		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$683.54</b>	
				E 02	005 770 000 701 491	Commodity		\$75.04	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42279</b>	Invoice	<b>Invoice No:</b>	253632996		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$75.04</b>	
				E 02	005 770 000 701 490	LUNCH		\$2,488.96	
				E 02	005 770 000 701 401	SUPPLIES		\$151.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42280</b>	Invoice	<b>Invoice No:</b>	253632997		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$2,640.76</b>	
				E 02	005 770 000 701 490	LUNCH		\$58.59	
				E 02	005 770 000 701 401	SUPPLIES		\$40.96	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42281</b>	Invoice	<b>Invoice No:</b>	253632998		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$99.55</b>	
							<b>Check Amount:</b>	<b>\$5,911.80</b>	
0485	PCB	76754	2166		<b>TENVOORDE FORD, INC</b>		Check		
				E 01	005 760 000 720 401	Roller		\$128.13	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42299</b>	Invoice	<b>Invoice No:</b>	Q000950315		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$128.13</b>	
							<b>Check Amount:</b>	<b>\$128.13</b>	
0485	PCB	76755	2075		<b>THOMAS C SWENSON</b>		Check		
				E 01	020 294 064 000 305	V Baseball Ump Maple Lake		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42283</b>	Invoice	<b>Invoice No:</b>	05.10.2024		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
0485	PCB	76756	1592		<b>VERIZON WIRELESS</b>		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$300.18	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42303</b>	Invoice	<b>Invoice No:</b>	9963921384		<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$300.18</b>	
							<b>Check Amount:</b>	<b>\$300.18</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76757	2172		<b>VOIGT MOTORCOACH TRAVEL, INC.</b>		Check
				E 01	020 292 057 000 369	Transportation for True Team	\$562.20
<b>PO#:</b>	<b>Voucher #:</b>	<b>42284</b>	Invoice		<b>Invoice No:</b> 30639(B)	<b>5/17/2024</b>	<b>Paid Amt: \$562.20</b>
							<b>Check Amount: \$562.20</b>
0485	PCB	76758	1734		<b>Zetha, Nedda</b>		Check
				E 01	020 296 059 000 305	V Softball Ump Pillager	\$115.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42270</b>	Invoice		<b>Invoice No:</b> 05.14.2024	<b>5/17/2024</b>	<b>Paid Amt: \$115.00</b>
							<b>Check Amount: \$115.00</b>
0485	PCB	76759	4295		<b>AMAZON CAPITAL SERVICES</b>		Check
				E 01	010 420 000 740 433	Low Oror Dry Erase	\$13.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42381</b>	Invoice		<b>Invoice No:</b> 1FFN-YF9K-VQCC	<b>5/23/2024</b>	<b>Paid Amt: \$13.00</b>
				E 01	010 407 000 740 433	Nichols Classroom Supplies	\$544.64
<b>PO#:</b>	<b>Voucher #:</b>	<b>42382</b>	Invoice		<b>Invoice No:</b> 1WQG-TCG1-FJW3	<b>5/23/2024</b>	<b>Paid Amt: \$544.64</b>
				E 01	010 203 100 000 430	Hemminger Classroom Supplies	\$255.56
<b>PO#:</b>	<b>Voucher #:</b>	<b>42383</b>	Invoice		<b>Invoice No:</b> 1WCG-G34K-K3D6	<b>5/23/2024</b>	<b>Paid Amt: \$255.56</b>
				E 01	010 402 000 619 433	195297075X Learning Without Tears - Kick Sta	\$115.60
				E 01	010 402 000 619 433	1952970768 Learning Without Tears - Letters a	\$57.80
				E 01	010 402 000 619 433	1952970776 Learning Without Tears - My Print	\$115.60
				E 01	010 402 000 619 433	1952970792 Learning Without Tears - Cursive	\$28.90
				E 01	010 402 000 619 433	B00004WKT8 Learning Resources Big Time L	\$18.31
				E 01	010 402 000 619 433	B00JM5GW10 Play-Doh Modeling Compound	\$7.99
				E 01	010 402 000 619 433	B01J77IGT8 SANHO Yopo Dynamic Movemer	\$25.99
				E 01	010 402 000 619 433	B079KX3ND1 Munchables Kids' Chew Bracele	\$29.97
				E 01	010 402 000 619 433	B08F7WBS9D Hadley Designs 16 Educational	\$24.49
				E 01	010 402 000 619 433	B094D3JGLT Amazon Basics 48 Count AA & A	\$17.43
				E 01	010 402 000 619 433	B096Q9BBKV 2 Pack Rainmaker Rain Stick M	\$9.98
				E 01	010 402 000 619 433	B098J6K4B9 FINGOOO 7 Pieces Jumbo Pop	\$6.99
				E 01	010 402 000 619 433	B09LH8FMVW Chew Bracelets for Kids, Sens	\$11.38
				E 01	010 402 000 619 433	B0B4518KC2 Northern Galaxy Light Aurora Pr	\$39.99
				E 01	010 402 000 619 433	B0B6Q5BQKC Lockforall Cable Gun Locks wit	\$95.92
				E 01	010 402 000 619 433	B0BM94M4M9 TEMI 29" Large Dart Board for	\$15.99
				E 01	010 402 000 619 433	B0BQ2QFGDT Fanboxk 5Pcs Non-Slip Plastic	\$36.79
				E 01	010 402 000 619 433	B0C2YFVRZM Power Your Fun Arggh Mini Str	\$7.99
				E 01	010 402 000 619 433	B0CS34CSPC Kids Outdoor Toys Set-Contain:	\$44.00
<b>PO#:</b> 5739	<b>Voucher #:</b>	<b>42384</b>	Invoice		<b>Invoice No:</b> 14XX-4V3K-KCYD	<b>5/23/2024</b>	<b>Paid Amt: \$711.11</b>
				E 01	010 218 000 388 430	B000DZ9XGO Oxford Two-Pocket Folders, As:	\$12.85
				E 01	010 218 000 388 430	B00UHUJ2QG EXP30 Low Odor Dry Erase Ma	\$13.00
				E 01	010 218 000 388 430	B06ZY8VHRC Vogue Furniture Direct 24" High	\$78.99
				E 01	010 218 000 388 430	B07C5TKRL8 Proof! Math Game - The Fast P:	\$17.99

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76759	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	010 218 000 388 430	B07WWZNYNT Factory Direct Partners 11232		\$69.99	
				E 01	010 218 000 388 430	B086PKD3F1 HongyiTime 400 PCS Push Pins		\$5.29	
				E 01	010 218 000 388 430	B094YNV4DL SmartGames IQ Digits Math De		\$14.69	
				E 01	010 218 000 388 430	B09TN8TTBD SmartGames IQ Stixx Stacking		\$14.69	
				E 01	010 218 000 388 430	B0C3QG5QZB Coogam Wooden Tangram Puz		\$11.98	
				E 01	010 218 000 388 430	B0C4TMGP2H Paper Hole Puncher for Crafts,		\$8.89	
	<b>PO#: 5724</b>	<b>Voucher #: 42385</b>		Invoice	<b>Invoice No: 1H9Q-XTJ6-MR3Q</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$248.36</b>	
				E 01	010 203 101 000 430	B079TCL3J4 Mattel Blokus Game		\$52.06	
	<b>PO#: 5713</b>	<b>Voucher #: 42362</b>		Invoice	<b>Invoice No: 1W63-MMPH-K6NT</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$52.06</b>	
				E 02	005 770 000 701 350	Element Heater Kitchen		\$2,589.56	
				E 01	005 810 000 000 401	Custodial Supplies		\$68.84	
	<b>PO#:</b>	<b>Voucher #: 42363</b>		Invoice	<b>Invoice No: 1J4G-Y64H-TDWN</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$2,658.40</b>	
				E 01	010 201 000 000 430	Shaughnessy Classroom Supplies		\$238.15	
	<b>PO#:</b>	<b>Voucher #: 42364</b>		Invoice	<b>Invoice No: 1461-NQ6M-JGKK</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$238.15</b>	
				E 01	010 203 101 000 430	Billig Classroom Supplies		\$303.96	
	<b>PO#:</b>	<b>Voucher #: 42365</b>		Invoice	<b>Invoice No: 11J4-VHWW-TJWW</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$303.96</b>	
				E 01	020 211 218 000 401	Swenson Storage Bags		\$33.69	
	<b>PO#:</b>	<b>Voucher #: 42366</b>		Invoice	<b>Invoice No: 1PWY-FLNP-L7TK</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$33.69</b>	
				E 01	020 215 000 000 430	Credit Burg		\$15.99	
	<b>PO#:</b>	<b>Voucher #: 42367</b>		Credit	<b>Invoice No: 1NTK-MXPL-VY96</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>(\$15.99)</b>	
								<b>Check Amount:</b>	<b>\$5,042.94</b>
0485	PCB	76760	1027		<b>APPLIANCE REPAIR CENTER</b>		Check		
				E 02	005 770 000 701 350	Dishwasher Repair		\$409.80	
	<b>PO#:</b>	<b>Voucher #: 42361</b>		Invoice	<b>Invoice No: 25430</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$409.80</b>	
								<b>Check Amount:</b>	<b>\$409.80</b>
0485	PCB	76761	2016		<b>BSN SPORTS</b>		Check		
				E 01	020 296 055 000 412	Women's Jordan Rio Digital Top-Maroon		\$1,180.00	
				E 01	020 296 055 000 412	Women's Jordan Rio Digital Shorts		\$1,180.00	
				E 01	020 296 055 000 412	Freight		\$70.80	
	<b>PO#: 5669</b>	<b>Voucher #: 42425</b>		Invoice	<b>Invoice No: 925692947</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$2,430.80</b>	
								<b>Check Amount:</b>	<b>\$2,430.80</b>
0485	PCB	76762	3344		<b>CDW-GOVERNMENT</b>		Check		
				E 01	020 620 000 000 401	Califone Deluxe 2924AVPS - headphones		\$200.25	
	<b>PO#: 5714</b>	<b>Voucher #: 42375</b>		Invoice	<b>Invoice No: RF72052</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$200.25</b>	
								<b>Check Amount:</b>	<b>\$200.25</b>
0485	PCB	76763	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	Fieldmaster Diesel		\$3,357.86	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76763	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	Discount		(\$103.51)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42321</b>	Invoice		<b>Invoice No: 5210736</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$3,254.35</b>	
				E 01	005 760 000 720 442	UNLEADED		\$1,135.51	
				E 01	005 760 000 720 442	Discount		(\$38.31)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42322</b>	Invoice		<b>Invoice No: 5210737</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$1,097.20</b>	
				E 01	005 760 000 720 442	UNLEADED		\$1,230.06	
				E 01	005 760 000 720 442	Discount		(\$41.50)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42323</b>	Invoice		<b>Invoice No: 5210646</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$1,188.56</b>	
							<b>Check Amount:</b>	<b>\$5,540.11</b>	
0485	PCB	76764	4596		<b>CENTRAL MCGOWAN, INC</b>		Check		
				E 01	005 760 000 720 401	4" Stringer & Wire Wheel Bus Garage		\$62.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42387</b>	Invoice		<b>Invoice No: 0000846318</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$62.50</b>	
							<b>Check Amount:</b>	<b>\$62.50</b>	
0485	PCB	76765	4396		<b>CHRIS VOSEN AUTO REPAIR</b>		Check		
				E 01	005 760 000 720 350	Oil Change Van # 24		\$94.13	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42324</b>	Invoice		<b>Invoice No: 7612</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$94.13</b>	
							<b>Check Amount:</b>	<b>\$94.13</b>	
0485	PCB	76766	2602		<b>CLIMATE AIR INC</b>		Check		
				E 01	005 810 000 000 350	ES HVAC Repairs		\$752.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42386</b>	Invoice		<b>Invoice No: 57871</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$752.00</b>	
							<b>Check Amount:</b>	<b>\$752.00</b>	
0485	PCB	76767	2576		<b>DOUG LUEPKE TROPHIES</b>		Check		
				E 01	020 292 000 000 305	Senior Adwards		\$33.90	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42376</b>	Invoice		<b>Invoice No: 417687</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$33.90</b>	
							<b>Check Amount:</b>	<b>\$33.90</b>	
0485	PCB	76768	1132		<b>ECKROTH MUSIC CO</b>		Check		
				E 01	020 258 000 000 430	V3-Vandoren Clarinet Reeds		\$27.49	
				E 01	020 258 000 000 430	V25 Vandoren Clarinet Reed		\$27.49	
				E 01	020 258 000 000 430	VBSF3-Vandoren Barisax Reeds		\$46.19	
				E 01	020 258 000 000 430	VBSF35-Vandoren Barisax Reeds		\$46.19	
				E 01	020 258 000 000 430	2RHT-Rovner Tenor Sax Ligature		\$26.97	
				E 01	020 258 000 000 430	1RHT-Rovner Clarinet Ligature		\$26.97	
				E 01	020 258 000 000 430	1RHT-Rovner Clarinet Ligature		\$26.97	
<b>PO#:</b> 5681	<b>Voucher #:</b>	<b>42410</b>	Invoice		<b>Invoice No: 5229919</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$228.27</b>	
				E 01	020 258 000 000 430	Antigua Trombone Repair		\$122.50	
<b>PO#:</b> 5681	<b>Voucher #:</b>	<b>42411</b>	Invoice		<b>Invoice No: 5199140</b>	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$122.50</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76768	1132		<b>ECKROTH MUSIC CO</b>		Check		
				E 01	020 258 000 000 430	VMI Euphonium Repair		\$31.00	
	PO#: 5681	Voucher #:	42412	Invoice	Invoice No: 5199113	5/23/2024	Paid Amt:	\$31.00	
				E 01	020 258 000 000 430	Antigua Alto Sax Repair		\$121.00	
	PO#: 5681	Voucher #:	42413	Invoice	Invoice No: 5125738	5/23/2024	Paid Amt:	\$121.00	
								<b>Check Amount:</b>	<b>\$502.77</b>
0485	PCB	76769	1165		<b>FLINN SCIENTIFIC INC</b>		Check		
				E 01	020 211 000 302 460	Curriculum Rotation- Science Department Sup		\$393.65	
	PO#: 5704	Voucher #:	42372	Invoice	Invoice No: 2998673	5/23/2024	Paid Amt:	\$393.65	
								<b>Check Amount:</b>	<b>\$393.65</b>
0485	PCB	76770	4399		<b>FRIEDRICH'S AUTO SALES INC.</b>		Check		
				E 01	005 760 000 720 350	Check Engine Light Bus 11-08		\$1,127.48	
	PO#:	Voucher #:	42393	Invoice	Invoice No: 44233	5/23/2024	Paid Amt:	\$1,127.48	
								<b>Check Amount:</b>	<b>\$1,127.48</b>
0485	PCB	76771	4919		<b>Hagen, Kendel</b>		Check		
				E 08	020 960 000 340 898	Scholarship		\$300.00	
	PO#:	Voucher #:	42379	Invoice	Invoice No: 05.22.2024	5/23/2024	Paid Amt:	\$300.00	
								<b>Check Amount:</b>	<b>\$300.00</b>
0485	PCB	76772	1206		<b>HELENA AGRI-ENTERPRISES, LLC</b>		Check		
				E 01	005 810 000 000 401	Weed Control for Fields		\$388.08	
	PO#:	Voucher #:	42325	Invoice	Invoice No: 381054310	5/23/2024	Paid Amt:	\$388.08	
								<b>Check Amount:</b>	<b>\$388.08</b>
0485	PCB	76773	1215		<b>HILLYARD INC</b>		Check		
				E 01	005 810 000 000 401	Squeegee Blade Kit		\$65.38	
	PO#:	Voucher #:	42370	Invoice	Invoice No: 700589761	5/23/2024	Paid Amt:	\$65.38	
				E 01	005 810 000 000 401	Blade Kit Deck Gum Rev		\$45.26	
	PO#:	Voucher #:	42371	Invoice	Invoice No: 700590610	5/23/2024	Paid Amt:	\$45.26	
								<b>Check Amount:</b>	<b>\$110.64</b>
0485	PCB	76774	4918		<b>Hinkemeyer, Trent</b>		Check		
				E 01	020 298 073 000 369	Reimbursement for food at BPA Nationals		\$193.08	
	PO#:	Voucher #:	42378	Invoice	Invoice No: 05.14.2024	5/23/2024	Paid Amt:	\$193.08	
								<b>Check Amount:</b>	<b>\$193.08</b>
0485	PCB	76775	1238		<b>INNOVATIVE OFFICE SOLUTION, LLC</b>		Check		
				E 01	010 620 000 000 401	DURMN1500B24 -24 pk AA batteries		\$21.44	
				E 01	010 620 000 000 401	GBC3748204EZ -Laminating film		\$177.51	
	PO#: 5728	Voucher #:	42326	Invoice	Invoice No: IN4536538	33 5/23/2024	Paid Amt:	\$198.95	
								<b>Check Amount:</b>	<b>\$198.95</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76776	1241		<b>ISCORP</b>		<b>Check</b>		
				E 01	005 110 000 000 305	Skyward hosting Student service for June, 202	\$157.50		
<b>PO#:</b>	<b>Voucher #:</b>	<b>42327</b>	Invoice		<b>Invoice No:</b> 0738966	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$157.50</b>	
							<b>Check Amount:</b>	<b>\$157.50</b>	
0485	PCB	76777	1247		<b>J W PEPPER &amp; SON INC</b>		<b>Check</b>		
				E 01	010 258 000 000 430	Pirates the Msucial Teacher Edition	\$21.99		
<b>PO#:</b> 5738	<b>Voucher #:</b>	<b>42328</b>	Invoice		<b>Invoice No:</b> 366465334	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$21.99</b>	
			E 01	010 258 000 000 430	Pirates the Musical P/A CD	\$77.98			
<b>PO#:</b> 5738	<b>Voucher #:</b>	<b>42329</b>	Invoice		<b>Invoice No:</b> 366465202	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$77.98</b>	
			E 01	020 258 000 000 430	Girl with the Flaxen Hair Debussy arr. Ephors	\$11.90			
<b>PO#:</b> 5622	<b>Voucher #:</b>	<b>42330</b>	Invoice		<b>Invoice No:</b> 366007077	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$11.90</b>	
			E 01	020 258 000 000 430	Mojo by Rob Grice	\$46.00			
<b>PO#:</b> 5622	<b>Voucher #:</b>	<b>42331</b>	Invoice		<b>Invoice No:</b> 365997581	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$46.00</b>	
			E 01	020 258 000 000 430	Bees by Randall Standridge	\$70.00			
<b>PO#:</b> 5622	<b>Voucher #:</b>	<b>42332</b>	Invoice		<b>Invoice No:</b> 365953955	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$70.00</b>	
			E 01	020 258 000 000 430	Adrenaline Rush by Rob Foster	\$45.00			
			E 01	020 258 000 000 430	Bayou Breakdown by Brant Karrick	\$100.00			
			E 01	020 258 000 000 430	Bayou Breakdown Additional Scores	\$33.00			
			E 01	020 258 000 000 430	Klezmer! by Amy Webb	\$74.00			
			E 01	020 258 000 000 430	Rascher Collection arr. S. Rascher	\$11.90			
			E 01	020 258 000 000 430	Shipping	\$22.99			
<b>PO#:</b> 5622	<b>Voucher #:</b>	<b>42333</b>	Invoice		<b>Invoice No:</b> 365953212	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$286.89</b>	
							<b>Check Amount:</b>	<b>\$514.76</b>	
0485	PCB	76778	1267		<b>KEMPS, LLC</b>		<b>Check</b>		
				E 02	005 770 000 701 490	MILK	\$358.60		
<b>PO#:</b>	<b>Voucher #:</b>	<b>42334</b>	Invoice		<b>Invoice No:</b> 5188014	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$358.60</b>	
			E 02	005 770 000 701 490	MILK	\$418.40			
<b>PO#:</b>	<b>Voucher #:</b>	<b>42408</b>	Invoice		<b>Invoice No:</b> 5188013	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$418.40</b>	
							<b>Check Amount:</b>	<b>\$777.00</b>	
0485	PCB	76779	4529		<b>LEGO EDUCATION</b>		<b>Check</b>		
				E 01	010 203 101 000 430	LEGO® Education SPIKE™ Essential Set	\$319.95		
<b>PO#:</b> 5702	<b>Voucher #:</b>	<b>42335</b>	Invoice		<b>Invoice No:</b> 1190606189	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$319.95</b>	
							<b>Check Amount:</b>	<b>\$319.95</b>	
0485	PCB	76780	4758		<b>LIBERTY MUTUAL INSURANCE</b>		<b>Check</b>		
				E 01	005 760 000 720 340	AUTO	\$1,951.87		
				E 01	005 940 000 000 340	UMBRELL/PACKAGE	\$6,304.11		
<b>PO#:</b>	<b>Voucher #:</b>	<b>42374</b>	Invoice		<b>Invoice No:</b> 14863471	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$8,255.98</b>	
							<b>Check Amount:</b>	<b>\$8,255.98</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76781	1700		<b>MACKIN EDUCATIONAL RESOURCES</b>		Check		
				E 01	010 620 000 000 470	124 books for circulation		\$713.07	
	PO#: 5679	Voucher #:	42337	Invoice	Invoice No: 868633	5/23/2024	Paid Amt:	\$713.07	
							Check Amount:	\$713.07	
0485	PCB	76782	1300		<b>MACNEIL ENVIRONMENTAL, INC</b>		Check		
				E 01	005 865 000 352 305	HEALTH & SAFETY		\$50.00	
	PO#:	Voucher #:	42336	Invoice	Invoice No: 9792	5/23/2024	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0485	PCB	76783	2545		<b>MAKEMUSIC, INC</b>		Check		
				E 01	020 258 000 000 430	MakeMusic Cloud - Supplies		\$59.99	
	PO#: 5731	Voucher #:	42360	Invoice	Invoice No: INV-MM6872038	5/23/2024	Paid Amt:	\$59.99	
							Check Amount:	\$59.99	
0485	PCB	76784	1899		<b>MARCO TECHNOLOGIES, LLC</b>		Check		
				E 01	005 690 690 000 305	Gmail Issues		\$46.25	
	PO#:	Voucher #:	42338	Invoice	Invoice No: INV12457350	5/23/2024	Paid Amt:	\$46.25	
							Check Amount:	\$46.25	
0485	PCB	76785	1326		<b>MENARDS</b>		Check		
				E 01	005 810 000 000 401	Grasses, shrubs & barberry		\$243.03	
	PO#:	Voucher #:	42426	Invoice	Invoice No: 32289	5/23/2024	Paid Amt:	\$243.03	
							Check Amount:	\$243.03	
0485	PCB	76786	1346		<b>MINNESOTA POWER</b>		Check		
				E 01	020 810 000 000 331	Acct 0191115490		\$227.79	
	PO#:	Voucher #:	42339	Invoice	Invoice No: 019412688430	5/23/2024	Paid Amt:	\$227.79	
							Check Amount:	\$227.79	
0485	PCB	76787	3662		<b>MINNESOTA UI FUND</b>		Check		
				E 01	005 110 000 000 281	Unemployment Ins 1st Quarter 2024		\$251.03	
	PO#:	Voucher #:	42373	Invoice	Invoice No: 17063673	5/23/2024	Paid Amt:	\$251.03	
							Check Amount:	\$251.03	
0485	PCB	76788	4695		<b>NANCY MILLER</b>		Check		
				E 01	020 298 073 000 369	Reimbursement for food at BPA Nationals		\$176.20	
	PO#:	Voucher #:	42377	Invoice	Invoice No: 05.14.2024	5/23/2024	Paid Amt:	\$176.20	
							Check Amount:	\$176.20	
0485	PCB	76789	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check		
				E 01	005 760 000 720 401	Idler Assy, Access Bus #18-20		\$47.60	
	PO#:	Voucher #:	42341	Invoice	Invoice No: 312590	5/23/2024	Paid Amt:	\$47.60	
				E 01	005 760 000 720 401	Bowl, Fuel, Heated 35		\$128.67	
	PO#:	Voucher #:	42368	Invoice	Invoice No: 310523	5/23/2024	Paid Amt:	\$128.67	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76789	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check		
				E 01	005 760 000 720 401	Light Assy & Strobe Bus 15-16		\$139.43	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42388</b>	Invoice		<b>Invoice No:</b> 312843	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$139.43</b>	
				E 01	005 760 000 720 401	Idler Assy & Access Bus 18-20		\$78.39	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42389</b>	Invoice		<b>Invoice No:</b> 312845	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$78.39</b>	
				E 01	005 760 000 720 401	Credit Memo		\$33.97	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42390</b>	Credit		<b>Invoice No:</b> CM312590	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>(\$33.97)</b>	
				E 01	005 760 000 720 401	Credit Memo		\$66.56	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42391</b>	Credit		<b>Invoice No:</b> CM312718	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>(\$66.56)</b>	
<b>Check Amount:</b>								<b>\$293.56</b>	
0485	PCB	76790	4608		<b>NORTH CENTRAL INT'L, LLC</b>		Check		
				E 01	005 760 000 720 350	Brakes/Air Systems Bus 10-10		\$535.42	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42392</b>	Invoice		<b>Invoice No:</b> R220008245:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$535.42</b>	
				E 01	005 760 000 720 350	Cap, Filler Bus # 7-23		\$43.24	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42342</b>	Invoice		<b>Invoice No:</b> X220090439:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$43.24</b>	
				E 01	005 760 000 720 350	Cover Seat Cush, IC Gray Back Shop Supplie		\$505.06	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42343</b>	Invoice		<b>Invoice No:</b> X226018575:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$505.06</b>	
				E 01	005 760 000 720 350	Caliper Bus # 13-14		\$734.84	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42344</b>	Invoice		<b>Invoice No:</b> X220090530:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$734.84</b>	
				E 01	005 760 000 720 350	Inspection & Brakes/Air System Bus #06-06		\$297.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42345</b>	Invoice		<b>Invoice No:</b> R220008168:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$297.00</b>	
				E 01	005 760 000 720 350	Check Engine Light On Bus #16-15		\$761.02	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42346</b>	Invoice		<b>Invoice No:</b> R220008186:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$761.02</b>	
				E 01	005 760 000 720 350	Turbo Issue Bus # 8-06 Shorted Payment		\$34.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42348</b>	Invoice		<b>Invoice No:</b> R220008133:01(C)	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$34.20</b>	
				E 01	005 760 000 720 350	Transmission Bus #10-10		\$2,546.85	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42349</b>	Invoice		<b>Invoice No:</b> R220008095:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$2,546.85</b>	
				E 01	005 760 000 720 350	Courtesy Inspection Bus #17-17		\$1,439.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42350</b>	Invoice		<b>Invoice No:</b> R220008068:01	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$1,439.40</b>	
<b>Check Amount:</b>								<b>\$6,897.03</b>	
0485	PCB	76791	1406		<b>PAN-O-GOLD BAKING CO</b>		Check		
				E 02	005 770 000 701 490	BREAD		\$48.62	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42351</b>	Invoice		<b>Invoice No:</b> 10000624141003	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$48.62</b>	
				E 02	005 770 000 701 490	BREAD		\$190.94	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42406</b>	Invoice		<b>Invoice No:</b> 10000624134003	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$190.94</b>	
				E 02	005 770 000 701 490	BREAD		\$32.74	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42407</b>	Invoice		<b>Invoice No:</b> 10000624141002	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$32.74</b>	
<b>Check Amount:</b>								<b>\$272.30</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76792	4674		<b>POMP'S TIRE SERVICE, INC</b>		Check		
				E 01	005 760 000 720 423 Tires			\$2,769.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42352</b>	Invoice		<b>Invoice No:</b> 2380015145	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$2,769.40</b>	
				E 01	005 760 000 720 423 Tires Bus 13-14			\$1,505.52	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42353</b>	Invoice		<b>Invoice No:</b> 2380015194	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$1,505.52</b>	
				E 01	005 760 000 720 423 Tires			\$3,408.43	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42369</b>	Invoice		<b>Invoice No:</b> 2380014224	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$3,408.43</b>	
							<b>Check Amount:</b>	<b>\$7,683.35</b>	
0485	PCB	76793	3644		<b>POWERHOUSE OUTDOOR EQUIPMENT INC</b>		Check		
				E 01	005 810 000 000 401 Mower Parts Gasket			\$6.89	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42354</b>	Invoice		<b>Invoice No:</b> 698729	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$6.89</b>	
							<b>Check Amount:</b>	<b>\$6.89</b>	
0485	PCB	76794	4242		<b>RADEMACHER COMPANIES, INC.</b>		Check		
				E 01	020 215 000 000 430 Business Ed Supplies			\$2.99	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42409</b>	Invoice		<b>Invoice No:</b> 00160848	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$2.99</b>	
							<b>Check Amount:</b>	<b>\$2.99</b>	
0485	PCB	76795	4642		<b>RICKS TOWING &amp; AUTO PARTS</b>		Check		
				E 01	005 760 000 720 350 Van 28 Rear Slider Roller			\$35.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42355</b>	Invoice		<b>Invoice No:</b> 350300	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$35.00</b>	
							<b>Check Amount:</b>	<b>\$35.00</b>	
0485	PCB	76796	1477		<b>ROYALTON LUMBER COMPANY</b>		Check		
				E 01	005 810 000 000 401 Custodial Supplies			\$758.94	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42356</b>	Invoice		<b>Invoice No:</b> 867804	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$758.94</b>	
							<b>Check Amount:</b>	<b>\$758.94</b>	
0485	PCB	76797	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 701 490 LUNCH			\$1,570.06	
				E 02	005 770 000 701 401 SUPPLIES			\$176.67	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42394</b>	Invoice		<b>Invoice No:</b> 253643680	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$1,746.73</b>	
				E 02	005 770 000 705 490 BREAKFAST			\$71.16	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42395</b>	Invoice		<b>Invoice No:</b> 253642575	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$71.16</b>	
				E 02	005 770 000 705 490 BREAKFAST			\$446.59	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42396</b>	Invoice		<b>Invoice No:</b> 253637705	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$446.59</b>	
				E 02	005 770 000 701 490 LUNCH			\$826.55	
				E 02	005 770 000 701 401 SUPPLIES			\$115.37	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42397</b>	Invoice		<b>Invoice No:</b> 253642576	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$941.92</b>	
				E 02	005 770 000 701 490 LUNCH			\$94.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42398</b>	Invoice		<b>Invoice No:</b> 253642577	<b>5/23/2024</b>	<b>Paid Amt:</b>	<b>\$94.20</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76797	2577		<b>SYSCO WESTERN MN, INC.</b>		<b>Check</b>
				E 02 005 770 000 701 490	LUNCH	\$39.85	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42399</b>	Invoice	<b>Invoice No:</b> 253641826		<b>5/23/2024</b>	<b>Paid Amt: \$39.85</b>
				E 02 005 770 000 701 491	Commodity	\$6.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42400</b>	Invoice	<b>Invoice No:</b> 253637709		<b>5/23/2024</b>	<b>Paid Amt: \$6.40</b>
				E 02 005 770 000 701 491	Commodity	\$44.10	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42401</b>	Invoice	<b>Invoice No:</b> 253637708		<b>5/23/2024</b>	<b>Paid Amt: \$44.10</b>
				E 02 005 770 000 701 491	Commodity	\$18.63	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42402</b>	Invoice	<b>Invoice No:</b> 253641827		<b>5/23/2024</b>	<b>Paid Amt: \$18.63</b>
				E 02 005 770 000 701 490	LUNCH	\$175.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42403</b>	Invoice	<b>Invoice No:</b> 253637706		<b>5/23/2024</b>	<b>Paid Amt: \$175.80</b>
				E 02 005 770 000 701 490	LUNCH	\$2,319.13	
				E 02 005 770 000 701 401	SUPPLIES	\$67.04	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42405</b>	Invoice	<b>Invoice No:</b> 253637707		<b>5/23/2024</b>	<b>Paid Amt: \$2,386.17</b>
				E 02 005 770 000 701 491	Commodity	\$18.61	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42357</b>	Invoice	<b>Invoice No:</b> 253641828		<b>5/23/2024</b>	<b>Paid Amt: \$18.61</b>
<b>Check Amount:</b>							<b>\$5,990.16</b>
0485	PCB	76798	1611		<b>XCEL ENERGY</b>		<b>Check</b>
				E 01 005 810 000 000 440	Acct 51-4433400-5	\$2,711.98	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42359</b>	Invoice	<b>Invoice No:</b> 877318808		<b>5/23/2024</b>	<b>Paid Amt: \$2,711.98</b>
<b>Check Amount:</b>							<b>\$2,711.98</b>
0485	PCB	76799	4764		<b>Yager's Fire Protection</b>		<b>Check</b>
				E 01 005 865 000 363 305	Fire Extinguisher Repair	\$78.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42358</b>	Invoice	<b>Invoice No:</b> 12964		<b>5/23/2024</b>	<b>Paid Amt: \$78.50</b>
<b>Check Amount:</b>							<b>\$78.50</b>
<b>Report Total:</b>							<b>\$151,491.44</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire
				B 01	215 018	TRA	\$30,684.54
				B 04	215 018	TRA	\$809.56
<b>PO#:</b>	<b>Voucher #:</b>	<b>42119</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2024200</b>	<b>5/2/2024</b>	<b>Paid Amt: \$31,494.10</b>
							<b>Check Amount: \$31,494.10</b>
0485	PCB	1415			PERA		Wire
				B 01	215 017	PERA	\$13,389.91
				B 02	215 017	PERA	\$2,002.40
				B 04	215 017	PERA	\$1,479.30
<b>PO#:</b>	<b>Voucher #:</b>	<b>42116</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2024200</b>	<b>5/2/2024</b>	<b>Paid Amt: \$16,871.61</b>
							<b>Check Amount: \$16,871.61</b>
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
<b>PO#:</b>	<b>Voucher #:</b>	<b>42113</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2024200</b>	<b>5/2/2024</b>	<b>Paid Amt: \$7,140.47</b>
							<b>Check Amount: \$7,140.47</b>
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
				B 01	215 013	State Tax	\$10,865.16
				B 02	215 013	State Tax	\$377.47
				B 04	215 013	State Tax	\$468.84
<b>PO#:</b>	<b>Voucher #:</b>	<b>42443</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2024220</b>	<b>5/31/2024</b>	<b>Paid Amt: \$11,711.47</b>
							<b>Check Amount: \$11,711.47</b>
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
				B 02	215 013	State Tax	\$47.97
<b>PO#:</b>	<b>Voucher #:</b>	<b>42432</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S202422S0</b>	<b>5/31/2024</b>	<b>Paid Amt: \$47.97</b>
							<b>Check Amount: \$47.97</b>
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
				B 01	215 013	State Tax	\$62.33
				B 04	215 013	State Tax	\$14.12
<b>PO#:</b>	<b>Voucher #:</b>	<b>40459</b>	<b>Credit</b>	<b>Invoice No:</b>	<b>Z202409S0</b>	<b>5/31/2024</b>	<b>Paid Amt: (\$76.45)</b>
				B 01	215 013	State Tax	\$10,176.58
				B 02	215 013	State Tax	\$417.24
				B 04	215 013	State Tax	\$451.89
<b>PO#:</b>	<b>Voucher #:</b>	<b>42310</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2024210</b>	<b>5/31/2024</b>	<b>Paid Amt: \$11,045.71</b>
							<b>Check Amount: \$10,969.26</b>
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
				B 02	215 010	FICA	\$177.24

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4400	FEDERAL TAX PAYMENT				Wire		
			B 02	215 011	Federal Tax			\$47.48	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42433</b>	Invoice	<b>Invoice No:</b>	S202422S0	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$224.72</b>	
							<b>Check Amount:</b>	<b>\$224.72</b>	
0485	PCB	4400	FEDERAL TAX PAYMENT				Wire		
			B 01	215 010	FICA			\$44,058.84	
			B 02	215 010	FICA			\$2,408.52	
			B 04	215 010	FICA			\$2,568.72	
			B 01	215 011	Federal Tax			\$17,364.36	
			B 02	215 011	Federal Tax			\$529.10	
			B 04	215 011	Federal Tax			\$540.14	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42319</b>	Invoice	<b>Invoice No:</b>	S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$67,469.68</b>	
							<b>Check Amount:</b>	<b>\$67,469.68</b>	
0485	PCB	4400	FEDERAL TAX PAYMENT				Wire		
			B 01	215 010	FICA			\$46,304.16	
			B 02	215 010	FICA			\$2,287.10	
			B 04	215 010	FICA			\$2,775.22	
			B 01	215 011	Federal Tax			\$18,501.90	
			B 02	215 011	Federal Tax			\$502.04	
			B 04	215 011	Federal Tax			\$523.48	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42452</b>	Invoice	<b>Invoice No:</b>	S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$70,893.90</b>	
							<b>Check Amount:</b>	<b>\$70,893.90</b>	
0485	PCB	1558	TEACHERS RETIREMENT ASSN				Wire		
			B 01	215 018	TRA			\$35,178.72	
			B 04	215 018	TRA			\$819.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42445</b>	Invoice	<b>Invoice No:</b>	S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$35,998.49</b>	
							<b>Check Amount:</b>	<b>\$35,998.49</b>	
0485	PCB	1558	TEACHERS RETIREMENT ASSN				Wire		
			B 01	215 018	TRA			\$32,715.92	
			B 04	215 018	TRA			\$823.34	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42312</b>	Invoice	<b>Invoice No:</b>	S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$33,539.26</b>	
							<b>Check Amount:</b>	<b>\$33,539.26</b>	
0485	PCB	1415	PERA				Wire		
			B 01	215 017	PERA			\$14,508.91	
			B 02	215 017	PERA			\$2,247.08	
			B 04	215 017	PERA			\$1,536.83	
<b>PO#:</b>	<b>Voucher #:</b>	<b>42309</b>	Invoice	<b>Invoice No:</b>	S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$18,292.82</b>	
							<b>Check Amount:</b>	<b>\$18,292.82</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1415			PERA		Wire		
				B 02	215 017	PERA		\$162.19	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42431</b>	Invoice	<b>Invoice No:</b> S202422S0	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$162.19</b>	
								<b>Check Amount:</b>	<b>\$162.19</b>
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$14,496.05	
				B 02	215 017	PERA		\$2,135.91	
				B 04	215 017	PERA		\$1,559.30	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42442</b>	Invoice	<b>Invoice No:</b> S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$18,191.26</b>	
								<b>Check Amount:</b>	<b>\$18,191.26</b>
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$683.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42446</b>	Invoice	<b>Invoice No:</b> S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$683.89</b>	
				B 01	215 005	Tax Ann		\$171.23	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42447</b>	Invoice	<b>Invoice No:</b> S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$171.23</b>	
				B 01	215 005	Tax Ann		\$1,586.47	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42448</b>	Invoice	<b>Invoice No:</b> S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$1,586.47</b>	
				B 01	215 005	Tax Ann		\$8,655.19	
				B 04	215 005	Payroll Deductions		\$207.88	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42449</b>	Invoice	<b>Invoice No:</b> S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$8,863.07</b>	
				B 01	215 005	Tax Ann		\$156.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42450</b>	Invoice	<b>Invoice No:</b> S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$156.80</b>	
				B 01	215 005	Tax Ann		\$237.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42451</b>	Invoice	<b>Invoice No:</b> S2024220	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$237.50</b>	
								<b>Check Amount:</b>	<b>\$11,698.96</b>
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$683.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42313</b>	Invoice	<b>Invoice No:</b> S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$683.89</b>	
				B 01	215 005	Tax Ann		\$171.23	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42314</b>	Invoice	<b>Invoice No:</b> S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$171.23</b>	
				B 01	215 005	Tax Ann		\$1,586.47	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42315</b>	Invoice	<b>Invoice No:</b> S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$1,586.47</b>	
				B 01	215 005	Tax Ann		\$8,653.02	
				B 04	215 005	Payroll Deductions		\$210.19	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42316</b>	Invoice	<b>Invoice No:</b> S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$8,863.21</b>	
				B 01	215 005	Tax Ann		\$156.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42317</b>	Invoice	<b>Invoice No:</b> S2024210	<b>5/31/2024</b>	<b>Paid Amt:</b>	<b>\$156.80</b>	

## 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		\$237.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42318</b>	Invoice	<b>Invoice No:</b>	S2024210		<b>5/31/2024</b>	<b>Paid Amt: \$237.50</b>
								<b>Check Amount:</b>	<b>\$11,699.10</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$1,875.06	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42454</b>	Invoice	<b>Invoice No:</b>	05.06.2024		<b>5/31/2024</b>	<b>Paid Amt: \$1,875.06</b>
								<b>Check Amount:</b>	<b>\$1,875.06</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$242.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42455</b>	Invoice	<b>Invoice No:</b>	05.09.2024		<b>5/31/2024</b>	<b>Paid Amt: \$242.98</b>
								<b>Check Amount:</b>	<b>\$242.98</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$195.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42456</b>	Invoice	<b>Invoice No:</b>	05.15.2024		<b>5/31/2024</b>	<b>Paid Amt: \$195.84</b>
								<b>Check Amount:</b>	<b>\$195.84</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$72.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42457</b>	Invoice	<b>Invoice No:</b>	05.18.2024		<b>5/31/2024</b>	<b>Paid Amt: \$72.00</b>
								<b>Check Amount:</b>	<b>\$72.00</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$172.09	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42458</b>	Invoice	<b>Invoice No:</b>	05.19.2024		<b>5/31/2024</b>	<b>Paid Amt: \$172.09</b>
								<b>Check Amount:</b>	<b>\$172.09</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$416.68	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42459</b>	Invoice	<b>Invoice No:</b>	05.20.2024		<b>5/31/2024</b>	<b>Paid Amt: \$416.68</b>
								<b>Check Amount:</b>	<b>\$416.68</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$66.47	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42460</b>	Invoice	<b>Invoice No:</b>	05.22.2024		<b>5/31/2024</b>	<b>Paid Amt: \$66.47</b>
								<b>Check Amount:</b>	<b>\$66.47</b>
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,968.94	
				B 02	215 084	HSA		\$45.00	
				B 04	215 084	Payroll Deductions 42		\$176.53	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42306</b>	Invoice	<b>Invoice No:</b>	S2024210		<b>5/31/2024</b>	<b>Paid Amt: \$7,190.47</b>
								<b>Check Amount:</b>	<b>\$7,190.47</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	4614			<b>WEX</b>		<b>Wire</b>
				B 01	215 084	HSA	\$6,897.55
				B 02	215 084	HSA	\$45.00
				B 04	215 084	Payroll Deductions	\$172.92
<b>PO#:</b>	<b>Voucher #:</b>	<b>42439</b>	Invoice	<b>Invoice No:</b>	S2024220	<b>5/31/2024</b>	<b>Paid Amt: \$7,115.47</b>
							<b>Check Amount: \$7,115.47</b>
0485	PCB	4614			<b>WEX</b>		<b>Wire</b>
				E 01	005 110 000 000 305	WEX monthly service fee	\$215.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42461</b>	Invoice	<b>Invoice No:</b>	0001949417-IN	<b>5/31/2024</b>	<b>Paid Amt: \$215.00</b>
							<b>Check Amount: \$215.00</b>
0485	PCB	4518			<b>POSTALIA</b>		<b>Wire</b>
				E 01	005 105 000 000 329	May 2024 Postage	\$500.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>42462</b>	Invoice	<b>Invoice No:</b>	May 2024	<b>5/31/2024</b>	<b>Paid Amt: \$500.00</b>
							<b>Check Amount: \$500.00</b>
0485	PCB	4806			<b>REVTRK</b>		<b>Wire</b>
				E 01	005 110 000 000 305	May 2024 Fees	\$1,329.53
<b>PO#:</b>	<b>Voucher #:</b>	<b>42463</b>	Invoice	<b>Invoice No:</b>	May 2024	<b>5/31/2024</b>	<b>Paid Amt: \$1,329.53</b>
							<b>Check Amount: \$1,329.53</b>
							<b>Report Total: \$365,796.85</b>

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

<b>Fund Description</b>		<b>Total</b>
01	General	\$104,225.93
02	Food Service	\$31,220.86
04	Community Service	\$1,381.93
08	Scholarships	\$300.00
11	Activities	\$14,362.72
<b>Report Total</b>		<b>\$151,491.44</b>

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

<b>Fund Description</b>		<b>Total</b>
01	General	\$337,037.40
02	Food Service	\$13,476.74
04	Community Service	\$15,282.71
<b>Report Total</b>		<b>\$365,796.85</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19661	4370		<b>CAPITAL ONE</b>		Check		
				E 12	020 298 030 301 401	CDE Practices		\$23.17	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42172</b>	Invoice	<b>Invoice No:</b>	04.05.2024		<b>5/6/2024</b>	
							<b>Paid Amt:</b>	<b>\$23.17</b>	
							<b>Check Amount:</b>	<b>\$23.17</b>	
0485	ACT	19662	3064		<b>CAULFIELD STUDIO</b>		Check		
				E 12	020 298 026 301 401	ES YEARBOOK PAYMENT		\$4,072.12	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42242</b>	Invoice	<b>Invoice No:</b>	05.07.2024		<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$4,072.12</b>	
							<b>Check Amount:</b>	<b>\$4,072.12</b>	
0485	ACT	19663	3347		<b>CHRIS COPPICUS</b>		Check		
				E 12	020 298 039 301 401	Food Jazz Concert		\$59.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42215</b>	Invoice	<b>Invoice No:</b>	04.26.2024		<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$59.92</b>	
							<b>Check Amount:</b>	<b>\$59.92</b>	
0485	ACT	19664	4809		<b>Liddane, Joelle</b>		Check		
				E 12	020 298 030 301 401	State Degree Chains		\$94.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42216</b>	Invoice	<b>Invoice No:</b>	04.25.2024		<b>5/10/2024</b>	
				E 12	020 298 030 301 401	Snacks at State		\$51.23	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42217</b>	Invoice	<b>Invoice No:</b>	04/25/2024		<b>5/10/2024</b>	
				E 12	020 298 030 301 401	Meals		\$42.72	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42218</b>	Invoice	<b>Invoice No:</b>	04-25-2024		<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$42.72</b>	
							<b>Check Amount:</b>	<b>\$187.95</b>	
0485	ACT	19665	4355		<b>NATHAN GOLDADE</b>		Check		
				E 12	020 298 030 301 401	Banquest Decorations		\$99.10	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42219</b>	Invoice	<b>Invoice No:</b>	04.30.2024		<b>5/10/2024</b>	
				E 12	020 298 030 301 401	Banquest Decorations		\$53.97	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42220</b>	Invoice	<b>Invoice No:</b>	04.17.2024		<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$53.97</b>	
							<b>Check Amount:</b>	<b>\$153.07</b>	
0485	ACT	19666	3782		<b>NATIONAL FFA ORGANIZATION</b>		Check		
				E 12	020 298 030 301 369	Plaques, PinsEmblems, & Wreath Trophy		\$701.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42221</b>	Invoice	<b>Invoice No:</b>	MDS326342		<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$701.25</b>	
							<b>Check Amount:</b>	<b>\$701.25</b>	
0485	ACT	19667	4242		<b>RADEMACHER COMPANIES, INC.</b>		Check		
				E 12	020 298 030 301 401	Banquet FFA		\$54.38	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42222</b>	Invoice	<b>Invoice No:</b>	04.30.2024		<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$54.38</b>	
							<b>Check Amount:</b>	<b>\$54.38</b>	
0485	ACT	19668	4913		<b>Sanchez Burrrito</b>		Check		
				E 12	020 298 030 301 401	Banquet Food		\$1,618.13	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42224</b>	Invoice	<b>Invoice No:</b>	04.30.2024		<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$1,618.13</b>	
							<b>Check Amount:</b>	<b>\$1,618.13</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19669	4647		<b>SHANNON NELSON</b>		Check		
				E 12	020 298 030 301 401	FFA Banquet Food		\$79.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42225</b>	Invoice	<b>Invoice No:</b> 04.30.2024			<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$79.90</b>	
							<b>Check Amount:</b>	<b>\$79.90</b>	
0485	ACT	19670	2257		<b>Skwira, Robert</b>		Check		
				E 12	020 298 035 301 401	Arbor Day Supplies Yes Club		\$324.28	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42223</b>	Invoice	<b>Invoice No:</b> 05.01.2024			<b>5/10/2024</b>	
							<b>Paid Amt:</b>	<b>\$324.28</b>	
							<b>Check Amount:</b>	<b>\$324.28</b>	
0485	ACT	19671	4904		<b>Bishop, Damien</b>		Check		
				E 12	020 298 041 301 401	Reimbursement Day of Mindfulness Student C		\$44.70	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42248</b>	Invoice	<b>Invoice No:</b> 05.13.2024			<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$44.70</b>	
							<b>Check Amount:</b>	<b>\$44.70</b>	
0485	ACT	19672	4355		<b>NATHAN GOLDADE</b>		Check		
				E 12	020 298 030 301 401	FFA Ag Day		\$93.78	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42250</b>	Invoice	<b>Invoice No:</b> 05.10.2024			<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$93.78</b>	
							<b>Check Amount:</b>	<b>\$93.78</b>	
0485	ACT	19673	3853		<b>PIZZA HUT</b>		Check		
				E 12	020 298 024 301 401	Senior Class Pizza		\$588.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42249</b>	Invoice	<b>Invoice No:</b> 05.13.2024			<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$588.00</b>	
							<b>Check Amount:</b>	<b>\$588.00</b>	
0485	ACT	19674	2257		<b>Skwira, Robert</b>		Check		
				E 12	020 298 035 301 401	Spring Show Case Food Yes/Tech Club		\$83.29	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42251</b>	Invoice	<b>Invoice No:</b> 05.13.2024			<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$83.29</b>	
							<b>Check Amount:</b>	<b>\$83.29</b>	
0485	ACT	19675	3604		<b>T &amp; M SHOOTING SPORTS INC.</b>		Check		
				E 12	020 292 050 301 401	Clay Targets		\$455.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42253</b>	Invoice	<b>Invoice No:</b> 05.13.2024			<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$455.52</b>	
							<b>Check Amount:</b>	<b>\$455.52</b>	
0485	ACT	19676	2172		<b>VOIGT MOTORCOACH TRAVEL, INC.</b>		Check		
				E 12	020 292 044 301 369	TRANSPORTATION for True Team		\$1,189.17	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42254</b>	Invoice	<b>Invoice No:</b> 30639			<b>5/17/2024</b>	
							<b>Paid Amt:</b>	<b>\$1,189.17</b>	
							<b>Check Amount:</b>	<b>\$1,189.17</b>	
0485	ACT	19677	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 12	020 298 048 301 401	Lake Mathison Supplies		\$28.87	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42414</b>	Invoice	<b>Invoice No:</b> 1MGT-PVKK-13VG			<b>5/23/2024</b>	
							<b>Paid Amt:</b>	<b>\$28.87</b>	
							<b>Check Amount:</b>	<b>\$28.87</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19678	4904		<b>Bishop, Damien</b>		Check
				E 12	020 298 041 301 401	Reimbursement Student Council	\$8.97
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42417</b>	Invoice	<b>Invoice No:</b> 05.17.2024	<b>5/23/2024</b>	<b>Paid Amt: \$8.97</b>
							<b>Check Amount: \$8.97</b>
0485	ACT	19679	4163		<b>GRETA OLSON</b>		Check
				R 12	020 298 021 301 060	Refund National Food Deposit	\$200.00
				E 12	020 298 021 301 369	National Food Reimbursement	\$110.06
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42420</b>	Invoice	<b>Invoice No:</b> 05.14.2024	<b>5/23/2024</b>	<b>Paid Amt: \$310.06</b>
							<b>Check Amount: \$310.06</b>
0485	ACT	19680	4809		<b>Liddane, Joelle</b>		Check
				E 12	020 298 030 301 401	FFA Ditch Cleaning	\$32.90
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42422</b>	Invoice	<b>Invoice No:</b> 05.16.2024	<b>5/23/2024</b>	<b>Paid Amt: \$32.90</b>
							<b>Check Amount: \$32.90</b>
0485	ACT	19681	4375		<b>MAIMOUNA TOURE</b>		Check
				E 12	020 298 041 301 401	Student Council Day of Mindfulness Supplies	\$137.28
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42418</b>	Invoice	<b>Invoice No:</b> 05.17.2024	<b>5/23/2024</b>	<b>Paid Amt: \$137.28</b>
							<b>Check Amount: \$137.28</b>
0485	ACT	19682	4695		<b>NANCY MILLER</b>		Check
				R 12	020 298 021 301 060	Reimb National BPA Dep	\$200.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42416</b>	Invoice	<b>Invoice No:</b> 05.14.2024	<b>5/23/2024</b>	<b>Paid Amt: \$200.00</b>
							<b>Check Amount: \$200.00</b>
0485	ACT	19683	3782		<b>NATIONAL FFA ORGANIZATION</b>		Check
				E 12	020 298 030 301 369	FFA Ties & Scarves	\$424.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42423</b>	Invoice	<b>Invoice No:</b> MDS331704	<b>5/23/2024</b>	<b>Paid Amt: \$424.00</b>
							<b>Check Amount: \$424.00</b>
0485	ACT	19684	4921		<b>Randt, Kimberlie</b>		Check
				E 12	020 298 041 301 401	Student Council Day of Mindfulness Supplies	\$13.63
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42419</b>	Invoice	<b>Invoice No:</b> 05.17.2024	<b>5/23/2024</b>	<b>Paid Amt: \$13.63</b>
							<b>Check Amount: \$13.63</b>
0485	ACT	19685	1476		<b>ROYALTON AMERICAN LEGION</b>		Check
				E 12	020 298 036 301 305	Honors Breakfast	\$2,055.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42421</b>	Invoice	<b>Invoice No:</b> 05.02.2024	<b>5/23/2024</b>	<b>Paid Amt: \$2,055.00</b>
							<b>Check Amount: \$2,055.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19686	4920		The Grands at Mulligans		Check
				E 12	020 298 032 301 401	Prom Venue Deposit	\$1,500.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>42415</b>	Invoice	<b>Invoice No:</b> 05.01.2024	<b>5/23/2024</b>	<b>Paid Amt: \$1,500.00</b>
							<b>Check Amount: \$1,500.00</b>
							<b>Report Total: \$14,439.34</b>

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

<b>Fund Description</b>	<b>Total</b>
12 Student Activities	\$14,439.34
<b>Report Total</b>	<b>\$14,439.34</b>

Royalton Public Schools  
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
<b>Id: 538</b>	<b>Bishop , Shari</b>														
	05/15/2024	S202421-0	P	EBENONW2	0.00		26.40	\$26.40		1	04/30/2024	02	Milage Resource Tra		1038
	05/15/2024	S202421-0	P	EBENONW2	0.00		14.07	\$14.07		1	04/30/2024	02	Milage between scho		1038
	05/31/2024	S202422-0	P	EBENONW2	0.00		26.40	\$26.40		1	05/15/2024	02	Milage		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$66.87</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$66.87</b>						
<b>Id: 617</b>	<b>Brenny , Kathy</b>														
	05/15/2024	S202421-0	P	EBENONW2	0.00		48.98	\$48.98	04-005-505-000-321-401	1	04/30/2024	02	CE Class Supplies		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$48.98</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$48.98</b>						
<b>Id: 114</b>	<b>Brezinka , June</b>														
	05/15/2024	S202421-0	P	EBENONW2	0.00		5.36	\$5.36		1	04/30/2024	02	Lunch		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$5.36</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$5.36</b>						
<b>Id: 419</b>	<b>Burg , Stephanie</b>														
	05/31/2024	S202422-0	P	EBENONW2	0.00		481.26	\$481.26	01-020-298-073-000-366	1	05/15/2024	02	Reimbursement BPA		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$481.26</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$481.26</b>						
<b>Id: 1011</b>	<b>Czech , Marvin</b>														
	05/31/2024	S202422-0	P	EBENONW2	0.00		10.00	\$10.00	01-005-760-000-720-366	1	05/15/2024	02	Meal Reimbursement		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$10.00</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$10.00</b>						
<b>Id: 624</b>	<b>Hofstad , Dawn</b>														
	05/15/2024	S202421-0	P	EBENONW2	0.00		1.88	\$1.88	01-010-203-000-000-366	1	04/30/2024	02	milage to HS		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$1.88</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$1.88</b>						
<b>Id: 1076</b>	<b>Leisenheimer , Hannah</b>														
	05/15/2024	S202421-0	P	EBENONW2	0.00		1.88	\$1.88		1	04/30/2024	02	Mileage to ECC		1038
				<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$1.88</b>						
				<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$1.88</b>						

Royalton Public Schools  
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
<b>Id: 486</b>	<b>Lippert , Thomas</b>														
	05/31/2024	S202422-0	P EBENONW2	0.00			10.00	\$10.00	01-005-760-000-720-366	1	05/15/2024	02	Meal Reimbursement		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$10.00</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$10.00</b>							
<b>Id: 1001</b>	<b>Popp , Doug</b>														
	05/15/2024	S202421-0	P EBENONW2	0.00			10.00	\$10.00		1	04/30/2024	02	Meal reimbursement		1038
	05/15/2024	S202421-0	P EBENONW2	0.00			10.00	\$10.00		1	04/30/2024	02	Meal Reimbursement		1038
	05/31/2024	S202422-0	P EBENONW2	0.00			18.20	\$18.20	01-005-760-000-720-366	1	05/15/2024	02	Meal Reimbursement		1038
	05/31/2024	S202422-0	P EBENONW2	0.00			10.00	\$10.00	01-005-760-000-720-366	1	05/15/2024	02			1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$48.20</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$48.20</b>							
<b>Id: 760</b>	<b>Popp , Gary</b>														
	05/31/2024	S202422-0	P EBENONW2	0.00			9.64	\$9.64	01-005-760-000-720-366	1	05/15/2024	02	Meal Reimbursement		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$9.64</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$9.64</b>							
<b>Id: 657</b>	<b>Popp , Thomas</b>														
	05/31/2024	S202422-0	P EBENONW2	0.00			9.64	\$9.64	01-005-760-000-720-366	1	05/15/2024	02	Meal Reimbursement		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$9.64</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$9.64</b>							
<b>Id: 278</b>	<b>Presler , Kevin</b>														
	05/31/2024	S202422-0	P EBENONW2	0.00			10.00	\$10.00	01-005-760-000-720-366	1	05/15/2024	02	Meal Reimbursement		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$10.00</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$10.00</b>							
<b>Id: 980</b>	<b>Roering , Troy</b>														
	05/31/2024	S202422-0	P EBENONW2	0.00			1,594.00	\$1,594.00	01-020-298-053-000-369	1	05/15/2024	02	Vex World Expenses		1038
	05/31/2024	S202422-0	P EBENONW2	0.00			4.09	\$4.09	01-020-298-053-000-401	1	05/15/2024	02	Equipment		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$1,598.09</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$1,598.09</b>							
<b>Id: 301</b>	<b>Shaughnessy , Tamara</b>														
	05/15/2024	S202421-0	P EBENONW2	0.00			85.25	\$85.25	01-020-298-069-000-401	1	04/30/2024	02	Team Snacks for Stat		1038

Royalton Public Schools  
Timecard Archive Detail

Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
<b>Id: 301 Shaughnessy , Tamara</b>														
05/15/2024	S202421-0	P	EBENONW2	0.00		172.93	\$172.93	01-020-298-069-000-401	1	04/30/2024	02	Meal for competitors		1038
			<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$258.18</b>						
			<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$258.18</b>						
<b>Id: 990 Simon , Paul</b>														
05/31/2024	S202422-0	P	EBENONW2	0.00		10.00	\$10.00	01-005-110-000-000-366	1	05/15/2024	02	Meal Reimbursement		1038
			<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$10.00</b>						
			<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$10.00</b>						
<b>Id: 756 Waytashek , Sharon</b>														
05/31/2024	S202422-0	P	EBENONW2	0.00		200.00	\$200.00		1	05/15/2024	02	Uniform Allowance		1038
			<b>Units Subtotal:</b>	<b>0.00</b>			<b>EBENONW2 Total:</b>	<b>\$200.00</b>						
			<b>Units:</b>	<b>0.00</b>			<b>Emp Pay:</b>	<b>\$200.00</b>						
<b>Employee Count</b>	<b>16</b>			<b>Totals:</b>	<b>0.00</b>			<b>\$2,769.98</b>						

## Resignations 06.10.24

Terry Gorecki	Wrestling Head Coach
Cassie Goulet	ES Teacher

Paul Zimny	Partial resignation - Shop Worker (will stay on as route driver)
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Kelly Gotfredson	JH Volleyball Coach
Jacob Helmin	Assistant Wrestling Coach

Sharon Kiley	Kitchen Helper
Abbey Tonderum	Elementary Teacher-2nd Grade
Stephanie Burg	Business Ed Teacher

New Hires 06.10.24

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

Emma Melby	Kindergarten Teacher
Nathaniel Moga	MAP Lead Teacher

Amy Skeate-Carlson	2nd Grade Teacher
Mia Zimny	Community Education Coach
Emily Block	Community Education Coach
Alise Schoenrock	Community Education Coach
Addison Schoenrock	Community Education Coach

Retirement 06.10.24

Kathy Popp	ES Media Para
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**MEMORANDUM OF UNDERSTANDING**  
**TO THE LABOR CONTRACT**  
**BETWEEN INDEPENDENT SCHOOL DISTRICT NO. 485**  
**AND**  
**ROYALTON SCHOOL DISTRICT TECHNOLOGY INTEGRATIONIST**

This Memorandum of Understanding is entered into between the Independent School District No. 485 and the Technology Integrationist, Nicole Koll.

**WHEREAS**, the Technology Integrationist and the District are parties to a contract agreement governing the terms and conditions of employment for Non-Union Employees employed by the District, pursuant to the Public Employment Labor Relations Act (“PELRA”), Minn. Stat. §179A.01,

**WHEREAS**, the District and Technology Integrationist made agreements through the Contract Agreement Process to Article V Section 1 Rates of Pay.

**NOW, THEREFORE**, the District and Technology Integrationist agree to the following:

- 1. Term.** The Employee shall be entitled to a \$2,000 stipend per year for two school years (2024-2025 and 2025-2026) as additional compensation for participation on the Minnesota Department of Education Ed-Fi/MARSS Advisory Team.

**IN WITNESS WHEREOF**, the parties have entered into this memorandum of understanding on the dates shown below.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.

**FOR: The DISTRICT Signed this \_\_\_\_\_ day of \_\_\_\_\_**

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School Board Chair

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School Board Clerk

**FOR: The EXCLUSIVE REPRESENTATIVE Signed this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_**

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Technology Integrationist, Nicole Koll

# TECHNOLOGY INTEGRATION SPECIALIST AGREEMENT

## ARTICLE I

### PURPOSE

**Section 1. Parties.** Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with Nicole Koll (hereafter “employee”) as Technology Integration Specialist, who agrees to perform the duties assigned by the School District.

The School District and the employee agree as follows:

**Section 2. Personnel Files.** The employee shall have the right to examine their personnel files subject to the following conditions: (A) The employee, upon written request to the superintendent, may examine the contents of their file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to, and become a part of, the employee's personnel file. (C) The employee may be permitted to reproduce at their expense any contents of their personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

## ARTICLE II

### DURATION

**Section 1. Effective Time Period.** This Agreement shall remain in full force and effect for a period commencing July 1, 2024 through June 30, 2026 unless modified by the mutual written consent of the School Board and the employee, or unless terminated by law or as provided in Article X of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

## ARTICLE III

### BASIC SERVICES

**Section 1. Provision of Services.** The employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

## ARTICLE IV

### DUTY YEAR

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

**Section 2. Basic Work Year.** The employee's duty year shall consist of 210 work days inclusive of sick days and personal days. The employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

**Section 3. Determination of Days Worked.** The Superintendent will ultimately establish the yearly schedule and determine the days on which the employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of workdays does not exceed 210 for the year.

## ARTICLE V

### RATES OF PAY

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

**Subd. 1. Pay Schedule.** The employee shall be paid over 24 pay periods for the year.

#### **Subd. 2. Salary.**

2024-2025	\$52,694
2025-2026	\$53,749

**Section 2. Attendance at Conferences/Workshops.** The School District shall pay all reasonable and legally valid expenses and fees for the employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

**Section 3. Mileage Reimbursement.** The School District shall reimburse the employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The employee must provide written documentation on the mileage reimbursement requested.

**Section 4. Cell Phone Allowance.** This position is required to own and carry a cell phone to aid in completion of job duties. The district shall provide a \$50 per month stipend to defray the costs of the cell phone.

## ARTICLE VI

### LEAVES OF ABSENCE

**Section 1. Sick Leave.** Sick leave without loss of pay shall be allowed by the School District whenever the employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the employee. The School District retains the right to ultimately decide if the employee is entitled to use sick leave.

**Subd. 1. Rate Sick Leave is Earned.** The employee shall earn sick leave at the rate of fourteen (14) days per year (1 2/5 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

Subd. 2. Serious Illness. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the serious illness of the employee's spouse or domestic partner, child/stepchild or parent/step parent, and, in the case of the employee's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction of \$100/day, for the serious illness of the employee's spouse or domestic partner, child/stepchild, or parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction of \$100/day, for the serious illness of a parent-in-law. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require doctor's certification of illness.

**Subd. 3. Sick Leave Payout.** The employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

**Section 2. Personal Leave.** The employee shall earn two (2) days per year for personal leave. One (1) day may be carried into the next fiscal year.

**Subd. 1. Personal Leave Payout.** The employee shall not be entitled to the payout of any unused personal leave days upon resignation or termination of employment with the School District.

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

**Section 4. Vacation.** The employee shall be entitled to one (1) vacation day per year with no rollover to the next year.

**Section 5. Bereavement Leave and Illness in the Immediate Family.**

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

**Subd. 2.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for the death of the employee's brother or sister, brother-in-law, sister-in-law, grandparents, son-in-law or daughter-in-law and grandparent-in-law or member of the immediate household. The leave days shall not be deducted from the employee's accumulated sick leave. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction of \$100/day.

**Subd. 3.** For the death of other relatives and friends, the employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction of \$100. Deduction for \$100/day(s) shall include salary, TRA, FICA/Medicare. Bereavement days must be used consecutively at one time.

**Subd. 4.** If the leave is for reason of death, the days off shall not be deducted from the employee's accumulated sick leave.

**Section 6. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in Article VII ., are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

**Section 7. Emergency Medical Leave.** An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

**Subd. 1. Elective Surgery.** Elective Surgeries will be allowed during non-student contact days only.

**Section 8. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 9. Military Leave.** An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

**Section 10. General Leave.** At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

**Subd. 1. District Notification.** employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

**Section 11. All Other Leave.** The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

**Section 12. Workers' Compensation.** Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Subd. 1. Insurance Application-Unpaid Leave.** An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

**Subd. 2. Insurance Application-Paid Leave.** In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

**Subd. 3. Credit.** An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Subd. 4. Eligibility.** employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd. 5. Subbing While on Leave.** School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

## ARTICLE VII

### GROUP INSURANCE

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

**Section 2. Health and Hospitalization Insurance.** The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

**2024-2026**

Single, not to exceed \$6500

Family, not to exceed \$1300

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

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

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

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

**Section 5. Life Insurance.** The School District shall provide the employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the employee.

**Section 6. Long-Term Disability Insurance.** The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

## ARTICLE VIII

### HOLIDAYS

**Section 1. Paid Holidays.** The employee shall be entitled to 9 paid holidays each year of the Contract.

The 9 designated holidays will be:

- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Good Friday
- Memorial Day

## ARTICLE IX

### 403b MATCHING CONTRIBUTION PLAN

**Section 1. Eligibility.** The employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-3	\$300
4-8	\$600
9-12	\$1,200
13-15	\$1,800
16+	\$2,000

The School District's lifetime maximum contribution to the deferred matching program shall not exceed \$12,500.

**Section 2. Approved Plans.** The School District will make the forgoing matching contribution only if the employee chooses to participate in an approved 403b annuity account offered by the School District.

**Section 3. Employee Match.** The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24. The employee may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount an individual employee may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. If the employee chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year.

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

**Section 4. Intent to Participate/Enrollment Period.** Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by August 31st, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1 to the following August 31. The employee is solely responsible for filing the Intent to Participate form.

Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

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

**Section 6. Discontinuance of Service.** If the employee, for whatever reason, leaves the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

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

**Section 8. Portfolio Management.** The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decisions which are made by the employee.

**Section 9. Hold Harmless Provisions.** The employee is not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan. The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

## ARTICLE X

### DISCHARGE AND RESIGNATION FROM EMPLOYMENT

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

**Section 2. Resignation From Employment.** The employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

**By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.**

**FOR: The DISTRICT Signed this \_\_\_\_\_ day of \_\_\_\_\_**

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School Board Chair

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School Board Clerk

**FOR: The EXCLUSIVE REPRESENTATIVE Signed this \_\_\_\_\_ day of \_\_\_\_\_**

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Technology Integration Specialist

# DIRECTOR OF TECHNOLOGY CONTRACT

## ARTICLE I

### PURPOSE

**Section 1. Parties.** Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with David Lemm (hereafter “employee”) as Director of Technology, who agrees to perform the duties assigned by the School District.

The School District and the employee agree as follows:

## ARTICLE II

### DURATION

**Section 1. Effective Time Period.** This Agreement shall remain in full force and effect for a period commencing July 1, 2024 , through June 30, 2026 , unless modified by the mutual written consent of the School Board and the employee, or unless terminated by law or as provided in Article X of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

## ARTICLE III

### BASIC SERVICES

**Section 1. Provision of Services.** The employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

## ARTICLE IV

### DUTY YEAR

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

**Section 2. Basic Work Year.** The employee’s duty year shall consist of 260 work days inclusive of sick days and vacation days. The employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

**Section 3. Determination of Days Worked.** The Superintendent will ultimately establish the yearly schedule and determine the days on which the employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 260 for the year.

## ARTICLE V

### RATES OF PAY

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

**Subd. 1. Pay Schedule.** The employee shall be paid over 24 pay periods for the year.

#### **Subd. 2. Salary.**

2024-2025	\$79,287.69
2025-2026	\$81,666.32

**Section 2. Attendance at Conferences/Workshops.** The School District shall pay all reasonable and legally valid expenses and fees for the employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

**Section 3. Mileage Reimbursement.** The School District shall reimburse the employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The employee must provide written documentation on the mileage reimbursement requested.

## ARTICLE VI

### LEAVES OF ABSENCE

**Section 1. Sick Leave.** Sick leave without loss of pay shall be allowed by the School District whenever the employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the employee. The School District retains the right to ultimately decide if the employee is entitled to use sick leave.

**Subd. 1. Rate Sick Leave is Earned.** The employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

**Subd. 2. Serious Illness.** A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the serious illness of an employee's spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction of \$100/day, for the serious illness of the employee's spouse or domestic partner, child/stepchild, or parent/stepparent and up to three (3) additional days, per occurrence, shall be granted, with deduction of \$100/day, for the serious illness of a parent-in-law. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require doctor's certification of illness.

**Subd. 3. Returning Unused Sick Days for Financial Compensation.** After 3 years of service a full-time employee shall receive 25% of the employee's daily rate of pay for accumulated and unused sick leave days when leaving employment with the School District unless discharged for cause. After 6 years of service a full-time employee shall receive 30% of the employee's daily rate of pay for accumulated and unused sick leave days when leaving employment with the School District unless discharged for cause. After 20 years of service a full-time employee shall receive 50% of the employee's daily rate of pay for accumulated and unused sick leave days when leaving employment with the School District unless discharged for cause. (Definition - Completion of the respective duty days constitutes a year of service.)

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

**Section 3. Vacation.** The employee shall be entitled to 20 vacation days per year. The employee has the option of rolling over 5 vacation days a year not to exceed a total of 25 days.

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

**Section 4. Bereavement Leave and Illness in the Immediate Family.**

**Subd. 1.** A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of a spouse or domestic partner, child/stepchild, or parent/step parent, and, in the case of the employee's parent-in-law, not to exceed three (3) days. The leave days shall not be deducted from the employee's accumulated sick leave.

**Subd. 2.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of the employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, or grandchild, or member of the immediate household. The leave days shall not be deducted from the employee's accumulated sick leave.

**Subd. 3.** For the death of other relatives and friends, the employee shall be granted up to one (1) day of bereavement leave, for each occurrence, with deduction of one-half day's pay from the employee's accumulated sick leave.

**Section 5. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in Article VII, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

**Section 6. Emergency Medical Leave.** An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

**Subd. 1. Elective Surgery.** Elective surgeries will be allowed during non-student contact days only.

**Section 7. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 8. Military Leave.** An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

**Section 9. General Leave.** At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

**Subd. 1. District Notification.** Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

**Section 10. All Other Leave.** The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

**Section 11. Workers' Compensation.** Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Subd. 1. Insurance Application-Unpaid Leave.** An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

**Subd. 2. Insurance Application-Paid Leave.** In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

**Subd. 3. Credit.** An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Subd. 4. Eligibility.** Employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd. 5. Subbing While on Leave.** School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

## ARTICLE VII

### GROUP INSURANCE

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

**Section 2. Health and Hospitalization Insurance.** The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

2024-2026      Single, not to exceed \$7,000  
                         Family not to exceed \$12,000

**Subd. 1. District Contribution.** The School District contribution is based on a 260 days contract.

**Subd. 2. Claims Against the School District.** It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

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

**Section 3. Life Insurance.** The School District shall provide the employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the employee.

**Section 4. Long-Term Disability Insurance.** The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

## ARTICLE VIII

### HOLIDAYS

**Section 1. Paid Holidays.** The employee shall be entitled to 11 paid holidays each year of the contract. The 11 designated holidays will be:

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

**ARTICLE IX**

**403b MATCHING CONTRIBUTION PLAN**

**Section 1. Eligibility.** The employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-2	\$300
3-6	\$600
7-8	\$900
9-12	\$1,200
13+	\$2000

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

**ARTICLE X**

**DISCHARGE AND RESIGNATION FROM EMPLOYMENT**

**Section 1. Discharge From Employment.** The School District may terminate this Agreement, for no reason or any reason at all, by giving the employee written notice of its intent to terminate the employee’s services at least thirty (30) days prior to the effective date of the termination.

**Section 2. Resignation From Employment.** The employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

**By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.**

**FOR: The DISTRICT Signed this \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

**FOR: The EXCLUSIVE REPRESENTATIVE Signed this \_\_\_\_\_ day of \_\_\_\_\_**

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

# TRANSPORTATION DIRECTOR'S CONTRACT

Independent School District No. 485, Royalton, Minnesota (hereafter "School District") enters into this agreement with Joseph Wisner (hereafter "Employee") as Director of Transportation, who agrees to perform the duties assigned by the School District.

The School District and the Employee agree as follows:

## ARTICLE I DURATION

**Section 1. Effective Time Period.** This Agreement shall remain in full force and effect for a period commencing October 23, 2024, through June 30, 2026, unless modified by the mutual written consent of the School Board and the Employee, or unless terminated by law or as provided in Article IX of this Agreement. For purposes of this Agreement, the term "year," "duty year," "school year," or "contract year" shall refer to the period of time from July 1 through June 30.

## ARTICLE II BASIC RIGHTS

**Section 1. Provision of Services.** The Employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

## ARTICLE III DUTY YEAR

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

**Section 2. Basic Work Year.** The Employee's duty year shall consist of 260 work days inclusive of sick days and vacation days. The Employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

**Section 3. Determination of Days Worked.** The Superintendent will ultimately establish the yearly schedule and determine the days on which the Employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 260 for the year.

**ARTICLE IV  
RATES OF PAY**

**Section 1. Rates of Pay.**

**Subd. 1. Pay Schedule.** The Employee shall be paid over 24 pay periods for the year.

**Subd. 1. Salary.**

2024-2025	\$68,250
2025-2026	\$70,297.50

**Section 2. Attendance at Conferences/Workshops.** The School District shall pay all reasonable and legally valid expenses and fees for the Employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

**Section 3. Mileage Reimbursement.** The School District shall reimburse the Employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Employee must provide written documentation on the mileage reimbursement requested.

**ARTICLE V  
LEAVES OF ABSENCE**

**Section 1. Sick Leave.** Sick leave without loss of pay shall be allowed by the School District whenever the Employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the Employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the Employee. The School District retains the right to ultimately decide if the Employee is entitled to use sick leave.

**Subd. 1. Rate Sick Leave is Earned.** The Employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

**Subd. 2. Payout of Sick Upon Termination/Resignation.** The Employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

**Subd. 3. Returning Unused Sick Days for Financial Compensation.** After 3 years of service a full-time employee shall receive 25% of the employee's daily rate of pay for accumulated and unused sick leave days when retiring from the School District unless discharged for cause. After 6 years of service a full-time employee shall receive 30% of the employee's daily rate of pay for accumulated and unused sick leave days when retiring from the School District unless discharged for cause. After 20 years of service a full-time employee shall receive 50% of the employee's daily rate of pay for accumulated and unused sick leave days retiring from the School District unless discharged for cause. (Definition - Completion of the respective duty days constitutes a year of service.)

**Section 2. Vacation.** The Employee shall be entitled to 20 vacation days per year. The employee has the option of rolling over 5 vacation days a year not to exceed a total of 25 days.

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

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

**Section 4. Bereavement Leave and Illness in the Immediate Family.**

**Subd. 1.** A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of an employee's spouse or domestic partner, child/stepchild or parent/step-parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days.

**Subd 2.** Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of an employee's spouse or domestic partner, child/stepchild, or parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute employee pay, for the death of a parent-in-law.

**Subd 3.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of an employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, grandchild, or member of immediate household, this includes those of the aforementioned roles in that of a domestic partner. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction for substitute employee pay.

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

**Section 5. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in Article VI, are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

**Section 6. Emergency Medical Leave.** An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

**Subd. 1. Elective Surgery.** Elective Surgeries will be allowed during non-student contact days only.

**Section 7. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 8. Military Leave.** An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

**Section 9. General Leave.** At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

**Subd 1. District Notification.** Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

**Section 10. All Other Leave.** The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

**Section 11. Workers' Compensation.** Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Subd 1. Insurance Application-Unpaid Leave.** An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

**Subd 2. Insurance Application-Paid Leave.** In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

**Subd 3. Credit.** An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Subd 4. Eligibility.** Employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd 5. Subbing While on Leave.** School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

## **ARTICLE VI GROUP INSURANCE**

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

**Section 2. Health and Hospitalization Insurance.** The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

Single, not to exceed \$6,500  
Family not to exceed \$13,000

**Subd. 1. District Contribution.** The School District contribution is based on a 260 days contract.

**Subd 2. Claims Against the School District.** It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Health Savings Account/Wellness Account.** The School District shall also contribute annually into an HSA or Wellness account of each full-time Transportation Director employed by the School District until the benefit is re-negotiated.

2024-2026     \$1000

**Section 4. Life Insurance.** The School District shall provide the Employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The Employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the Employee.

**Section 5. Long-Term Disability Insurance.** The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

## **ARTICLE VII HOLIDAYS**

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

The 11 designated holidays will be:

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

**ARTICLE VIII**  
**403b MATCHING CONTRIBUTION PLAN**

**Section 1. Eligibility.** The Employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-50-3	\$500
6-10	\$1,000
11-15	\$1,500
16+	\$2,000

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

**ARTICLE IX**  
**DISCHARGE AND RESIGNATION FROM EMPLOYMENT**

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

**Section 2. Resignation From Employment.** The Employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

**By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.**

\_\_\_\_\_  
Transportation Director

\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 485, ROYALTON, MN**

By \_\_\_\_\_  
Board of Education, Chairperson

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Board of Education, Clerk

\_\_\_\_\_  
Date

# NUTRITION SERVICES MANAGER CONTRACT

**Section 1. Parties.** Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with Barbara Torres (hereafter “employee”) as Manager of Nutrition Services, who agrees to perform the duties assigned by the School District.

The School District and the employee agree as follows:

## ARTICLE I DURATION

**Section 1. Effective Time Period.** This Agreement shall remain in full force and effect for a period commencing July 1, 2024, through June 30, 2026 unless modified by the mutual written consent of the School Board and the employee, or unless terminated by law or as provided in Article IX of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

## ARTICLE II BASIC RIGHTS

**Section 1. Provision of Services.** The employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

## ARTICLE III DUTY YEAR

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

**Section 2. Basic Work Year.** The employee’s duty year shall consist of 180 work days inclusive of sick days and personal days. The employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

**Section 3. Determination of Days Worked.** The Superintendent will ultimately establish the yearly schedule and determine the days on which the employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 180 for the year.

**ARTICLE IV  
RATES OF PAY**

**Section 1. Rates of Pay.**

**Subd. 1. Pay Schedule.** The employee shall be paid over 24 pay periods for the year.

**Subd. 2. Salary.**

2024-2025	\$46,350
2025-2026	\$47,277

**Section 2. Attendance at Conferences/Workshops.** The School District shall pay all reasonable and legally valid expenses and fees for the employee’s attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

**Section 3. Mileage Reimbursement.** The School District shall reimburse the employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The employee must provide written documentation on the mileage reimbursement requested.

**Section 4. Clothing Allowance.** Full Time employees will receive \$200 per year to purchase appropriate clothing for their position. Part time employees will have their clothing allowance prorated from \$200.00.

**ARTICLE V  
LEAVES OF ABSENCE**

**Section 1. Sick Leave.** Sick leave without loss of pay shall be allowed by the School District whenever the employee’s absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the employee. The School District retains the right to ultimately decide if the employee is entitled to use sick leave.

**Subd. 1. Rate Sick Leave is Earned.** The employee shall earn sick leave at the rate of ten (10) days per year accrued at the beginning of the year, which may be accumulated to a maximum of one hundred and twenty (120) days.

**Subd. 2. Serious Illness.** A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the serious illness of an employee’s spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of an employee’s parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction of \$100/day, for the serious illness of the employee’s spouse or domestic partner, child/stepchild or parent/stepparent and up to three (3) additional days, per occurrence, shall be granted, with deduction of \$100/day, for the serious illness of a parent-in-law. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require doctor's certification of illness.

**Subd. 3. Payout of Sick Upon Termination/Resignation.** The employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

**Section 2. Personal Leave.** The employee shall earn personal leave at the rate of two (2) days per year and may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed three (3) days at any given time. Banked days can only be used after the regular, allocated one (1) day provided in this section is used. employees may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc.

**Subd. 1. Discretion of Employee's Supervisor.** The use of personal leave is at the discretion of the employee's supervisor and shall not be used to perform work for pay. Additional days off without pay shall not be taken without prior approval of the Superintendent.

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

**Section 4. Bereavement Leave and Illness in the Immediate Family.**

**Subd. 1.** A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of an employee's spouse or domestic partner, child/stepchild or parent/step-parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days shall not be deducted from the employee's accumulated sick leave.

**Subd 2.** Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of an employee's spouse or domestic partner, child/stepchild, or parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute employee pay, for the death of a parent-in-law.

**Subd 3.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of an employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, grandchild, or member of immediate household, this includes those of the aforementioned roles in that of a domestic partner. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction for substitute employee pay.

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

**Section 5. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in Article VI, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

**Section 6. Emergency Medical Leave.** An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

**Subd. 1. Elective Surgery.** Elective surgeries will be allowed during non-student contact days only.

**Section 7. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 8. Military Leave.** An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

**Section 9. General Leave.** At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

**Subd. 1. District Notification.** Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

**Section 10. All Other Leave.** The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

**Section 11. Workers' Compensation.** Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Subd. 1. Insurance Application-Unpaid Leave.** An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

**Subd. 2. Insurance Application-Paid Leave.** In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

**Subd. 3. Credit.** An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Subd. 4. Eligibility.** employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd. 5. Subbing While on Leave.** School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

## ARTICLE VI GROUP INSURANCE

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

**Section 2. Health and Hospitalization Insurance.** The School District shall contribute toward employee hospital-medical coverage, under the School District's group plan for the Nutrition Services Manager employed by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

Single, not to exceed \$6,500  
Family not to exceed \$13,000

**Subd. 1. Claims Against the School District.** It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Life Insurance.** The School District shall provide the employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the employee.

**Section 4. Long-Term Disability Insurance.** The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

## ARTICLE VII HOLIDAYS

**Section 1. Paid Holidays.** The employee shall be entitled to five paid holidays each year of the Contract. The five designated holidays will be:

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

**ARTICLE VIII**  
**403b MATCHING CONTRIBUTION PLAN**

**Section 1. Eligibility.** The employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-3	\$300
4-8	\$600
9-12	\$1200
13-15	\$1,800
16+	\$2,000

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

**ARTICLE IX**  
**DISCHARGE AND RESIGNATION FROM EMPLOYMENT**

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

**Section 2. Resignation From Employment.** The employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

**By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.**

\_\_\_\_\_  
Nutrition Services Manager

\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 485, ROYALTON, MN**

By \_\_\_\_\_  
Board of Education, Chairperson

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Board of Education, Clerk

\_\_\_\_\_  
Date

# **MASTER AGREEMENT**

**between**

**ROYALTON SCHOOL DISTRICT #485**

**AND**

**ROYALTON PRINCIPALS' ASSOCIATION**

**July 1, 2024 through June 30, 2026**

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The School District also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the School District

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## ARTICLE I

### PURPOSE

**Section 1. Parties.** This Agreement, entered into between the School Board of Independent School District No. 485, Royalton, Minnesota, hereinafter referred to as the School District or the School Board, and the Royalton Principals' Association, (RPA), hereinafter referred to as the Association or Exclusive representative, pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as PELRA, to provide the terms and conditions of employment for principals for the duration of this Agreement.

## ARTICLE II

### RECOGNITION OF EXCLUSIVE REPRESENTATIVE

**Section 1. Recognition.** In accordance with PELRA, the School Board recognizes the Royalton Principals' Association as the Exclusive Representative of principals employed by the School Board, which Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.

**Section 2. Appropriate Unit.** The Exclusive Representative shall represent all principals of the School District as defined in this Agreement and in PELRA.

## ARTICLE III

### DEFINITIONS

**Section 1. Terms and Conditions of Employment.** The term, “terms and conditions of employment,” means the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired principals or severance pay, and the School District’s personnel policies affecting the principals and the scope of negotiations. The term does not mean educational policies of the School District. “Terms and conditions of employment” are subject to the provisions of PELRA.

**Section 2. Association.** The term “Association” shall mean the Royalton Principals' Association.

**Section 3. Principal.** The term “principal” shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota as a principal or assistant principal and who devotes more than fifty percent (50%) of their time to administrative and supervisory duties, excluding the following: superintendent, assistant superintendent, confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employees’ bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in a calendar year, emergency employees, and all other employees. Reference to “principal” in this Agreement shall mean principals and assistant principals except in those cases in which a clear distinction between the two positions exists.

**Section 4. Other.** Terms not defined in this Agreement shall have those meanings as defined by PELRA.

## ARTICLE IV

### SCHOOL DISTRICT RIGHTS

**Section 1. Inherent Managerial Rights.** The Association recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

**Section 2. Management Rights.** The Association recognizes the School Board, on behalf of the public, has the responsibility and authority to manage, direct, and take charge of all operations and business of the School District to the full extent authorized by law, and with its primary function and obligation to provide educational opportunities for the students of the School District.

**Section 3. Managerial Responsibilities.** The discharge of said responsibilities and the exercise of said authority by the School District and its properly designated officials, and the adoption of necessary and reasonable policies, rules, directives and practices in furtherance thereof shall not be limited in any way except by the specific and express terms of this contract.

**Section 4. Rights Reserved.** The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in the Agreement are reserved to the School District.

## ARTICLE V

### ASSOCIATION RIGHTS

**Section 1. Right to Join Organizations.** Pursuant to PELRA, principals shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

**Section 2. Payroll Deductions.** Upon written notification by the employee, the School District shall deduct from the principal's salary: credit union payments, saving bond or tax sheltered tax-sheltered annuities.

**Section 3. Use of Facilities.** The Association shall have the right to use School District facilities provided that this shall not interfere with or interrupt school operations.

**Section 4. Use of District Equipment.** The Association can use district owned office machines and typewriters to make and reproduce material if such use does not interfere with school business.

**Section 5. Association Representatives.** Duly authorized representatives of the Association shall be permitted to discuss matters pertaining to Association business at all reasonable times, provided that this shall not interfere with or interrupt normal operations.

## ARTICLE VI

### ATTENDANCE AT CONVENTIONS

**Section 1. Participation.** Members of the Royaltan Association may represent the School District at state association conventions each year. Principals may submit reasonable and customary expenses to the School District for reimbursement.

## ARTICLE VII

### CONTRACT YEAR

**Section 1. Years In Effect.** This Administrators contract shall be in effect for a period of two (2) years from July 1, 2024 to June 30, 2026.

**Section 2. Duty Days.** All administrators covered by this contract shall be assigned the following number of duty days. Duty days shall mean those days when administrators are expected to be on duty providing their contractual services. Vacations and legal holidays recognized on the school calendar are not duty days.

Elementary Principal	215 duty days (183 school calendar days and 32 additional days)
MS/HS Principal	220 duty days (183 school calendar days and 37 additional days)
MS/HS Asst. Principal/AD	210 duty days (183 school calendar days and 27 additional days.)

**Section 3. Vacation During School Calendar Year.** Principals may take up to three (3) of their vacation days during the school calendar year, providing these days are made up during the current contract year. Prior approval of these days must be obtained from the Superintendent prior to taking such days.

**Section 3. Continuing Contract.** In the event that a new contract has not been ratified by both the Board and the Association at the end of the **current** contract years, the existing contract shall remain in effect until a replacement contract is ratified.

## ARTICLE VIII

### GROUP INSURANCE

#### **Section 1. Health and Hospitalization Insurance.**

**Subd. 1. School District's Contribution.** The School District shall provide all full-time principals employed by the School District, who qualify for and are enrolled in the School District's health and hospital plan, with employee and dependent(s) health and hospitalization insurance coverage, under the School District's group plan. The School District will pay 90% of the premium cost of the most expensive district offered plan for family or single coverage (currently is the traditional plan). If the Principal doesn't choose the most expensive district offered plan for family or single coverage, the School District shall pay the same amount of dollars toward a district group plan of their choice. Any remaining dollars, after full payment of premiums, shall be paid into the Principal's Health Savings Account.

**Subd. 2. HSA Account/Wellness Account.** The School District shall also contribute annually into an HSA or Wellness account of each full-time principal employed by the School District until the benefit is re-negotiated.

2024-2025	2750
2025-2026	\$3000

**Subd. 3. Insurance Carrier.** The insurance carrier providing coverage under this section shall be the same as provided under the School District's group health and hospital policy.

**Section 2. Life Insurance.** The School District shall provide each full time principal covered by this Agreement group life insurance coverage in the amount of \$50,000, the premiums to be paid by the School District. The principal may elect to purchase an equal amount of life insurance with premiums paid by the principal.

**Section 3. Income Protection Plan.** The School District shall provide each member of the appropriate unit with an income protection policy beginning after sixty (60) days of continuous absence due to disability. Such policy shall provide for benefits equal to at least 2/3 of the principal's salary.

**Section 4. Legal Liability Insurance.** All principals covered by this contract shall be covered by the School District Legal Liability Insurance for the period of this contract. Such coverage shall be subject to the limit of the policy in effect.

**Section 5. Reimbursement for Vandalism.** A principal shall be reimbursed up to \$300 for vandalism damage to their property caused in relation to their position as principal and which is not covered by the principal's insurance.

## ARTICLE IX

### LEAVES OF ABSENCE

#### **Section 1. Sick Leave.**

**Subd. 1. Rate of Earned Sick Leave Days.** All full time principals shall earn sick leave at the rate of fifteen (15) days for each year of service while employed by the School District. The fifteen (15) days shall be made available to the principal at the beginning of the school year but shall be earned at the rate of 1 2/5 days per month from August through June. There shall be deducted from salary due a principal when the principal terminates their service for that year the pay for any days of sick leave used but not earned.

Subd. 2. Serious Illness. A leave of absence without loss of pay, not to exceed five days, for each occurrence, shall be granted for serious illness of a principal's spouse or domestic partner, child/stepchild or parent/step parent, brother or sister, and in the case of a principal's parent-in-law, for not to exceed three days. If the leave is for reasons of illness, the leave days taken shall be deducted from the principal's accumulated sick leave. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The Board may require doctor's certification of illness.

**Subd. 3. Rate of Earned Sick Leave Days for Part-Time Principals.** All part-time principals in the appropriate unit (i.e., working less than full-time whose services exceed 14 hours a week) shall earn sick leave the same as full-time principals except days shall be earned on a prorated basis, that is, the number of days or fractions thereof, shall be in the proportion that their part-time work is to full-time work.

**Subd. 4. Accumulation of Sick Days.** Unused sick leave days shall accumulate to one hundred and twenty (120) days. The Principal shall submit the yearly unused sick leave days (up to 7 days) in excess of the accumulated amount for reimbursement at the rate of \$100.00 per day.

**Subd. 5. Returning Unused Sick Days for Financial Compensation.** After 3 years of service a full-time principal shall receive 25% of the principal's daily rate of pay for accumulated and unused sick leave days when leaving employment with the School District unless discharged for cause. After 6 years of service a full-time principal shall receive 30% of the principal's daily rate of pay for accumulated and unused sick leave days when leaving employment with the School District unless discharged for cause. After 20 years of service a full-time principal shall receive 50% of the principal's daily rate of pay for accumulated and unused sick leave days unless discharged for cause. (Definition - Completion of the respective duty days constitutes a year of service.)

**Subd. 6. Sick Leave without Loss of Pay.** Sick leave without loss of pay shall be allowed by the School District whenever a principal's absence is found to have been due to illness or injury which prevented attendance at the school and performance of duties. The School District may require the principal to furnish a medical certificate from the school nurse or from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the principal.

**Section 2. Workers' Compensation.** Pursuant to Minnesota Statutes Chapter 176, a principal injured on the job in the service of the School District and collecting workers' compensation insurance, may draw sick leave and receive full salary from the School District, his salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his accrued sick leave.

### **Section 3. Bereavement Leave and Illness.**

**Subd. 1. Immediate Family.** A leave of absence without loss of pay, not to exceed five days, for each occurrence, shall be granted for death of a principal's spouse or domestic partner, child/stepchild or parent/step parent, brother or sister, and in the case of a principal's parent-in-law, for not to exceed three days. If the leave is for reasons of death, it shall not be deducted from sick leave..

**Subd. 2. Family.** A leave of absence without loss of pay, not to exceed two days for each occurrence, shall be granted for death of grandparents, grandchild, son or daughter-in-law, and grandparent-in-law or member of the immediate household.

**Subd. 3. Other Relatives and Friends.** Leave granted for deaths of other relatives and friends may be granted at the discretion of the Superintendent.

#### **Section 4. Personal Leave.**

**Subd. 1. Amount of Days.** Each full-time principal shall annually be entitled to two days of personal leave during the first two years of School District service. Thereafter personal leave shall be three days per year. Personal leave shall be non-cumulative.

**Subd. 2. Approval of Personal Leave for Other Reasons.** Personal leave for other reasons may be granted upon approval of the Superintendent. The request must be made in writing on the School District's leave form. In cases requiring privacy, the Superintendent may accept an oral statement.

**Subd. 3. Additional Personal Leave Days.** Additional personal leave days may be granted a principal at the discretion of the Superintendent.

**Subd. 4. Personal-Flex Day Option.** A principal may elect to convert three (3) sick leave days per year to one (1) personal-flex day that may be used in the same manner as a personal day. Unused personal-flex days will be paid out at the principal's daily rate of pay. Personal-flex day payments will be deposited into either the employee's 403b account or their Health Savings Account.

**Section 5. Military Leave.** A principal called for military service shall be granted a leave of absence without pay for such times as may be required to fulfill the obligation. Upon termination of Military leave the principal shall receive credit for experience on the pay schedule the same as if the principal had remained in the school system.

**Section 6. Jury Leave.** A principal called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the principal for jury duty (exclusive of mileage and other expenses) shall be assigned by the principal to the School District.

**Section 7. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in Article VIII ., are unpaid, nothing herein shall preclude an employee's r from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the

School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

## **Section 7. General Leave.**

**Subd. 1. Requested Unpaid Leave of Absence.** Principals with a minimum of three (3) years of experience as a principal in the School District may apply for an unpaid leave of absence subject to the provisions in this section. General leave of absence for one (1) year may be granted to the principal for any reason not included above and at the discretion of the School Board. Principals requesting leave under the provisions of this Section shall submit a written request. Such requests shall be submitted no later than March 31 of the school year preceding the year of the requested leave.

**Subd. 2. Written Intention to Return.** Principals who are granted leave of absence under the provisions of this Section shall notify the School Board no later than March 31 of the leave year, in writing of their intention to return to their principal's position.

**Subd. 3. Retaining Experience Credit.** Principals who return from General leave within the provisions of this Section, shall retain all previous experience credit and any unused leave time accumulated but shall receive no accumulation for the leave year.

**Subd. 4. Retaining Benefits.** Principals granted leave within the provisions of this Section may retain all benefits at their own expense subject to insurance policy coverage and provisions.

**ARTICLE X**

**COMPENSATION**

**Section 1. Reimbursement for Incurred Expenses.** Authorized expenses incurred in discharging the responsibilities of the principals within or outside the School District shall be fully reimbursed by the School Board upon submission of appropriate documentation substantiating the expenses.

**Section 2. Method of Salary Payment.** All principals shall be paid on the fifteenth and last day of each month (except the first pay period of the school year shall be August 15). Should these dates fall on a Saturday or Sunday, salary shall be paid on the nearest working day on either Friday or Monday. In the case of extended vacations, e.g., winter or spring, the payment shall be sent out to the principal. The number of payments shall be twenty-four. A principal may, however, opt to receive the balance of their payments at the completion of the service year. This option must be indicated to the Superintendent no later than April 15 of the contracted school year. The School Board shall pay the lump sum payment no later than the last day of the contracted school year. An emergency request after April 15 for lump sum payment may be granted with payment to be made by June 20. Requests made after June 20 may be granted within 10 days of the request.

**Section 3. Salaries.**

	2024-2025	2025-2026
Elementary Principal	\$91,120.24	\$93,853.84
MS/HS Principal	\$113,591.04	\$116,998.77
MS/HS Asst. Principal/Activities Director	\$87,475.43	\$90,099.69

**Section 4. Professional Development.** The School District shall provide reimbursement, in the amount not to exceed \$250, for the purchase of career related publications. The principal must provide receipts for the reimbursement requested.

**ARTICLE XI**

**EXTRA COMPENSATION**

**Section 1. Extracurricular Compensation.** In the event that a principal may be approved to take the appointment of an extracurricular assignment, they will be reimbursed in accordance with the current established rate of pay for the School District.

**Section 2. Cell Phone Allowance.** This position is required to own and carry a cell phone to aid in completion of job duties. The Principal shall have the choice between a district provided cell phone or a \$75 per month stipend for using their personal cell phone.

**ARTICLE XII**

**UNREQUESTED LEAVE OF ABSENCE**

**Section 1. Reduction in Force.** In the event it is necessary for the School District to reduce the number of principals covered by this Agreement, the workforce shall be reduced in accordance with Minnesota Statutes Section 122A.40, Subdivision 11.

**ARTICLE XIII**

**MEET AND CONFER**

**Section 1. Minnesota Statutes Section 179A.07, Subdivision 3.** The School Board recognizes that the principals possess knowledge, experience, and dedication which is helpful and necessary to the operation of the School District and the quality of education services and which may assist the School Board in developing their policies. It shall be the policy of the School Board to meet and confer with representatives of the Royalton Principals' Association pursuant to Minnesota Statutes Section 179A.07, Subdivision 3.

**Section 2. Requesting and Number of Meetings.** Such meetings shall be held between association representatives and representatives of the School Board. Such meetings shall be held when requested by the principals or the School Board. The number of such meetings shall not exceed four (4) in any one school year.

**ARTICLE XIV**

**MATCHING ANNUITY PROGRAM AND RETIREMENT**

**Section 1. Eligibility, School District Payout Cap, and Other.** Principals, after receiving tenure as principals in the School District, shall be eligible to participate in a tax sheltered state-approved matching annuity plan through payroll deduction. Part-time principal benefits will be prorated. The School District payout cap shall be \$25,000 per principal. Benefits will be paid on a twelve month basis. The following schedule will be used to determine School District contribution levels. Principals may contribute any dollar amount up to the maximum amount allowed by law.

<u>Years of Service in the School District</u>	<u>School District's Matching Contribution</u>
0-6	\$1,000
7-10	\$1,500
10+	\$2,000

**Section 2. Declaration of Intent to Participate.** Principals eligible to enroll in the district 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by August 31<sup>st</sup>, or if the date falls on a weekend, the Friday preceding. This form is valid until the principal notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1 to the following August 31. The principal is solely responsible for filing the Intent to Participate form.

**Section 3. Discontinuance of Service.** Principals who, for whatever reason, leave the service of the School District prior to retirement, shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuous service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of the service.

**Section 4. Sole Responsibility of Principal to Manage the Portfolio and Investments.** Management of both the portfolio of individual investments and the School District contributions shall be solely the responsibility of the principal in whose name these investments have been made. The School District assumes no current or future liability for contributions made to these plans or for investment earnings (losses) which may occur to these portfolios as a result of investment decisions which are made by the principal.

Principals are not to construe the Plan or the School District contributions to the Plan or the opportunity of the principal to match such contributions as legal, tax, or investment advice by the School District.

The management of both the individual and School District contributions shall be solely the responsibility of the principal in whose name the contributions have been made. Each principal should consult their own attorney, accountant, and investment advisor as to legal, tax, and investment issues relating to contributions to the Plan.

The School District has neither reviewed nor approved any investment programs which the principal may obtain by way of contributions under the Matching Annuity Program. The principal agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Annuity Program.

## ARTICLE XV

### GRIEVANCE PROCEDURE AND ARBITRATION

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

**Subd. 1. Grievance.** A grievance means a dispute or disagreement as to the interpretation or application of any term of this Agreement.

**Subd. 2. Days.** Days means calendar days excluding Saturdays, Sundays, holidays designated by state law, and vacation days within the school year as defined by the School District's calendar.

**Subd. 3. Grievant.** Grievant means an individual principal who has a grievance. The grievant may be represented at any time in the grievance or arbitration procedure by a representative of the Association or any other person.

**Subd. 4. Grievance Procedures.** The grievance procedure consists of two levels, plus an arbitration level, and grievance will be presented as herein set out.

**Subd. 5. Answer.** Answer means a concise written response outlining the position and action taken by the Superintendent.

**Section 2. Level I Grievance.** Within 15 days of the time a grievance arises, the principal will present the grievance to the Superintendent on an informal basis in an attempt to resolve the grievance. Within six days after presentation of the grievance, the Superintendent shall give his written answer to the grievant.

**Section 3. Level II Grievance.** If the grievance is not settled at Level I, the grievant may, within seven (7) days of the receipt of the Superintendent's answer, submit to the Superintendent a written "Statement of Grievance" signed by the grievant. The statement of grievance shall set out:

- (1) Name of employee(s) involved.
- (2) The facts giving rise to the grievance.
- (3) All specific provisions of this Agreement alleged to be violated.
- (4) The contention of the employee and the Association.
- (5) The relief requested.

**Subd. 1. Meeting with Superintendent or School Board Designee.** Within a reasonable time after receipt of the Statement of Grievance, but not to exceed ten (10) days, the Superintendent or other representative designated by the School Board, shall meet with the grievant to discuss the grievance. Within five (5) days after the meeting the Superintendent or other Board representative, the Superintendent or other School Board representative shall give his decision on the grievance in writing. The decision shall be a concise statement outlining the School Board's position and the action taken.

**Section 4. Arbitration.** If the grievance has not been resolved at Level II, either the School Board or the grievant shall have the right to appeal the dispute to an impartial arbitrator. The appeal must be taken within ten (10) days from the date the Superintendent's or other School Board representative's written decision is given to the grievant.

### **Section 5. Arbitration Procedures.**

**Subd. 1. Selection.** The School Board and the grievant shall endeavor to agree upon an arbitrator. If the parties are unable to do so, either may request from the Bureau of Mediation Services ("BMS") a list of five names. The parties shall alternately strike names from the list until one name remains and that person shall be the arbitrator. (If the parties are unable to agree on who strikes first, a flip of a coin shall decide).

**Subd. 2. Hearing.** The arbitrator shall schedule a hearing at which each party shall have the right to representation and the opportunity to submit evidence and make written or oral arguments.

**Subd. 3. Jurisdiction of Arbitrator.** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before them pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the jurisdiction of

the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**Subd. 4. Decision.** The decision of the arbitrator shall be made within thirty (30) days after the close of the hearing. There shall be no appeal from an arbitrator's decision if within the scope of his authority as herein set out, and such decision shall be final and binding on the parties.

**Subd. 5. Expenses.** The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other. The cost of the transcript or recording of the hearing, if requested, shall be paid by the requesting party.

**Subd. 6. Non-Waiver of Jurisdictional Objections and Processing.** The fact that a grievance has been considered by the parties at preceding levels shall not constitute a waiver of jurisdictional limitations upon the arbitrator.

## **Section 6. Miscellaneous Provisions.**

**Subd. 1. Computation of Time.** In computing any period of time prescribed or allowed by this Article, the day of the act or event or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included. Correspondence sent by certified or registered mail with a postmark date within the time limit shall meet the requirement.

**Subd. 2. Time Limits and Level Waiver.** Any grievance which is either not submitted or not advanced to the next level by the grievant within the time limit specified shall be deemed abandoned. The parties, by mutual agreement, may waive any step and extend any time limits.

**Subd. 3. Processing of Grievance.** The processing of grievances shall be after the normal work day, whenever possible; if, however, a grievance at the arbitration level occurs during the normal work day, the principal(s) shall not be deprived of compensation for time spent at the arbitration proceeding.

## ARTICLE XVI

### DURATION

**Section 1. Terms and Reopening of Negotiations.** This agreement shall remain in full force and in effect for a period commencing July 1, 2024 through June 30, 2026 , and thereafter as provided by PELRA. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a principal shall be compensated according to the previous year's compensation until such time that a successor Agreement is ratified. If either party desires to modify or amend this Agreement, it shall give written notice of such intent pursuant to PELRA no earlier than January 15,2024 , nor no later than May 1,2026 .

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

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

**Section 4. Severability.** The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision.

**By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement:**

**FOR: The DISTRICT Signed this \_\_\_\_\_ day of \_\_\_\_\_**

---

School Board Chair

---

School Board Clerk

**FOR: The EXCLUSIVE REPRESENTATIVE Signed this \_\_\_\_\_ day of \_\_\_\_\_**

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Elementary Principal, Anthony Neumann

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MS/HS Principal, Joel Swenson

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MS/HS Asst. Principal/Activities Director, Kaitlyn Frenchick

# DIRECTOR OF HUMAN RESOURCES/COMMUNITY EDUCATION

## ARTICLE I

### PURPOSE

**Section 1. Parties.** Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with Amy Krueger (hereafter “employee”) as Director of Human Resources Director/Community Education who agrees to perform the duties assigned by the School District.

## ARTICLE II

### DURATION

**Section 1. Effective Time Period.** This Agreement shall remain in full force and effect for a period commencing July 1, 2024, through June 30, 2026, unless modified by the mutual written consent of the School Board and the employee, or unless terminated by law or as provided in Article X of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

## ARTICLE III

### BASIC SERVICES

**Section 1. Provision of Services.** The employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

## ARTICLE IV

### DUTY YEAR

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

**Section 2. Basic Work Year.** The employee’s duty year shall consist of 260 work days inclusive of sick days and vacation days. The employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

**Section 3. Determination of Days Worked.** The Superintendent will ultimately establish the yearly schedule and determine the days on which the employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of workdays does not exceed 260 for the year.

## ARTICLE V

### RATES OF PAY

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

**Subd. 1. Pay Schedule.** The employee shall be paid over 24 pay periods for the year.

#### **Subd. 2. Salary.**

2024-2025	\$87,475.43
2025-2026	\$89,224.94

**Section 2. Attendance at Conferences/Workshops.** The School District shall pay all reasonable and legally valid expenses and fees for the employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

**Section 3. Mileage Reimbursement.** The School District shall reimburse the employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The employee must provide written documentation on the mileage reimbursement requested.

## ARTICLE VI

### LEAVES OF ABSENCE

**Section 1. Sick Leave.** Sick leave without loss of pay shall be allowed by the School District whenever the employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the employee. The School District retains the right to ultimately decide if the employee is entitled to use sick leave.

**Subd. 1. Rate Sick Leave is Earned.** The employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

**Subd. 2. Serious Illness.** A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the serious illness of an employee's spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction of \$100/day, for the serious illness of the employee's spouse or domestic partner, child/stepchild, or parent/stepparent and up to three (3) additional days, per occurrence, shall be granted, with deduction of \$100/day, for the serious illness of a parent-in-law. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require doctor's certification of illness.

**Subd. 3. Sick Leave Payout.** The employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

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

**Section 3. Vacation.** The employee shall be entitled to 21 vacation days per year. The employee has the option of rolling over 5 vacation days a year not to exceed a total of 26 days.

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

**Section 4. Conference Adjustment Days.** The employee shall be entitled to 2 conference adjustment days per year as determined by the yearly approved district calendar.

**Section 5. Bereavement Leave and Illness in the Immediate Family.**

**Subd 1.** A leave of absence without loss of pay, not to exceed five (5) days for each occurrence, shall be granted for death or serious illness of the employee's spouse or domestic partner, child/stepchild, or parent/step parent, and, in the case of the employee's parent-in-law, not to exceed three (3) days. The leave days shall not be deducted from the employee's accumulated sick leave.

**Subd 2.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for the death of the employee's brother or sister, brother-in-law, sister-in-law, grandparents, son-in-law or daughter-in-law and grandparent-in-law or member of the immediate household. The leave days shall not be deducted from the employee's accumulated sick leave.

**Subd 3.** For the death of other relatives and friends, the employee shall be granted up to one (1) day of bereavement leave, for each occurrence, with deduction of one-half day's pay from the employee's accumulated sick leave.

**Section 6. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in Article VII, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

- 1. Grant any leave for more than twelve (12) months in duration.
- 2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

**Section 7. Emergency Medical Leave.** An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

**Subd. 1. Elective Surgery.** Elective Surgeries will be allowed during non-student contact days only.

**Section 8. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 9. Military Leave.** An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

**Section 10. General Leave.** At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

**Subd. 1. District Notification.** employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

**Section 11. All Other Leave.** The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

**Section 12. Workers' Compensation.** Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Subd. 1. Insurance Application-Unpaid Leave.** An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

**Subd. 2. Insurance Application-Paid Leave.** In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

**Subd. 3. Credit.** An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Subd. 4. Eligibility.** employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd. 5. Subbing While on Leave.** School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

## ARTICLE VII

### GROUP INSURANCE

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

**Section 2. Health and Hospitalization Insurance.** The School District shall provide all full-time Director of Human Resources /Community Education employed by the School District, who qualify for and are enrolled in the School District's health and hospital plan, with employee and dependent(s) health and hospitalization insurance coverage, under the School District's group plan. The School District will pay 90% of the premium cost of the most expensive district offered plan for family or single coverage (currently is the traditional plan). If the Director of Human Resources Director/Community Education doesn't choose the most expensive district offered plan for family or single coverage, the School District shall pay the same amount of dollars toward a district group plan of their choice. Any remaining dollars, after full payment of premiums, shall be paid into the Director of Human Resources Director/Community Education's Health Savings Account.

**Subd. 1. District Contribution.** The School District contribution is based on a 260 days contract.

**Subd 2. Claims Against the School District.** It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Health Savings Account/Wellness Account.** The School District shall also contribute annually into an HSA or Wellness account of each full-time Director of Human Resources Director/Community Education employed by the School District until the benefit is re-negotiated.

2024-2026     \$2750

**Section 4. Life Insurance.** The School District shall provide the employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the employee.

**Section 5. Long-Term Disability Insurance.** The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

## ARTICLE VIII

### HOLIDAYS

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

The 11 designated holidays will be:

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

## ARTICLE IX

### 403b MATCHING CONTRIBUTION PLAN

**Section 1. Eligibility.** The employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-6	\$1,000
7-10	\$1,500
11+	\$2,000

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

**ARTICLE X**

**DISCHARGE AND RESIGNATION FROM EMPLOYMENT**

**Section 1. Discharge From Employment.** The School District may terminate this Agreement, for no reason or any reason at all, by giving the employee written notice of its intent to terminate the employee's services at least thirty (30) days prior to the effective date of the termination.

**Section 1. Resignation From Employment.** The employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

**By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.**

**FOR: The DISTRICT Signed this \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

**FOR: The EXCLUSIVE REPRESENTATIVE Signed this \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_  
Director of Human Resources Director/Community Education

# DIRECTOR OF BUILDINGS AND GROUNDS CONTRACT

## ARTICLE I

### PURPOSE

**Section 1. Parties.** Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with Tony Duevel (hereafter “employee”) as Director of Buildings and Grounds, who agrees to perform the duties assigned by the School District.

The School District and the employee agree as follows:

## ARTICLE II

### DURATION

**Section 1. Effective Time Period.** This Agreement shall remain in full force and effect for a period commencing July 1, 2024 through June 30, 2026 unless modified by the mutual written consent of the School Board and the employee, or unless terminated by law or as provided in Article X of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

## ARTICLE III

### BASIC SERVICES

**Section 1. Provision of Services.** The employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

## ARTICLE IV

### DUTY YEAR

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

**Section 2. Basic Work Year.** The employee’s duty year shall consist of 260 work days inclusive of sick days and vacation days. The employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

**Section 3. Determination of Days Worked.** The Superintendent will ultimately establish the yearly schedule and determine the days on which the employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of workdays does not exceed 260 for the year.

## ARTICLE V

### RATES OF PAY

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

**Subd. 1. Pay Schedule.** The employee shall be paid over 24 pay periods for the year.

#### **Subd. 2. Salary.**

2024-2025	\$66,686.31
2025-2026	\$68,020.04

**Section 2. Attendance at Conferences/Workshops.** The School District shall pay all reasonable and legally valid expenses and fees for the employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

**Section 3. Mileage Reimbursement.** The School District shall reimburse the employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The employee must provide written documentation on the mileage reimbursement requested.

## ARTICLE VI

### LEAVES OF ABSENCE

**Section 1. Sick Leave.** Sick leave without loss of pay shall be allowed by the School District whenever the employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the employee. The School District retains the right to ultimately decide if the employee is entitled to use sick leave.

**Subd.1. Rate Sick Leave is Earned.** The employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

**Subd. 2. Serious Illness.** A leave of absence without loss of pay, not to exceed five (5) days for each occurrence, shall be granted for serious illness of the employee's spouse or domestic partner, child/stepchild, or parent/step parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction of \$100/day, for the serious illness of the employee's spouse or domestic partner, child/stepchild or parent/stepparent and up to three (3) additional days, per occurrence, shall be granted, with deduction of \$100/day, for the serious illness of a parent-in-law. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require doctor's certification of illness.

**Subd. 3. Sick Leave Payout.** The employee shall be entitled to payment for 30% of any unused sick leave and accrued pursuant to the provisions of this section at the current daily rate of pay in effect at the time of retirement or death up to a maximum of 120 days; however, if the employee is involuntarily terminated, they shall not be entitled to unused earned and accrued sick leave days.

“Daily rate of pay” shall refer to a number achieved by dividing the annual base salary, as specified in Article V, Section 1, by 260 days.

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

**Section 3. Vacation.** The employee shall be entitled to 25 vacation days per year. The employee has the option of rolling over 40 hours of vacation a year not to exceed a total of 240 hours in vacation bank per year.

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

#### **Section 4. Bereavement Leave and Illness in the Immediate Family.**

**Subd. 1.** A leave of absence without loss of pay, not to exceed five (5) days for each occurrence, shall be granted for death of the employee's spouse or domestic partner, child/stepchild, or parent/step parent and, in the case of the employee's parent-in-law, not to exceed three (3) days. The leave days shall not be deducted from the employee's accumulated sick leave.

**Subd. 2.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for the death of the employee's brother or sister, brother-in-law, sister-in-law, grandparents, son-in-law or daughter-in-law and grandparent-in-law or member of the immediate household. The leave days shall not be deducted from the employee's accumulated sick leave.

**Subd. 3.** For the death of other relatives and friends, the employee shall be granted up to one (1) day of bereavement leave, for each occurrence, with deduction of one-half day's pay from the employee's accumulated sick leave.

**Section 5. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in Article VII, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

**Section 6. Emergency Medical Leave.** An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

**Subd. 1. Elective Surgery.** Elective Surgeries will be allowed during non-student contact days only.

**Section 7. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 8. Military Leave.** An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

**Section 9. General Leave.** At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

**Subd. 1. District Notification.** Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

**Section 10. All Other Leave.** The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

**Section 11. Workers' Compensation.** Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Subd. 1. Insurance Application-Unpaid Leave.** An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

**Subd. 2. Insurance Application-Paid Leave.** In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

**Subd. 3. Credit.** An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Subd. 4. Eligibility.** Employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd. 5. Subbing While on Leave.** School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

## ARTICLE VII

### GROUP INSURANCE

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

**Section 2. Health and Hospitalization Insurance.** The School District shall provide the Director of Building Grounds health and hospitalization insurance coverage, under the School District's group plan. The School District will pay 100% of the premium for family coverage. If the employee doesn't choose the most expensive district offered the plan for family or single coverage, the School District shall pay the same amount of dollars toward a district group plan of their choice. The employee is responsible for any additional costs (deductibles, co-pays, etc).

**Subd. 1. District Contribution.** The School District contribution is based on a 260 days contract.

**Subd. 2. Claims Against the School District.** It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Life Insurance.** The School District shall provide the employee with group life insurance coverage in the amount of \$100,000.00, the premiums to be paid by the School District. The employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the employee.

**Section 4. Long-Term Disability Insurance.** The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

## ARTICLE VIII

### HOLIDAYS

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

The 11 designated holidays will be:

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

## ARTICLE IX

### 403b MATCHING CONTRIBUTION PLAN

**Section 1. Eligibility.** The employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-5	\$500
6-10	\$1,000
11-15	\$1,500
16+	\$2,000

The current employee will be grandfathered in at \$1,200 per year until the employee reaches their 11<sup>th</sup> year.

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

## ARTICLE X

### DISCHARGE AND RESIGNATION FROM EMPLOYMENT

**Section 1. Discharge From Employment.** The School District may terminate this Agreement, for no reason or any reason at all, by giving the employee written notice of its intent to terminate the employee's services at least thirty (30) days prior to the effective date of the termination.

**Section 2. Resignation From Employment.** The employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

**By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.**

**FOR: The DISTRICT Signed this \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_

School Board Chair

\_\_\_\_\_

School Board Clerk

**FOR: The EXCLUSIVE REPRESENTATIVE Signed this \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_

Director of Buildings and Grounds



# ROYALTON PUBLIC SCHOOLS

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

*Home of the Royals*

**RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE**

## FY25 Budget Narrative

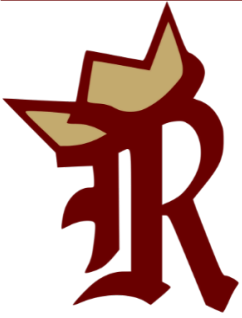
### Revenue - General Fund

1. 2% increase in the general education formula.
2. Additional Literacy Aid - \$37K
3. K-12 pupil enrollment of 910. Pupil Units calculate actual “membership time” in the Royalton Public School District multiplied by a State-supplied weighting factor per grade level, rather than simple enrollment counts at a given point in time.

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total K-12
Count	68	67	68	74	68	57	71	69	79	74	65	78	72	910

### Expense - General Fund

1. Salaries and wages increased 5%. Benefits increased 1.85%. This includes all contracted employees, substitutes and Schedule C positions. The increase is based on employee contracts and each employee’s assignment and corresponding placement within the contract for the 24-25 school year. The employee contracts up for negotiations starting July 1, 2024 are: Directors and Principals (completed)
2. Fees for service (i.e. utilities, property insurance and professional services) are expected to increase by 1.4%. The district will research ongoing options for cost savings while ensuring the needs of the district are met.
3. The supply budget is based on the needs of each department. The decrease in the overall budget is due to the reduction in non-instructional supplies of \$150,000 (15%).
4. Technology expenses (included in the supply budget) supports the replacement of student devices and other instructional technology.
5. Operating Capital expenditures are based on the long-range facility plan. The budget increase of 7.2% includes curriculum / instructional purchases, vehicles, and maintenance projects. These are planned purchases for FY25:
  - a. One school bus
  - b. Spanish & Physical Education Curriculum & Instructional Materials
  - c. Classroom desks and chairs
  - d. Phone system
  - e. Backup server
  - f. Basketball hoops for the South Gym



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## Unassigned Fund Balance - General Fund

YEAR	BALANCE	% OF EXPENSE
FY19	\$1,586,399	17.9%
FY20	\$1,707,977	19.6%
FY21	\$1,925,149	21.0%
FY22	\$1,901,867	19.3%
FY23	\$1,817,663	17.3%
FY24 (projected)	\$1,920,998	17.0%
FY25 (projected)	\$1,827,960	15.8%

## Revenue - Food Service

- Free meals for every student continues with the federal and state reimbursable meals plan. Based on the participation trends of FY24 revenue is projected to be the same at \$757,330 for FY25.

## Expense - Food Service

- Salaries and wages increased 2.73%. Employee benefits increased 1.99%. This includes all contracted employees and substitutes. The increase is based on employee contracts and each employee's assignment and corresponding placement within the contract for the 24-25 school year. The employee contracts up for negotiations starting July 1, 2024 are:  
Supervisor (completed)
- Fees for service (i.e. repairs and maintenance and professional services) are expected to decrease by \$1,000.
- The supplies budget is based on the needs of the department and includes food and milk and is expected to increase 1.28%.
- Capital expenditures include a \$5,000 budget to support unknown breakdowns of equipment. No large purchases of kitchen equipment are planned for FY25.
- Other expenditures include an indirect transfer to offset general fund expenditures (i.e. utilities and custodial salaries and benefits).



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## Restricted Fund Balance - Food Service

YEAR	BALANCE	% OF EXPENSE
FY19	\$70,378	13.74%
FY20	\$51,383	9.93%
FY21	\$63,040	15.13%
FY22	\$174,482	27.74%
FY23	\$138,423	19.20%
FY24 (projected)	\$189,482	26.83%
FY25 (projected)	\$224,059	31.00%

## Revenue - Community Education

1. Increase in program participation resulting in a 3% increase overall.

## Expense - Community Education

1. Salaries and wages increased \$29,500 and benefits increased \$14,675. This is due to the increase of staff hours and allocation and health insurance enrollment. Salaries and wages include all contracted employees and substitutes. The increase is based on employee contracts and each employee's assignment and corresponding placement within the contract for the 24-25 school year. The employee contracts up for negotiations starting July 1, 2024 are: Director (completed)
2. Fees for service (i.e. program instructors, professional services and MidState) are expected to increase by \$3,000.
3. The supplies budget is based on the needs of the department and is expected to increase \$8,000.



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## Restricted Fund Balance - Community Education

YEAR	BALANCE	% OF EXPENSE
FY19	\$163,528	49.90%
FY20	\$225,549	87.31%
FY21	\$269,058	117.15%
FY22	\$341,054	91.95%
FY23	\$374,207	85.71%
FY24 (projected)	\$341,195	64.82%
FY25 (projected)	\$267,138	45.94%

## Revenue - Debt Service

1. Increase in Levy and Aid to support annual debt service payments.

## Expense - Debt Service

1. Principal, interest and fees budget to match debt service payments.

## Restricted Fund Balance - Debt Service

YEAR	BALANCE	% OF EXPENSE
FY19	\$423,713	21.00%
FY20	\$445,685	22.07%
FY21	\$445,049	21.99%
FY22	\$439,974	21.83%
FY23	\$452,131	22.38%
FY24 (projected)	\$472,069	23.34%
FY25 (projected)	\$529,220	26.18%

**ROYALTON PUBLIC SCHOOL  
ISD 485**

**FY25 ORIGINAL BUDGET**

School Board Meeting  
Monday June 10, 2024

**Royalton School District  
FY25 Original Budget**

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<b>ROYALTON SCHOOL DISTRICT</b> <b>FY25 BUDGET</b> <b>BUDGET SUMMARY - ALL FUNDS</b>
--

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase/ (Decrease) FY24	% Change FY24
<b><u>FUND 01 - General Fund</u></b>						
<i>Incl. Transportation, Capital, Scholarships &amp; Student</i>						
Revenue	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,466,895	\$ 133,384	1.18%
Expenditures	\$ 10,719,408	\$ 11,726,503	\$ 11,332,878	\$ 11,600,373	\$ 267,495	2.36%
Net Surplus/(Deficit)	\$ (380,197)	\$ (493,793)	\$ 633	\$ (133,478)	\$ (134,111)	
<b><u>FUND 02 - Food Service Fund</u></b>						
Revenue	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
Expenditures	\$ 628,949	\$ 721,057	\$ 706,271	\$ 722,753	\$ 16,482	2.33%
Net Surplus/(Deficit)	\$ 111,442	\$ (36,059)	\$ 51,059	\$ 34,577	\$ (16,482)	
<b><u>FUND 04 - Community Ed Fund</u></b>						
Revenue	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	2.85%
Expenditures	\$ 370,907	\$ 436,612	\$ 526,350	\$ 581,470	\$ 55,120	10.47%
Net Surplus/(Deficit)	\$ 71,996	\$ 33,153	\$ (33,012)	\$ (74,057)	\$ (41,045)	
<b><u>FUND 07 - Debt Service Fund</u></b>						
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	
<b>TOTAL REVENUE</b>	\$ 13,533,313	\$ 14,420,213	\$ 14,626,450	\$ 14,809,972	\$ 183,522	1.25%
<b>TOTAL EXPENDITURES</b>	\$ 13,735,147	\$ 14,904,755	\$ 14,587,832	\$ 14,925,779	\$ 337,947	2.32%
<b>TOTAL ALL FUNDS</b>						
<b>Net Surplus/(Deficit)</b>	\$ (201,834)	\$ (484,542)	\$ 38,618	\$ (115,807)	\$ (154,425)	

Royalton School District

Revised Budget FY24

Original Budget FY25

General Fund 01

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
100 Salaries & Wages	\$ 6,082,205	\$ 6,412,479	\$ 6,722,489	\$ 7,063,648	\$ 341,159	5.07%
200 Employee Benefits	1,683,469	1,756,061	1,929,109	1,964,816	\$ 35,707	1.85%
300 Purchased Services	1,606,288	1,665,328	1,423,954	1,443,836	\$ 19,882	1.40%
400 Supplies & Materials	821,237	855,400	975,571	830,923	\$ (144,648)	-14.83%
500 Capital Expenditures	524,343	1,014,689	247,200	265,000	\$ 17,800	7.20%
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>\$ 11,600,373</u>	<u>\$ 267,495</u>	<u>2.36%</u>
<b>REVENUE</b>						
	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,466,895	\$ 133,384	1.18%
<b>Net Surplus/(Deficit)</b>	<u>\$ (380,197)</u>	<u>\$ (493,793)</u>	<u>\$ 633</u>	<u>\$ (133,478)</u>	<u>\$ (134,111)</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	(12,961)	-	-
Safe Schools 449	71,770	34,844	(95,000)	-	11,614	37,369	(48,983)	-	-
Long Term Facilities Maint 467	3,191	199,651	(184,583)	-	18,259	188,941	(92,733)	-	114,467
Medical Assistance 472	82,240	15,000	(97,240)	-	-	25,000	(25,000)	-	-
<b>TOTAL RESERVE FUND BALANCE</b>	<b>\$ 308,674</b>	<b>\$ 629,727</b>	<b>\$ (687,845)</b>	<b>\$ 4,386</b>	<b>\$ 254,942</b>	<b>\$ 629,096</b>	<b>\$ (619,036)</b>	<b>\$ -</b>	<b>265,002</b>

<i>Unassigned Fund Balance</i>	Final FY23	Expenditures				Expenditures			
		Revenue FY24	FY24	Transfers	FY24	Revenue FY25	FY25	Transfers	FY25
<b>TOTAL UNASSIGNED FUND BALANCE</b>	<b>\$ 1,817,633</b>	<b>\$ 10,703,784</b>	<b>\$ (10,645,033)</b>	<b>\$ (4,386)</b>	<b>\$ 1,920,998 *</b>	<b>\$ 10,837,799</b>	<b>\$ (10,981,337)</b>	<b>\$ -</b>	<b>\$ 1,827,960 **</b>

<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
<b>TOTAL ASSIGNED FUND BALANCE</b>	<b>270,000</b>	<b>(49,000)</b>	<b>221,000</b>	<b>(50,500)</b>	<b>170,500</b>

\* FY24 Unassigned Fund Balance 17.0%  
\*\*FY25 Unassigned Fund Balance 15.8%

Royalton School District

Revised Budget FY24

Original Budget FY25

FOOD SERVICE FUND 02

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
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	0.00%
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>
<b>REVENUE</b>	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
<b>Net Surplus/(Deficit)</b>	<u>\$ 111,442</u>	<u>\$ (36,059)</u>	<u>\$ 51,059</u>	<u>\$ 34,577</u>	<u>\$ (16,482)</u>	

FUND BALANCE PROJECTION - FUND 02 FOOD SERVICE

		June 30 Bal	% of Exp
<b>Restricted</b>			
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%
<b>Projected:</b>			
FY25	\$ 34,577	\$ 224,059	31.00%

Notes:  
Target fund balance = 3 months of expenditures / \$240K

Royalton School District

Revised Budget FY24

Original Budget FY25

COMMUNITY EDUCATION FUND 04

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
100 Salaries & Wages	\$ 236,578	\$ 295,000	\$ 372,879	\$ 402,375	\$ 29,496	7.91%
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	-	-	-	-	\$ -	0.00%
800 Other Expenditures	-	-	150	150	\$ -	0.00%
	<u>\$ 370,907</u>	<u>\$ 436,612</u>	<u>\$ 526,350</u>	<u>\$ 581,470</u>	<u>\$ 55,120</u>	<u>10.47%</u>
<b>REVENUE</b>	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	2.85%
<b>Net Surplus/(Deficit)</b>	<u>\$ 71,996</u>	<u>\$ 33,153</u>	<u>\$ (33,012)</u>	<u>\$ (74,057)</u>	<u>\$ (41,045)</u>	

FUND BALANCE PROJECTION - FUND 04 COMMUNITY ED

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 79,511	41.57%
FY14	\$ 23,751	\$ 103,262	60.84%
FY15	\$ 25,650	\$ 128,912	72.75%
FY16	\$ 5,848	\$ 134,760	63.10%
FY17	\$ 7,984	\$ 142,744	57.56%
FY18	\$ (29,703)	\$ 113,041	36.93%
FY19	\$ 50,487	\$ 163,528	49.90%
FY20	62,021	\$ 225,549	87.31%
FY21	\$ 43,509	\$ 269,058	117.15%
FY22	\$ 71,996	\$ 341,054	91.95%
FY23	\$ 33,153	\$ 374,207	85.71%
FY24	\$ (33,012)	\$ 341,195	64.82%
<b>Projected:</b>			
FY25	\$ (74,057)	\$ 267,138	45.94%

Royalton School District

Revised Budget FY24

Original Budget FY25

DEBT SERVICE FUND 07

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
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>
<b>REVENUE</b>	\$ 2,010,808	\$ 2,032,740	\$ 2,042,271	\$ 2,078,334	\$ 36,063	1.77%
<b>Net Surplus/(Deficit)</b>	<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%
<b>Projected:</b>			
FY25	\$ 57,151	\$ 529,220	26.18%

**ROYALTON PUBLIC SCHOOL  
ISD 485**

**FY25 BUDGET  
SCENARIO - 905 ADM**

School Board Meeting  
Monday June 10, 2024

**Royalton School District  
FY25 Budget  
Scenario - 905 ADM**

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**ROYALTON SCHOOL DISTRICT  
FY25 BUDGET - 905 ADM  
BUDGET SUMMARY - ALL FUNDS**

	Final FY22	Final FY23	Revised Budget FY24	Budget 905 ADM FY25	Increase/ (Decrease) FY24	% Change FY24
<b><u>FUND 01 - General Fund</u></b>						
<i>Incl. Transportation, Capital, Scholarships &amp; Student</i>						
Revenue	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,428,961	\$ 95,450	0.84%
Expenditures	\$ 10,719,408	\$ 11,726,503	\$ 11,332,878	\$ 11,600,373	\$ 267,495	2.36%
Net Surplus/(Deficit)	\$ (380,197)	\$ (493,793)	\$ 633	\$ (171,412)	\$ (172,045)	
<b><u>FUND 02 - Food Service Fund</u></b>						
Revenue	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
Expenditures	\$ 628,949	\$ 721,057	\$ 706,271	\$ 722,753	\$ 16,482	2.33%
Net Surplus/(Deficit)	\$ 111,442	\$ (36,059)	\$ 51,059	\$ 34,577	\$ (16,482)	
<b><u>FUND 04 - Community Ed Fund</u></b>						
Revenue	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	2.85%
Expenditures	\$ 370,907	\$ 436,612	\$ 526,350	\$ 581,470	\$ 55,120	10.47%
Net Surplus/(Deficit)	\$ 71,996	\$ 33,153	\$ (33,012)	\$ (74,057)	\$ (41,045)	
<b><u>FUND 07 - Debt Service Fund</u></b>						
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	
<b>TOTAL REVENUE</b>	\$ 13,533,313	\$ 14,420,213	\$ 14,626,450	\$ 14,772,038	\$ 145,588	1.00%
<b>TOTAL EXPENDITURES</b>	\$ 13,735,147	\$ 14,904,755	\$ 14,587,832	\$ 14,925,779	\$ 337,947	2.32%
<b>TOTAL ALL FUNDS</b>						
<b>Net Surplus/(Deficit)</b>	\$ (201,834)	\$ (484,542)	\$ 38,618	\$ (153,741)	\$ (192,359)	

Royalton School District

Revised Budget FY24

Budget FY25 - 905 ADM

General Fund 01

	Final FY22	Final FY23	Revised Budget FY24	Budget 905 ADM FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
100 Salaries & Wages	\$ 6,082,205	\$ 6,412,479	\$ 6,722,489	\$ 7,063,648	\$ 341,159	5.07%
200 Employee Benefits	1,683,469	1,756,061	1,929,109	1,964,816	\$ 35,707	1.85%
300 Purchased Services	1,606,288	1,665,328	1,423,954	1,443,836	\$ 19,882	1.40%
400 Supplies & Materials	821,237	855,400	975,571	830,923	\$ (144,648)	-14.83%
500 Capital Expenditures	524,343	1,014,689	247,200	265,000	\$ 17,800	7.20%
800 Other Expenditures	1,866	22,546	34,555	32,150	\$ (2,405)	-6.96%
	\$ 10,719,408	\$ 11,726,503	\$ 11,332,878	\$ 11,600,373	\$ 267,495	2.36%
<b>REVENUE</b>						
	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,428,961	\$ 95,450	0.84%
<b>Net Surplus/(Deficit)</b>	\$ (380,197)	\$ (493,793)	\$ 633	\$ (171,412)	\$ (172,045)	

**ROYALTON PUBLIC SCHOOLS**

**GENERAL FUND BALANCE SUMMARY - 905 ADM**

<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	(12,961)	-	-
Safe Schools 449	71,770	34,844	(95,000)	-	11,614	37,369	(48,983)	-	-
Long Term Facilities Maint 467	3,191	199,651	(184,583)	-	18,259	188,941	(92,733)	-	114,467
Medical Assistance 472	82,240	15,000	(97,240)	-	-	25,000	(25,000)	-	-
<b>TOTAL RESERVE FUND BALANCE</b>	<b>\$ 308,674</b>	<b>\$ 629,727</b>	<b>\$ (687,845)</b>	<b>\$ 4,386</b>	<b>\$ 254,942</b>	<b>\$ 629,096</b>	<b>\$ (619,036)</b>	<b>\$ -</b>	<b>265,002</b>

<i>Unassigned Fund Balance</i>	Final FY23	Expenditures				Expenditures			
		Revenue FY24	FY24	Transfers	FY24	Revenue FY25	FY25	Transfers	FY25
<b>TOTAL UNASSIGNED FUND BALANCE</b>	<b>\$ 1,817,633</b>	<b>\$ 10,703,784</b>	<b>\$ (10,645,033)</b>	<b>\$ (4,386)</b>	<b>\$ 1,920,998 *</b>	<b>\$ 10,799,865</b>	<b>\$ (10,981,337)</b>	<b>\$ -</b>	<b>\$ 1,790,026 **</b>

<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
<b>TOTAL ASSIGNED FUND BALANCE</b>	<b>270,000</b>	<b>(49,000)</b>	<b>221,000</b>	<b>(50,500)</b>	<b>170,500</b>

\* FY24 Unassigned Fund Balance 17.0%

\*\*FY25 Unassigned Fund Balance 15.4%

Royalton School District

Revised Budget FY24

Original Budget FY25

FOOD SERVICE FUND 02

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
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	0.00%
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>
<b>REVENUE</b>	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
<b>Net Surplus/(Deficit)</b>	<u>\$ 111,442</u>	<u>\$ (36,059)</u>	<u>\$ 51,059</u>	<u>\$ 34,577</u>	<u>\$ (16,482)</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%
<b>Projected:</b>			
FY25	\$ 34,577	\$ 224,059	31.00%

Notes:

Target fund balance = 3 months of expenditures / \$240K

Royalton School District

Revised Budget FY24

Original Budget FY25

COMMUNITY EDUCATION FUND 04

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
100 Salaries & Wages	\$ 236,578	\$ 295,000	\$ 372,879	\$ 402,375	\$ 29,496	7.91%
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	-	-	-	-	\$ -	0.00%
800 Other Expenditures	-	-	150	150	\$ -	0.00%
	<u>\$ 370,907</u>	<u>\$ 436,612</u>	<u>\$ 526,350</u>	<u>\$ 581,470</u>	<u>\$ 55,120</u>	<u>10.47%</u>
<b>REVENUE</b>	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	2.85%
<b>Net Surplus/(Deficit)</b>	<u>\$ 71,996</u>	<u>\$ 33,153</u>	<u>\$ (33,012)</u>	<u>\$ (74,057)</u>	<u>\$ (41,045)</u>	

FUND BALANCE PROJECTION - FUND 04 COMMUNITY ED

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 79,511	41.57%
FY14	\$ 23,751	\$ 103,262	60.84%
FY15	\$ 25,650	\$ 128,912	72.75%
FY16	\$ 5,848	\$ 134,760	63.10%
FY17	\$ 7,984	\$ 142,744	57.56%
FY18	\$ (29,703)	\$ 113,041	36.93%
FY19	\$ 50,487	\$ 163,528	49.90%
FY20	62,021	\$ 225,549	87.31%
FY21	\$ 43,509	\$ 269,058	117.15%
FY22	\$ 71,996	\$ 341,054	91.95%
FY23	\$ 33,153	\$ 374,207	85.71%
FY24	\$ (33,012)	\$ 341,195	64.82%
<b>Projected:</b>			
FY25	\$ (74,057)	\$ 267,138	45.94%

Royalton School District

Revised Budget FY24

Original Budget FY25

DEBT SERVICE FUND 07

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
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>
<b>REVENUE</b>	\$ 2,010,808	\$ 2,032,740	\$ 2,042,271	\$ 2,078,334	\$ 36,063	1.77%
<b>Net Surplus/(Deficit)</b>	<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%
<b>Projected:</b>			
FY25	\$ 57,151	\$ 529,220	26.18%

**ROYALTON PUBLIC SCHOOL  
ISD 485**

**FY25 BUDGET  
SCENARIO - 915 ADM**

School Board Meeting  
Monday June 10, 2024

**Royalton School District  
FY25 Budget  
Scenario - 915 ADM**

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**ROYALTON SCHOOL DISTRICT  
FY25 BUDGET - 915 ADM  
BUDGET SUMMARY - ALL FUNDS**

	Final FY22	Final FY23	Revised Budget FY24	Budget 915 ADM FY25	Increase/ (Decrease) FY24	% Change FY24
<b><u>FUND 01 - General Fund</u></b>						
<i>Incl. Transportation, Capital, Scholarships &amp; Student</i>						
Revenue	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,500,826	\$ 167,315	1.48%
Expenditures	\$ 10,719,408	\$ 11,726,503	\$ 11,332,878	\$ 11,600,373	\$ 267,495	2.36%
Net Surplus/(Deficit)	\$ (380,197)	\$ (493,793)	\$ 633	\$ (99,547)	\$ (100,180)	
<b><u>FUND 02 - Food Service Fund</u></b>						
Revenue	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
Expenditures	\$ 628,949	\$ 721,057	\$ 706,271	\$ 722,753	\$ 16,482	2.33%
Net Surplus/(Deficit)	\$ 111,442	\$ (36,059)	\$ 51,059	\$ 34,577	\$ (16,482)	
<b><u>FUND 04 - Community Ed Fund</u></b>						
Revenue	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	2.85%
Expenditures	\$ 370,907	\$ 436,612	\$ 526,350	\$ 581,470	\$ 55,120	10.47%
Net Surplus/(Deficit)	\$ 71,996	\$ 33,153	\$ (33,012)	\$ (74,057)	\$ (41,045)	
<b><u>FUND 07 - Debt Service Fund</u></b>						
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	
<b>TOTAL REVENUE</b>	\$ 13,533,313	\$ 14,420,213	\$ 14,626,450	\$ 14,843,903	\$ 217,453	1.49%
<b>TOTAL EXPENDITURES</b>	\$ 13,735,147	\$ 14,904,755	\$ 14,587,832	\$ 14,925,779	\$ 337,947	2.32%
<b>TOTAL ALL FUNDS</b>						
<b>Net Surplus/(Deficit)</b>	\$ (201,834)	\$ (484,542)	\$ 38,618	\$ (81,876)	\$ (120,494)	

Royalton School District

Revised Budget FY24

Budget FY25 - 915 ADM

General Fund 01

	Final FY22	Final FY23	Revised Budget FY24	Budget 915 ADM FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
100 Salaries & Wages	\$ 6,082,205	\$ 6,412,479	\$ 6,722,489	\$ 7,063,648	\$ 341,159	5.07%
200 Employee Benefits	1,683,469	1,756,061	1,929,109	1,964,816	\$ 35,707	1.85%
300 Purchased Services	1,606,288	1,665,328	1,423,954	1,443,836	\$ 19,882	1.40%
400 Supplies & Materials	821,237	855,400	975,571	830,923	\$ (144,648)	-14.83%
500 Capital Expenditures	524,343	1,014,689	247,200	265,000	\$ 17,800	7.20%
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>\$ 11,600,373</u>	<u>\$ 267,495</u>	<u>2.36%</u>
<b>REVENUE</b>						
	\$ 10,339,211	\$ 11,232,710	\$ 11,333,511	\$ 11,500,826	\$ 167,315	1.48%
<b>Net Surplus/(Deficit)</b>	<u>\$ (380,197)</u>	<u>\$ (493,793)</u>	<u>\$ 633</u>	<u>\$ (99,547)</u>	<u>\$ (100,180)</u>	

**ROYALTON PUBLIC SCHOOLS**

**GENERAL FUND BALANCE SUMMARY - 915 ADM**

<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	(12,961)	-	-
Safe Schools 449	71,770	34,844	(95,000)	-	11,614	37,369	(48,983)	-	-
Long Term Facilities Maint 467	3,191	199,651	(184,583)	-	18,259	188,941	(92,733)	-	114,467
Medical Assistance 472	82,240	15,000	(97,240)	-	-	25,000	(25,000)	-	-
<b>TOTAL RESERVE FUND BALANCE</b>	<b>\$ 308,674</b>	<b>\$ 629,727</b>	<b>\$ (687,845)</b>	<b>\$ 4,386</b>	<b>\$ 254,942</b>	<b>\$ 629,096</b>	<b>\$ (619,036)</b>	<b>\$ -</b>	<b>265,002</b>

<i>Unassigned Fund Balance</i>	Final FY23	Expenditures				Expenditures			
		Revenue FY24	FY24	Transfers	FY24	Revenue FY25	FY25	Transfers	FY25
<b>TOTAL UNASSIGNED FUND BALANCE</b>	<b>\$ 1,817,633</b>	<b>\$ 10,703,784</b>	<b>\$ (10,645,033)</b>	<b>\$ (4,386)</b>	<b>\$ 1,920,998 *</b>	<b>\$ 10,871,730</b>	<b>\$ (10,981,337)</b>	<b>\$ -</b>	<b>\$ 1,861,891 **</b>

<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
<b>TOTAL ASSIGNED FUND BALANCE</b>	<b>270,000</b>	<b>(49,000)</b>	<b>221,000</b>	<b>(50,500)</b>	<b>170,500</b>

\* FY24 Unassigned Fund Balance 17.0%

\*\*FY25 Unassigned Fund Balance 16.0%

Royalton School District

Revised Budget FY24

Original Budget FY25

FOOD SERVICE FUND 02

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
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	0.00%
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>
<b>REVENUE</b>	\$ 740,391	\$ 684,998	\$ 757,330	\$ 757,330	\$ -	0.00%
<b>Net Surplus/(Deficit)</b>	<u>\$ 111,442</u>	<u>\$ (36,059)</u>	<u>\$ 51,059</u>	<u>\$ 34,577</u>	<u>\$ (16,482)</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%
<b>Projected:</b>			
FY25	\$ 34,577	\$ 224,059	31.00%

Notes:  
Target fund balance = 3 months of expenditures / \$240K

Royalton School District

Revised Budget FY24

Original Budget FY25

COMMUNITY EDUCATION FUND 04

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
100 Salaries & Wages	\$ 236,578	\$ 295,000	\$ 372,879	\$ 402,375	\$ 29,496	7.91%
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	-	-	-	-	\$ -	0.00%
800 Other Expenditures	-	-	150	150	\$ -	0.00%
	<u>\$ 370,907</u>	<u>\$ 436,612</u>	<u>\$ 526,350</u>	<u>\$ 581,470</u>	<u>\$ 55,120</u>	<u>10.47%</u>
<b>REVENUE</b>	\$ 442,903	\$ 469,765	\$ 493,338	\$ 507,413	\$ 14,075	2.85%
<b>Net Surplus/(Deficit)</b>	<u>\$ 71,996</u>	<u>\$ 33,153</u>	<u>\$ (33,012)</u>	<u>\$ (74,057)</u>	<u>\$ (41,045)</u>	

FUND BALANCE PROJECTION - FUND 04 COMMUNITY ED

		June 30 Bal	% of Exp
Restricted			
FY13		\$ 79,511	41.57%
FY14	\$ 23,751	\$ 103,262	60.84%
FY15	\$ 25,650	\$ 128,912	72.75%
FY16	\$ 5,848	\$ 134,760	63.10%
FY17	\$ 7,984	\$ 142,744	57.56%
FY18	\$ (29,703)	\$ 113,041	36.93%
FY19	\$ 50,487	\$ 163,528	49.90%
FY20	62,021	\$ 225,549	87.31%
FY21	\$ 43,509	\$ 269,058	117.15%
FY22	\$ 71,996	\$ 341,054	91.95%
FY23	\$ 33,153	\$ 374,207	85.71%
FY24	\$ (33,012)	\$ 341,195	64.82%
<b>Projected:</b>			
FY25	\$ (74,057)	\$ 267,138	45.94%

Royalton School District

Revised Budget FY24

Original Budget FY25

DEBT SERVICE FUND 07

	Final FY22	Final FY23	Revised Budget FY24	Original Budget FY25	Increase / (Decrease) FY24	% Change FY24
<b>EXPENDITURES</b>						
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>
<b>REVENUE</b>	\$ 2,010,808	\$ 2,032,740	\$ 2,042,271	\$ 2,078,334	\$ 36,063	1.77%
<b>Net Surplus/(Deficit)</b>	<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%
<b>Projected:</b>			
FY25	\$ 57,151	\$ 529,220	26.18%



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royaltonpublicschools.org

# Update on Optional Technology Fee Waiver

## September 25, 2023

# 2022-2023 Application Data

**Total Education Benefits Applications Received: 168**

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

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

# 2023-2024 Application Data

## July 1, 2023 - September 20, 2023

**Total Education Benefits Applications Received: 269**

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

**Tech Fees Waived: 553**

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

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

152

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

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

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

**Skyward Applications: 175**

**Direct Certification: 244**

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

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



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# Update on Optional Technology Fee Waiver

## June 10, 2024

# Education Benefits Application Data (K-12)

	2022-2023 School Year	2023-2024 School Year
Total Applications paper & online <b>**Applications can include 1 or more students per family.</b>	81	229
Total FRP:	290	305
Percent FRP: <b>**The state calculation as of Oct 1 student count</b>	30%	33%

# Optional Technology Fee Data

2022-2023 School Year		2023-2024 School Year	
		Number of Tech Fees Waived	572
		Total Amount of Waived Fees <b>IF</b> paying \$25	\$14,300
<b>Total Tech Fees Collected</b>	<b>\$17,276</b>	<b>Total Tech Fees Collected</b>	<b>\$4,625</b>

\*\*Tech Fee Price: \$25  
Free/Reduced Price: \$12

Based on the above data, we will no longer continue the pilot program of waiving the tech fee in lieu of filling out the FRP form.

# Questions?



**Thank you!**

## Resolution for Acceptance of Gifts to the Royalton School District

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

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

Jason and Tammie Leibold have generously donated \$124.55 to a family in need for food service.

The Initiative Foundation has generously given Ms. Weir a grant awarded in the amount of \$1,500 to support the Care Closet.

The Bowlus Firemen's Relief Ass'n has generously donated \$2,500 to the Royalton Royals Robotics to be used for registration, supplies, tournament fees, and/or travel expenses.

Langola Township has generously donated \$2,500 to the Royalton Community Education to help meet the costs with running their program.

WHEREAS the conditions on these gifts are included in the packet.

THEREFORE, BE IT RESOLVED by the Royalton School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this \_\_\_ day of \_\_\_\_\_ , 2024.

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

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

Adopted: December 20, 2021,  
Revised: May 22, 2024

Royalton School District Policy 503  
Reviewed:

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Deleted: MSBA/MASA Model

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### 503 STUDENT ATTENDANCE

#### 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.

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#### 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

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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.

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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 in the student handbook.

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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.

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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 ...

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(12) A student's condition that requires ongoing treatment for a mental health diagnosis.

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.

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**[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.]**¶

Deleted: within \_\_\_\_ days from the date of the student's return to school.

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.

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~~(5)~~ Any other absence not included under the attendance procedures set out in this policy.

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(5) - Vacations with family. ¶  
¶  
(6) - Personal trips to schools or colleges. ¶  
¶  
(7) - Absences resulting from cumulated unexcused tardies (\_\_\_\_ tardies equal one unexcused absence). ¶

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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 semester, the student will not be allowed to make up work missed due to such absence.

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(b) Depending on the county of residence, 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.

Deleted: 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 7 cumulated unexcused absences in a 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.

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(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) 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.

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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. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

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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. DISEMINATION OF POLICY**

A. 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.

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B. 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.

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**V. REQUIRED REPORTING**

A. Continuing Truant

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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.

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

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**[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.]¶**

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 Typ. 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:**

[Royaltan](#) Policy 506 (Student Discipline)

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Adopted: June 15, 2015  
Revised: January 27, 2020

Royalton School Board Policy 704  
Reviewed:

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**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 ([General Powers of Independent School Districts](#))
- Minn. Stat. § 123B.09 ([Boards of Independent School Districts](#))
- Minn. Stat. § 123B.51 (Schoolhouse and Sites; [Uses for School and Nonschool Purposes; Closings](#))

- Deleted: School District Powers
- Deleted: School Board Powers
- Deleted: Access for Noncurricular Purposes
- Deleted: MSBA/MASA
- Deleted: MSBA Service Manual, Chapter 7, Education Funding

**Cross References:**

- [Royalton](#) Model Policy 702 (Accounting)

Adopted: May 22, 2024

Royalton School District Policy 807

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

Reviewed: \_\_\_\_\_

**807 HEALTH AND SAFETY POLICY**

**I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under [Minnesota Statutes section, 182.676](#) carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under [Minnesota Statutes section, 182.676](#).

**III. PROCEDURES**

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

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*[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.]*  
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*The subdivisions of Minnesota Statutes Section Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]*

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- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

**IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

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- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action

will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

**V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

**VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

**Legal References:** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Health and Safety [Projects](#))  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 ([Accident and Injury Reduction Program; Applicability](#))  
Minn. Rules Part 5208.0070 ([Accident and Injury Reduction Program; Alternative Forms of Committee](#))

**Cross References:** [Royalton School District](#) Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
[Royalton School District](#) Policy 701 (Establishment and Adoption of School District Budget)  
[Royalton School District](#) Policy 806 (Crisis Management Policy)

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Adopted: ~~April 25, 2016,~~  
Revised: ~~November 22, 2021,~~

~~Royalton School District Policy 902~~  
~~Reviewed:~~

## 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~~

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

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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 Non-school Purposes; Closings)

**Cross References:** Royalton School District Policy 801 (Equal Access to School Facilities)  
Royalton School District Policy 901 (Community Education)

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## Addendum A

### Royalton Public Schools Independent School District #485

#### Facility Use ~~Rules and Regulations~~

1. School equipment and supplies are available to groups only through previous arrangements with the Community Education office ~~and may incur a fee.~~ Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. ~~The renting party is responsible for damage or loss of all equipment.~~
2. Materials placed on bulletin boards or written on blackboards should not be disturbed.
3. Royalton Public Schools is a healthy, comfortable, smoke-free learning environment. ~~The use of all tobacco products is prohibited in all school buildings and on all school property.~~
4. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited. ~~See Royalton School District Policy 417, Policy 418, and Policy 419.~~
5. ~~Gambling on school grounds is prohibited.~~
6. ~~Independent School District 485 Weapons Possession Policy 501 is observed.~~
7. No food or beverages are allowed in any ITV room, computer lab, or other specified areas.
8. All refuse and debris must be disposed of properly by the renter in designated receptacles.
9. Royalton Public Schools does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.
10. Any outside organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content activity of the event. ~~The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.~~
11. The use of outside areas such as fields and parking lots will require a request to be completed. Organizations using inside or outside areas will be expected to clean up all trash and litter in facilities, on fields or surrounding areas. ~~Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow all school policies at all times.~~
12. Food service personnel are required to be on duty when **any district kitchen is in use.**
13. ISD 485 reserves the right to cancel or postpone a reservation due to an emergency condition. Examples include: closure of a school by the School Board, or weather cancellation. In the event of an emergency cancellation, the Community Education office will try to assist in finding another appropriate facility.
14. Administration and the School Board reserves all right to amend this policy as needed.

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#### Supervisory Responsibilities

1. All activities must have qualified adult supervision at all times.
2. Custodians will supervise the facility but not the rental group or its activities. Custodians are required unless it is determined by the Community Education Director or building principal that any problems can be taken care of by supervision of another district employee.

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3. All facilities must be left in the condition found. This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.
4. Facility Users must provide any special supervision required. (i.e., police protection, parking supervision, lifeguards, etc.)
5. Any equipment brought into the building by the user must be approved by the Community Education office. Equipment must be removed directly following the activity.

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**APPLICATION PROCEDURES**

1. All renters must complete a "Facility Request" online through Community Education Office. This request must be made no less than seven working days prior to the requested use.
2. Use of school equipment should be requested at the same time the building use application is submitted.
3. All facility use fees must be paid prior to the event.
4. All fees must be paid at the time of request. Cancellations must be 72 hours in advance for a refund to be given.

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**Addendum B**

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

**Facility, Equipment, and Staffing Fees for Rentals**

Space	Location	Rental Cost/Hour
Aerobic Room	MS/HS	\$20
Cafeteria	Elementary	\$15
Cafetorium	MS/HS	\$40
Classroom	Elementary and MS/HS	\$10
Commons	MS/HS	\$30
<del>Concession Stand-Indoor*</del>	<del>MS/HS</del>	<del>\$20</del>
<del>Concession Stand-Outdoor*</del>	<del>MS/HS</del>	<del>\$20</del>
Field Space	Elementary and MS/HS	\$40
Gym	Elementary	\$15
Gym	MS/HS	\$40
Kitchen*	Elementary	\$40
Kitchen*	MS/HS	\$40
<del>Life Skills Lab*</del>	<del>MS/HS</del>	<del>\$40</del>
<del>Media Center</del>	<del>Elementary and MS/HS</del>	
<del>Rock Climbing Wall*</del>	<del>MS/HS</del>	<del>\$30</del>
Wrestling Room	MS/HS	\$15

**\*Additional fees will apply**

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

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

~~Staffing Fees: When activity is held outside regularly scheduled hours and/or expected attendance.~~

~~Facility Rental Fees: When admission is charged for an event.~~

~~Garbage Removal Fee: When the District incurs additional refuse cost (\$200/dumpster).~~

~~Category III, IV, V Fees — Hourly Rates~~

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~~Class III Class IV Class V~~

~~MS/SH Gym (Full)~~

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Equipment	Rental Cost
Gym Equipment	\$35
Gym Floor Covering	\$25
Microphones Qty. 1-4	\$35
Microphones Qty. 5-8 with Sound Bar	\$45
Podium	\$25
Projector/Screen	\$35
Rock Climbing Wall Safety Equipment	\$50
Soundboard	\$35
Spotlight	\$35

**\*To be used at a school facility ONLY**

Groups/individuals using District 485 facilities are responsible for staff charges resulting from their use. A two-hour minimum charge will be assessed for any of the following required staff.

Staffing	Cost/Hour
District Auditorium Technician	\$35 per hour or employee double time, whichever is greater
District Custodian	\$35 per hour or employee double time, whichever is greater
District Facility Supervisor	\$35 per hour or employee double time, whichever is greater
District Food Service Staff	\$35 per hour or employee double time, whichever is greater
District Rock Climbing Wall Technician	\$35 per hour or employee double time, whichever is greater

**\*Additional fees may be incurred depending on the type of use as well as group needs.**

**ISD 485 has the right to waive or assess fees as deemed necessary.**

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Custodial - Could include opening or closing a building, set-up, clean-up - \$35 per hour or employee - or presence during a time when not otherwise staffed - time double time, whichever is greater

Food Service - Required to be present whenever a school kitchen is used. - \$35 per hour or employee - time double time, whichever is greater

Building - Placed by the District during times when the building is not - \$35 per hour or employee

Supervisor - otherwise staffed to protect and oversee the facility and represent the school district. - time double time, whichever is greater

Auditorium - Required when use of light and/or sound is requested. - \$35 per hour or employee

Technician - time double time, whichever is greater

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**Addendum C**

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

## Facility Use Classification

### Class One: Top Priority - No Charge

- All Royalton Public Schools activities, school related organizations, and Community Education Programs
- Royalton Public Schools sponsored activities under the direct supervision of a District Employee may be allowed to utilize the specific areas
  - Must complete Facility Use Request
  - Any required costs incurred will be paid by the sponsoring school district activity.

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### Class Two: Second Priority - Fees for equipment may apply.

- Organized, in-district civic groups, political party meetings, religious/church youth groups, open meetings of tax supported agencies, non-religious school district nonprofit youth group meetings, youth sports groups, and charitable group meetings
  - Must complete Facility Use Request
  - Must have non-profit or 501(c)(3) status-Proof of 501(c)(3) status must be presented with the facilities request
  - Must employ District Facility Supervisor and other district staff as deemed necessary by Community Education Staff based on specific activity
  - Must provide Certificate of Liability Insurance listing the district as an additional insured party.
    - Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate

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### Class Three: Third Priority

- All other groups, special large events, commercial and business organizations
  - Must complete Facility Use Request
  - Must have non-profit or 501(c)(3) status-Proof of 501(c)(3) status must be presented with the facilities request
  - Must employ District Facility Supervisor and other district staff as deemed necessary by Community Education Staff based on specific activity
  - Must provide Certificate of Liability Insurance listing the district as an additional insured party.
    - Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate
  - Fees determined by schedule

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School-sponsored events and activities

Community Education classes

PTO and Grad Bash

Category II:

Nonprofit youth groups serving ISD 485

Nonprofit groups serving youth of ISD 485

Government agencies serving ISD 485

Political caucuses/meetings

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Organized nonprofit community service group serving ISD 485

Civic organizations located in or serving ISD 485

Commercial, business, or private organizations located in ISD 485

Individuals residing in ISD 485

Category IV:

Nonprofit groups not located in ISD 485

Civic organizations not located in ISD 485

Category V:

Commercial, business, or private organizations not located in ISD 485

Individuals not located in ISD 485

## Royalton Fitness Center Rules and Etiquette

- Members are required to have a Fob access-application completed. Please see Membership Parameters.
- Public Access-Supervision time only for under 19; over 19 must have fob.
- All students enrolled at Royalton Middle/High School are able to use the fitness center free of charge during the school day as part of their physical education classes. Students may use the fitness center free of charge after school if a supervisor has it open. A schedule will be posted for students.
- No student below grade 6 may use the fitness center. Because of the design of the equipment, no one under 6th grade can use or be in the fitness center. It is imperative that your children do not accompany you inside the fitness center.
- Students in grade 6th through 12th are allowed to use the fitness center with a parent/guardian after school hours
- Cameras will monitor the center- we will notify the fob user and let them know if they have breached the contract - Fob will be deactivated.
- PE/CommED classes take precedence to community members use. Times for PE class sessions will be posted.
- Please carry in your shoes. Street shoes are **NOT** allowed in the fitness center.
- Proper attire is required. This includes closed toe shoes, t-shirts, exercise shorts/pants.
- Proper attire for a school setting is required. Shirts must be worn at all times.
- Gym bags and jackets belong in the cubbies along entrance doors.
- Please do not store valuables on the floor or near equipment.
- No vulgar or obscene language will be tolerated.
- Water and sports drinks must be consumed from containers with a lid. No glass containers are allowed.
- Participants may use personal listening devices, but may not use the sound system in the fitness center, as not all users want to listen to someone else's music
- The volume control on the televisions will be turned down all the way and the closed captioning feature will be used
- Please wipe down your machine, weight bars, and handles after use. Cleaning agents will be provided.
- Members are required to pick-up after themselves and discard trash and remove personal items from fitness center when they are finished working out.
- There is a 30-minute time limit on all cardiovascular equipment if other members are waiting to use them.
- Please remove the weights from the machine after you are done.
- Return all equipment to its place. All barbells and dumbbells must be returned to the racks.
- Allow others to "work-in" or take turns on the equipment in the fitness room.
- Do not drop weights (if you can't handle it don't use it).
- Ease the weights into position on the machines; do not allow them to slam down.
- No gum or tobacco allowed in the facility.

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

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

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

MEMBERS AGREEMENT: All members agree to abide by all the membership rules of the facility. Because physical exercise can be strenuous and subject to risk of serious injury, the school district urges you to obtain a physical examination from a doctor before using any exercise equipment or participation in any exercise activity. You (each member or participant) agree that if you engage in any physical exercise or activity, or use any Fitness Center amenity on or off the premises at a school-sponsored event, you do so entirely at your own risk. This includes, but is not limited to, your use of the locker rooms, parking area, sidewalk area, or any equipment in the fitness facility and your participation in any class, program, or instruction. You agree that you are voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, damage or loss by theft of any personal property. You expressly agree to release and discharge the school district, and all affiliates, employees, agents, representatives, successors, or assigns, from any and all claims or causes of action. This waiver and release of liability includes, but is not limited to, all injuries to you which may occur, regardless of negligence, as a result of (a.) your use of any exercise equipment, (b.) the sudden and unforeseen malfunctioning of any equipment, (c.) our instruction or supervision, and (d.) your slipping and/or falling while in the Fitness Center, or on the school district premises, including adjacent sidewalks and parking areas. You acknowledge that you have carefully read this waiver and release and fully understand that it is a release of liability. You agree to voluntarily give up any right that you may otherwise have to bring a legal action against the school district for negligence, or any other personal injury or property damage or loss action.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

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**Disclaimer: Agreement is subject to change.**



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

## Royalton Fitness Center Application

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

Address \_\_\_\_\_

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

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

### MEMBERSHIP TYPE

<ul style="list-style-type: none"> <li>▪ <u>Individual Membership \$120</u></li> <li>▪ <u>Family Membership \$204**</u></li> <li>▪ <u>Non-District Resident Membership \$300</u></li> <li>▪ <u>FOB Fee \$15</u></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>All memberships are valid for one year from date of registration/activation.</u></li> <li>▪ <u>Members of family memberships must resident within the same household.</u></li> <li>▪ <u>FOB fees apply to new members or to replace a lost or damaged FOB.</u></li> </ul>
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**\*\*If selecting a family membership, please include the names and DOBs for each family member, 16 years of age and older, living at the same address. Each family member will need a separate FOB.**

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Adopted: October 9, 2006  
Revised: April 24, 2024

Royalton School Board Policy 214  
Reviewed:

## 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)

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Deleted: Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose.

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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)

214-2

Adopted: December 23, 2019  
Revised: May 22, 2024

Royalton School District Policy 523  
Reviewed:

### 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. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students:

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

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Adopted: June 14, 2004

Royalton School District Policy 526

Revised: May 22, 2024

Reviewed:

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## 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.

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

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**[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.]¶**

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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.

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.

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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.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

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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 Harassment, Violence and Hazing Report Form can be found in the Middle/High School Office or online.

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.

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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.

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- 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.

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- 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**

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:** Royalton School District Policy 403 (Discipline, Suspension, and Dismissal of

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

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School District Employees)

~~Royalton School District~~ Policy 413 (Harassment and Violence)

~~Royalton School District~~ Policy 506 (Student Discipline)

~~Royalton School District~~ Policy 514 (Bullying Prohibition Policy)

~~Royalton School District~~ Policy 525 (Violence Prevention [Applicable to Students and Staff])

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**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.

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.  
 \_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

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.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.



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

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_  
Complainant Signature (optional)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)

Adopted: May 20, 2013  
Revised: May 22, 2024

Royalton School District Policy 527  
Reviewed:

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**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

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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].

#### 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.

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***[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."*]**¶

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#### 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.

**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 (1985)

**Cross References:** [Royalton School District](#) Policy 417 (Chemical Use and Abuse)  
[Royalton School District](#) Policy 418 (Drug-Free Workplace/Drug-Free School)  
[Royalton School District](#) Policy 501 (School Weapons Policy)  
[Royalton School District](#) Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
[Royalton School District](#) Policy 506 (Student Discipline)  
[Royalton School District](#) Policy 712 (Video Surveillance Other Than on Buses)

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***[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.]*** ¶

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**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: ~~November 10, 2003~~  
Revised: ~~May 22, 2024~~

~~Royalton School District Policy 529~~  
~~Reviewed~~

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*[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.]*
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## 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.

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**[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

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

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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.~~

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- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 ([Compulsory Instruction](#))  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification; [Teachers' Legitimate Educational Interest](#))  
Minn. Stat. § 121A.75 ([Receipt of Records; Sharing](#))  
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, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

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**Cross References:** [Royalton School District](#) Policy 515 (Protection and Privacy of Pupil Records)

**Deleted:** MSBA/MASA Model

**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: ~~January 27, 2020~~  
Revised: ~~May 22, 2024~~

~~Royalton School District Policy 535~~  
~~Reviewed:~~

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**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

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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)  
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)

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**Cross References:** [Royalton School District Policy 402 \(Disability Nondiscrimination Policy\)](#)  
[Royalton School District Policy 521 \(Student Disability Nondiscrimination\)](#)

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## 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.

Adopted: May 14, 2012  
Revised: May 24, 2021

Royalton School Board Policy 905  
Reviewed:

## 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 ~~on school district property or~~ within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

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

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

**IV. ACCOUNTING**

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

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

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

Adopted: September 8, 2003

Royalton Public Schools Policy 407

Revised: October 28, 2019

Reviewed:

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

### I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

### 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.

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[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.]¶

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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.

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**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.

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**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

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

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