



## ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

July 8, 2024

6:00 PM

### 1. Call to Order

### 2. Pledge to Flag

### 3. Roll Call

### 4. Board Chair Comments

### 5. Approval of Agenda

### 6. Recognition of Citizens for Input Purposes

### 7. Reports/News

7.a. Board Committee Report

7.b. Superintendent Report

7.c. Business Manager Report

### 8. 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.**

8.a. Approval of Regular Board Meeting Minutes 06.10.24

8.b. Claims, Accounts and Financial

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

8.c. Approval of Resignation/Termination

8.d. Approval of New Hires

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

8.e. Approval of Retirement

### 9. Discussion/Information/Action Items

9.a. Approval of LTFM 10-year Plan

9.b. Approval of Volleyball Fundraiser

9.c. Resolution Establishing Dates for Filing Affidavits of Candidacy

9.d. Resolution Relating to the Election of School Board Members and Calling the School District General Election

9.e. K2 Towers Discussion

9.f. Approval of Donations by Resolution

9.g. Policy Readings

9.g.1. First Policy Readings

***Description:*** *424 - License Status*

*524 - Internet Acceptable Use and Safety Policy*

*524 - Form*

*705 - Investments*

706 - Acceptance of Gifts

707 - Transportation of Public School Students

707.1 - Pre-School Student Pick-Up and Drop-Off Transportation Policy

719 - Transportation Pick Up/Drop Off Policy

724 - ECSE Student Drop-Off Transportation Policy

9.g.2.Second Policy Reading

**Description:** 902 - Use of School District Facilities and Equipment

902 - Addendum

9.g.3.Approval of Third Policy Reading

**Description:** 503 - Student Attendance

704 - Inventory of Fixed Assets an Asset Accounting System

807 - Health and Safety

## 10.Upcoming Meeting Schedule

### **Description:**

1. Wednesday, July 24, Noon Finance Meeting
2. Monday, August 12, 6pm Regular Board Meeting

## 11.Adjournment



**ROYALTON**  
PUBLIC SCHOOLS

*Home of the Royals*

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

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

**FISCAL YEAR 2024  
JULY BUDGET UPDATE  
SCHOOL 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 - MONTH END MAY 2024

Revenues by Source	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Local Revenues	1,249,435.81	1,171,980.81	941,187.78	1,164,522.27	958,581.30	957,758.50	221,385.17	80.31%	82.32%	23.11%
State Revenues	9,641,139.23	9,847,671.92	8,474,802.67	9,225,544.60	8,258,078.52	8,651,374.22	8,309,720.78	86.06%	89.51%	96.05%
Federal Revenues	240,999.14	170,440.22	161,037.44	820,435.19	692,714.59	730,078.60	562,161.67	94.48%	84.43%	77.00%
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>9,606,951.45</b>	<b>11,232,709.72</b>	<b>9,910,374.41</b>	<b>10,339,211.32</b>	<b>9,093,267.62</b>	<b>85.83%</b>	<b>88.23%</b>	<b>87.95%</b>

- Overall on track with current year revised budget: 86%

# GENERAL FUND EXPENDITURES - MONTH END MAY 2024

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	5,528,957.47	6,412,479.05	5,144,831.89	6,082,205.31	4,907,222.31	82.25%	80.23%	80.68%
Employee Benefits	1,969,060.12	1,929,109.00	1,551,533.82	1,756,061.32	1,457,090.43	1,683,469.24	1,382,144.12	80.43%	82.97%	82.10%
Purchased Services	1,626,087.00	1,418,954.00	1,634,927.78	1,665,327.83	1,606,159.31	1,606,287.99	1,330,085.45	115.22%	96.45%	82.80%
Supplies & Materials	904,436.74	855,153.00	735,732.86	855,399.51	754,181.14	821,237.49	643,966.68	86.04%	88.17%	78.41%
Capital Expenditures	328,629.00	247,200.00	165,783.97	1,014,689.22	840,408.73	524,343.28	575,417.45	67.06%	82.82%	109.74%
Other Expenditures	(1,416.32)	19,555.00	11,737.74	22,545.89	25,628.03	1,866.06	27,763.29	60.02%	113.67%	1487.80%
<b>Total Expenditures</b>	<b>10,834,082.12</b>	<b>11,192,460.00</b>	<b>9,628,673.64</b>	<b>11,726,502.82</b>	<b>9,828,299.53</b>	<b>10,719,409.37</b>	<b>8,866,599.30</b>	<b>86.03%</b>	<b>83.81%</b>	<b>82.72%</b>

- Overall on track with current year revised budget: 86%



**Thank you!**

## Regular Meeting

Monday, June 10, 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

Motion to Approve 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

8.e. Athletic Director

8.f. Community Ed

### 9. Consent Agenda Approval

**\*The Board is consenting to approve items listed below as presented, at one time. At**

**any point a Director can pull an item off the consent agenda for further discussion.**

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

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes  
05.13.24

9.b. Approval of Work Session Meeting Minutes  
05.20.24

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

9.d. Approval of Resignation/Termination

9.e. Approval of New Hires

9.f. Approval of Retirement

9.g. Approval of MOU with Technology  
Integrationist

9.h. Approval of Technology Integration  
Specialist Contract

9.i. Approval of Director of Technology  
Contract

9.j. Approval of Transportation Director's  
Contract

9.k. Approval of Nutrition Service Manager  
Contract

9.l. Approval of Principal Contract

9.m. Approval of HR/Community Education  
Director Contract

9.n. Approval of Buildings and Grounds  
Director Contract

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

10.a. Approval of FY24 Safe School Revenue and  
Fund Balance to Cover Eligible Expenses  
Motion to Approve FY24 Safe School Revenue  
and Fund Balance to Cover Eligible  
Expenses. 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: Nay  
Yea: 5, Nay: 1  
Maria Traut: Nay

10.b. Approval of FY25 Budget

Motion to Approve FY25 Budget. This motion, made by Angela Roering and seconded by Tyra Baumann, Passed.

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

10.c. School Resource Officer (SRO) for FY25

Motion to Approve School Resource Officer (SRO) for FY25. This motion, made by Maria Traut and seconded by Tyra Baumann, Failed.

Tyra Baumann: Yea  
Lucas Boyd: Yea  
Randy Hackett: Nay  
Rian Hofstad: Nay  
Angela Roering: Nay  
Maria Traut: Yea  
Yea: 3, Nay: 3  
Tyra Baumann: Yea, Lucas Boyd: Yea, Maria Traut: Yea

10.d. Application of Educational Benefits Board Presentation

10.e. Approval of MSHSL Resolution for Membership

Motion to Approve MSHSL Resolution for Membership. 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.f. Approval of Donations by Resolution

Motion to Approve 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.g. Policy Readings

##### 10.g.1. Second Policy Readings

10.g.2. Approval of Second Reading and Final (minor changes)  
Motion to Approve Second Reading and Final with minor changes: 214 - Out-Of-State Travel by School Board Members, 523 - Policies Incorporated by Reference, 526 - Hazing Prohibition and 526 Form, 527 - Student Use and Parking of Motor Vehicles, Inspections and Searches and 527 Form, 529 - Staff Notification of Violent Behavior by Students and 529 Form, 535 - Service Animals in Schools and 535 Form, and 905 - Advertising. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

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

10.g.3. Approval of Third Policy Reading  
Approval of the Third Policy Reading 407 - Employee Right to Know - Exposure to Hazardous Substances. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

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

#### 11. **Upcoming Meeting Schedule**

The finance and policy meeting will be moved to Tuesday, June 25 instead of the 26.

#### 12. **Adjournment**

The meeting was adjourned at 8:19pm. This motion, made by Tyra Baumann and seconded by

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

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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	Check Amount:
0485	PCB	76800	2724		AFSCME COUNCIL 65		Check	
			B 01	215	040	MFT		\$330.36
			B 04	215	040	MFT		\$0.03
PO#:		Voucher #:	42437	Invoice	Invoice No: S2024220	6/4/2024	Paid Amt:	\$330.39
							Check Amount:	\$330.39
0485	PCB	76801	4665		HARTFORD INSURANCE		Check	
			B 01	215	032	Life		\$771.34
			B 02	215	032	Life		\$56.62
			B 04	215	032	Life		\$52.14
			B 01	215	032	Adjustment		(\$81.44)
PO#:		Voucher #:	42307	Invoice	Invoice No: S2024210	6/4/2024	Paid Amt:	\$798.66
			B 01	215	031	LTD		\$795.34
			B 02	215	031	LTD		\$41.70
			B 04	215	031	LTD		\$38.76
			B 01	215	031	Adjustment		(\$245.31)
PO#:		Voucher #:	42308	Invoice	Invoice No: S2024210	6/4/2024	Paid Amt:	\$630.49
			B 01	215	051	United Way		\$222.49
			B 02	215	051	Payroll Deductions		\$22.82
			B 04	215	051	Payroll Deductions		\$11.64
			B 01	215	051	Adjustment		\$152.89
PO#:		Voucher #:	42311	Invoice	Invoice No: S2024210	6/4/2024	Paid Amt:	\$409.84
			B 01	215	032	Life		\$771.41
			B 02	215	032	Life		\$56.62
			B 04	215	032	Life		\$52.07
PO#:		Voucher #:	42440	Invoice	Invoice No: S2024220	6/4/2024	Paid Amt:	\$880.10
			B 01	215	031	LTD		\$795.50
			B 02	215	031	LTD		\$41.70
			B 04	215	031	LTD		\$38.60
PO#:		Voucher #:	42441	Invoice	Invoice No: S2024220	6/4/2024	Paid Amt:	\$875.80
			B 01	215	051	United Way		\$335.41
			B 02	215	051	Payroll Deductions		\$22.82
			B 04	215	051	Payroll Deductions		\$11.64
PO#:		Voucher #:	42444	Invoice	Invoice No: S2024220	6/4/2024	Paid Amt:	\$369.87
			B 01	215	030	Hospital		\$39,836.84
			B 02	215	030	Hospital		\$951.43
			B 04	215	030	Hospital		\$1,310.33
0485	PCB	76802	4620		HealthPartners Inc		Check	\$3,964.76

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	76802	4620		HealthPartners Inc		Check	
				B 01	215 030	Adjustment		
		<b>Voucher #:</b>	<b>42438</b>	Invoice	<b>Invoice No:</b> S2024220		<b>Paid Amt:</b>	<b>\$30,653.63</b>
				B 01	215 035	Dental		
				B 02	215 035	Payroll Deductions	\$1,673.76	
				B 04	215 035	Payroll Deductions	\$17.03	
				B 04	215 035	Payroll Deductions	\$25.91	
		<b>Voucher #:</b>	<b>42304</b>	Invoice	<b>Invoice No:</b> S2024210		<b>Paid Amt:</b>	<b>\$1,716.70</b>
				B 01	215 030	Hospital	\$39,829.69	
				B 02	215 030	Hospital	\$951.43	
				B 04	215 030	Hospital	\$1,317.48	
		<b>Voucher #:</b>	<b>42305</b>	Invoice	<b>Invoice No:</b> S2024210		<b>Paid Amt:</b>	<b>\$42,098.60</b>
				B 01	215 035	Dental	\$1,674.14	
				B 02	215 035	Payroll Deductions	\$17.03	
				B 04	215 035	Payroll Deductions	\$25.53	
				B 01	215 035	Adjustment	(\$62.87)	
		<b>Voucher #:</b>	<b>42434</b>	Invoice	<b>Invoice No:</b> S2024220		<b>Paid Amt:</b>	<b>\$1,653.83</b>
							<b>Check Amount:</b>	<b>\$76,122.76</b>
0485	PCB	76804	1474		ROYALTON FED TEACHERS		Check	
				B 01	215 040	MFT	\$5,032.60	
				B 04	215 040	MFT	\$97.77	
		<b>Voucher #:</b>	<b>42435</b>	Invoice	<b>Invoice No:</b> S2024220		<b>Paid Amt:</b>	<b>\$5,130.37</b>
							<b>Check Amount:</b>	<b>\$5,130.37</b>
0485	PCB	76805	1473		ROYALTON ESP		Check	
				B 01	215 040	MFT	\$747.23	
				B 02	215 040	MFT	\$26.87	
				B 04	215 040	MFT	\$53.74	
		<b>Voucher #:</b>	<b>42436</b>	Invoice	<b>Invoice No:</b> S2024220		<b>Paid Amt:</b>	<b>\$827.84</b>
							<b>Check Amount:</b>	<b>\$827.84</b>
0485	PCB	76806	2217		ACT		Check	
				E 01	020 710 000 000 461	ACT TESTING	\$1,363.50	
		<b>Voucher #:</b>	<b>42464</b>	Invoice	<b>Invoice No:</b> 28734		<b>Paid Amt:</b>	<b>\$1,363.50</b>
							<b>Check Amount:</b>	<b>\$1,363.50</b>
0485	PCB	76807	4295		AMAZON CAPITAL SERVICES		Check	
				E 01	020 301 000 830 430	Skwira Classroom Supplies	\$172.62	
		<b>Voucher #:</b>	<b>42465</b>	Invoice	<b>Invoice No:</b> 131Q-G6KF-13X4		<b>Paid Amt:</b>	<b>\$172.62</b>
				E 01	020 211 101 000 430	Liddane Classroom Supplies	\$122.96	
		<b>Voucher #:</b>	<b>42466</b>	Invoice	<b>Invoice No:</b> 1VNY-CKLW-3TY4		<b>Paid Amt:</b>	<b>\$122.96</b>
				E 01	020 260 000 000 430	Gerads Classroom Supplies	\$27.98	
		<b>Voucher #:</b>	<b>42467</b>	Invoice	<b>Invoice No:</b> 1LVN-CFRX-N1L9		<b>Paid Amt:</b>	<b>\$27.98</b>
							<b>Check Amount:</b>	<b>\$1,363.50</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76807	4295		AMAZON CAPITAL SERVICES		Check
			E 01	020 215 000 000 430	Burg Classroom Supplies	\$111.38	
		<b>PO#:</b>	<b>42468</b>	Invoice	<b>Invoice No:</b> 1KDM-14TD-HLX4	<b>6/6/2024</b>	<b>Paid Amt: \$111.38</b>
			E 01	010 203 500 000 430	Muehring Classroom Supplies	\$23.15	
		<b>PO#:</b>	<b>42469</b>	Invoice	<b>Invoice No:</b> 1RH6-6QYR-LYC3	<b>6/6/2024</b>	<b>Paid Amt: \$23.15</b>
							<b>Check Amount: \$458.09</b>
0485	PCB	76808	1027		APPLIANCE REPAIR CENTER		Check
			E 02	005 770 000 701 350	Dishwasher Repair HS	\$1,171.80	
		<b>PO#:</b>	<b>42470</b>	Invoice	<b>Invoice No:</b> 25493	<b>6/6/2024</b>	<b>Paid Amt: \$1,171.80</b>
							<b>Check Amount: \$1,171.80</b>
0485	PCB	76809	1042		BATTERIES PLUS		Check
			E 01	005 810 000 000 401	EM Light Batteries	\$39.80	
		<b>PO#:</b>	<b>42471</b>	Invoice	<b>Invoice No:</b> P73107980	<b>6/6/2024</b>	<b>Paid Amt: \$39.80</b>
							<b>Check Amount: \$39.80</b>
0485	PCB	76810	4466		BG INNOVATIONS		Check
			E 01	005 690 690 000 556	RP7504 BenQ RP7504 75" panel	\$39,900.00	
			E 01	005 690 690 000 556	- Balancebox@400 Medium Duty Height Adjusta	\$3,201.00	
			E 01	005 690 690 000 556	Shipping	\$294.00	
			E 01	005 690 690 000 556	RP7504 BenQ RP7504 75" panel	\$39,900.00	
		<b>PO#:</b>	<b>42472</b>	Invoice	<b>Invoice No:</b> INV-3887	<b>6/6/2024</b>	<b>Paid Amt: \$83,295.00</b>
							<b>Check Amount: \$83,295.00</b>
0485	PCB	76811	1061		BUDS TO BLOSSOMS		Check
			E 01	020 301 000 830 433	Misc. Floral Design flowers	\$170.00	
		<b>PO#:</b>	<b>42475</b>	Invoice	<b>Invoice No:</b> 834575	<b>6/6/2024</b>	<b>Paid Amt: \$170.00</b>
			E 01	020 211 218 000 401	Graduation Flowers	\$447.00	
		<b>PO#:</b>	<b>42476</b>	Invoice	<b>Invoice No:</b> 834583	<b>6/6/2024</b>	<b>Paid Amt: \$447.00</b>
							<b>Check Amount: \$617.00</b>
0485	PCB	76812	4359		BUYASSE ROOFING OF ST. CLOUD INC		Check
			E 01	005 810 000 000 350	Roof Repairs	\$705.00	
		<b>PO#:</b>	<b>42541</b>	Invoice	<b>Invoice No:</b> 5601	<b>6/6/2024</b>	<b>Paid Amt: \$705.00</b>
							<b>Check Amount: \$705.00</b>
0485	PCB	76813	4370		CAPITAL ONE		Check
			E 01	020 298 151 000 401	Weir Care Closet	\$335.80	
			E 01	020 298 151 000 401	Weir Care Closet	\$318.14	
		<b>PO#:</b>	<b>42539</b>	Invoice	<b>Invoice No:</b> 5734371	<b>6/6/2024</b>	<b>Paid Amt: \$653.94</b>
							<b>Check Amount: \$653.94</b>
0485	PCB	76814	1074		CENTRA SOTA COOPERATIVE		Check
			E 01	005 760 000 720 442	UNLEADED	\$1,233.14	

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76814	1074	E 01	CENTRA SOTA COOPERATIVE		Check
					005 760 000 720 442		
					Discount		
							(\$39.60)
		<b>PO#:</b>	<b>42479</b>	Invoice	<b>Invoice No:</b> 5210845	<b>6/6/2024</b>	<b>Paid Amt: \$1,193.54</b>
					005 760 000 720 442		
					Fieldmaster Diesel		
					Discount		
							\$2,295.43
							(\$73.01)
		<b>PO#:</b>	<b>42480</b>	Invoice	<b>Invoice No:</b> 5210844	<b>6/6/2024</b>	<b>Paid Amt: \$2,222.42</b>
							<b>Check Amount: \$3,415.96</b>
0485	PCB	76815	4396	E 01	CHRIS VOSEN AUTO REPAIR		Check
					005 760 000 720 350		
					Oil Change & tires Van #28		
							\$1,253.40
		<b>PO#:</b>	<b>42481</b>	Invoice	<b>Invoice No:</b> 7641	<b>6/6/2024</b>	<b>Paid Amt: \$1,253.40</b>
							<b>Check Amount: \$1,253.40</b>
0485	PCB	76816	2602	E 01	CLIMATE AIR INC		Check
					005 810 000 000 350		
					ES HVAC Repairs		
							\$455.00
		<b>PO#:</b>	<b>42482</b>	Invoice	<b>Invoice No:</b> 57969	<b>6/6/2024</b>	<b>Paid Amt: \$455.00</b>
							<b>Check Amount: \$455.00</b>
0485	PCB	76817	4707	E 01	CRAGUNS Legacy Golf Course		Check
					020 294 103 000 369		
					Golf Registration Staples-Motley		
							\$200.00
		<b>PO#:</b>	<b>42527</b>	Invoice	<b>Invoice No:</b> 06.03.2024	<b>6/6/2024</b>	<b>Paid Amt: \$200.00</b>
							<b>Check Amount: \$200.00</b>
0485	PCB	76818	1848	E 01	CRAIG EHRLICHMAN		Check
					020 294 064 000 305		
					Varsity Baseball Ump Staples		
							\$110.00
		<b>PO#:</b>	<b>42478</b>	Invoice	<b>Invoice No:</b> 05.23.2024	<b>6/6/2024</b>	<b>Paid Amt: \$110.00</b>
							<b>Check Amount: \$110.00</b>
0485	PCB	76819	1133	E 01	ECM PUBLISHERS INC		Check
					005 110 000 000 380		
					May 20 Special Meeting		
							\$22.00
		<b>PO#:</b>	<b>42531</b>	Invoice	<b>Invoice No:</b> 999148	<b>6/6/2024</b>	<b>Paid Amt: \$22.00</b>
							<b>Check Amount: \$22.00</b>
0485	PCB	76820	4926	E 01	Gravel Pit Golf Course		Check
					020 294 103 000 369		
					Boys Golf 05-23-2024		
							\$125.00
		<b>PO#:</b>	<b>42528</b>	Invoice	<b>Invoice No:</b> 06.03.2024	<b>6/6/2024</b>	<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
0485	PCB	76821	1215	E 01	HILLYARD INC		Check
					005 810 000 000 401		
					Pads		
							\$437.38
		<b>PO#:</b>	<b>42483</b>	Invoice	<b>Invoice No:</b> 605499304	<b>6/6/2024</b>	<b>Paid Amt: \$437.38</b>
					005 810 000 000 350		
					Performed PM Service		
							\$138.00
		<b>PO#:</b>	<b>42484</b>	Invoice	<b>Invoice No:</b> 700591379	<b>6/6/2024</b>	<b>Paid Amt: \$138.00</b>
					005 810 000 000 350		
					Inspected, serviced batteries, rotated skirts		
							\$258.00
		<b>PO#:</b>	<b>42485</b>	Invoice	<b>Invoice No:</b> 700591215	<b>6/6/2024</b>	<b>Paid Amt: \$258.00</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76821	1215		HILLYARD INC		Check
				E 01	005 810 000 000 401 Bearing Kit		\$93.76
PO#:		Voucher #:	42486	Invoice	Invoice No: 700592341	6/6/2024	Paid Amt: \$93.76
PO#:		Voucher #:	42487	Invoice	005 810 000 000 350 Inspected, cleaned, tested	6/6/2024	Paid Amt: \$108.00
PO#:		Voucher #:	42488	Invoice	005 810 000 000 350 Inspected, cleaned, tested	6/6/2024	Paid Amt: \$108.00
PO#:		Voucher #:	42489	Invoice	005 810 000 000 350 Inspected, cleaned, tested & replaced drain host	6/6/2024	Paid Amt: \$280.00
PO#:	5744	Voucher #:	42490	Invoice	005 810 000 000 401 custodial supplies	6/6/2024	Paid Amt: \$3,690.82
					Invoice No: 605499303		Paid Amt: \$3,690.82
							Check Amount: \$5,113.96
0485	PCB	76822	3687		HOLDINGFORD HARDWARE		Check
				E 01	020 255 000 000 430 Truck Bed Liner Aerosol & Fuses PO 5676		\$40.47
PO#:		Voucher #:	42543	Invoice	Invoice No: 45576	6/6/2024	Paid Amt: \$40.47
PO#:		Voucher #:	42544	Invoice	005 810 000 000 430 Flux Paste, Solder Lead Free & Fitting Bsh PO 5	6/6/2024	Paid Amt: \$87.41
					Invoice No: 45654		Paid Amt: \$87.41
							Check Amount: \$127.88
0485	PCB	76823	4439		JACKI BRICKMAN, INC.		Check
				E 01	010 640 000 316 305 Catalyst Training on May 8th, 2024		\$1,800.00
PO#:	5759	Voucher #:	42542	Invoice	Invoice No: INV-4746	6/6/2024	Paid Amt: \$1,800.00
							Check Amount: \$1,800.00
0485	PCB	76824	1267		KEMPS, LLC		Check
				E 02	005 770 000 701 490 MILK		\$418.35
PO#:		Voucher #:	42491	Invoice	Invoice No: 5199141	6/6/2024	Paid Amt: \$418.35
PO#:		Voucher #:	42492	Invoice	005 770 000 701 490 MILK	6/6/2024	Paid Amt: \$388.50
PO#:		Voucher #:	42493	Invoice	005 770 000 701 490 MILK	6/6/2024	Paid Amt: \$268.90
PO#:		Voucher #:	42494	Invoice	005 770 000 701 490 MILK	6/6/2024	Paid Amt: \$119.50
PO#:		Voucher #:	42495	Invoice	005 770 000 701 490 MILK	6/6/2024	Paid Amt: \$298.80
PO#:		Voucher #:	42496	Invoice	005 770 000 701 490 MILK	6/6/2024	Paid Amt: \$239.00
PO#:		Voucher #:	42497	Invoice	005 770 000 701 490 MILK	6/6/2024	Paid Amt: \$209.20
					Invoice No: 5211141		Paid Amt: \$209.20
							Check Amount: \$1,942.25

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76825	1271		KIMBALL HIGH SCHOOL		Check
			E 01	020	296 103 000 369	Girls Golf 05-13-2024	\$100.00
PO#:		Voucher #:	42529	Invoice	Invoice No: 06.03.2024	6/6/2024	Paid Amt: \$100.00
PO#:		Voucher #:	42530	Invoice	Invoice No: 06-03-2024	6/6/2024	Paid Amt: \$100.00
							Check Amount: \$200.00
0485	PCB	76826	1338		MICHAEL BUKOWSKI		Check
			E 01	020	294 064 000 305	Varsity Baseball Ump Staples	\$110.00
PO#:		Voucher #:	42477	Invoice	Invoice No: 05.23.2024	6/6/2024	Paid Amt: \$110.00
							Check Amount: \$110.00
0485	PCB	76827	2524		MIDCONTINENT COMMUNICATIONS		Check
			E 01	005	810 000 000 320	PHONE SERVICE	\$845.66
PO#:		Voucher #:	42498	Invoice	Invoice No: 14529320114059	6/6/2024	Paid Amt: \$845.66
							Check Amount: \$845.66
0485	PCB	76828	1331		MID-STATE EDUCATION DIST		Check
			E 01	005	400 000 000 394	ADMIN	\$7,859.00
			E 01	010	412 450 740 396	ECSE	\$9,724.59
			E 01	010	412 450 740 397	ECSE	\$823.04
			E 01	005	400 000 000 394	Business Manager	\$2,284.13
			E 01	005	405 450 740 396	HEAR IMPAIRED	\$2,352.18
			E 01	005	405 450 740 397	HEAR IMPAIRED	\$239.20
			E 01	005	420 450 740 396	OT/PT	\$2,900.56
			E 01	005	420 450 740 397	OT/PT	\$371.57
			E 01	005	420 450 740 396	APE	\$1,209.01
			E 01	005	420 450 740 397	APE	\$164.87
			E 04	005	580 450 325 390	ECFE	\$2,517.75
			E 04	005	582 450 344 390	PRESCHOOL SCREENING	\$823.50
			E 01	010	401 450 740 396	SPEECH/LANGUAGE	\$18,507.15
			E 01	010	401 450 740 397	SPEECH/LANGUAGE	\$913.10
			E 01	005	420 450 740 396	Psych Service	\$8,460.32
			E 01	005	420 450 740 397	Psych Service	\$1,153.68
PO#:		Voucher #:	42499	Invoice	Invoice No: 3866	6/6/2024	Paid Amt: \$60,303.65
							Check Amount: \$60,303.65
0485	PCB	76829	1339		MILACA HIGH SCHOOL		Check
			E 01	020	296 103 000 369	Girls Golf 05-06-2024	\$126.00
PO#:		Voucher #:	42526	Invoice	Invoice No: 06.03.2024	6/6/2024	Paid Amt: \$126.00
							Check Amount: \$126.00

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76830	1346		MINNESOTA POWER		Check
				E 01	020 810 000 000 331	Acct.6691032130 Elect	\$58.38
PO#:		Voucher #:	42500	Invoice	Invoice No: 669142171151	6/6/2024	Paid Amt: \$58.38
PO#:		Voucher #:	42501	Invoice	Invoice No: 509961444551	6/6/2024	Paid Amt: \$12,579.50
PO#:		Voucher #:	42502	Invoice	ES Acct 4015125490	6/6/2024	Paid Amt: \$3,843.39
PO#:		Voucher #:	42503	Invoice	Acct.8111800000 Elect	6/6/2024	Paid Amt: \$228.10
					Invoice No: 811701552250		Paid Amt: \$228.10
							Check Amount: \$16,709.37
0485	PCB	76831	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
				E 01	005 760 000 720 401	Seat Belt Assy Bus 13-14	\$192.78
PO#:		Voucher #:	42504	Invoice	Invoice No: 313196	6/6/2024	Paid Amt: \$192.78
PO#:		Voucher #:	42505	Invoice	Seat Belt Assy Bus 13-14	6/6/2024	Paid Amt: \$317.26
					Invoice No: 313190		Paid Amt: \$317.26
							Check Amount: \$510.04
0485	PCB	76832	4608		NORTH CENTRAL INT'L, LLC		Check
				E 01	005 760 000 720 350	Brakes/Air Systems	\$803.34
PO#:		Voucher #:	42506	Invoice	Invoice No: R220008252:01	6/6/2024	Paid Amt: \$803.34
							Check Amount: \$803.34
0485	PCB	76833	1406		PAN-O-GOLD BAKING CO		Check
				E 02	005 770 000 701 490	BREAD	\$99.66
PO#:		Voucher #:	42508	Invoice	Invoice No: 10000624149001	6/6/2024	Paid Amt: \$99.66
PO#:		Voucher #:	42509	Invoice	BREAD	6/6/2024	Paid Amt: \$136.20
					Invoice No: 10000624149002		Paid Amt: \$136.20
							Check Amount: \$235.86
0485	PCB	76834	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check
				E 01	005 810 000 000 401	Trimmer Line	\$15.99
PO#:		Voucher #:	42545	Invoice	Invoice No: 701777	6/6/2024	Paid Amt: \$15.99
							Check Amount: \$15.99
0485	PCB	76835	1440		PROVANTAGE		Check
				E 01	005 690 690 000 555	89M85UT#ABA HP Smart Buy EliteOne 840 G9	\$4,554.00
PO#:	5696	Voucher #:	42510	Invoice	Invoice No: 9669734	6/6/2024	Paid Amt: \$4,554.00
							Check Amount: \$4,554.00
0485	PCB	76836	3113		REPUBLIC SERVICES #891		Check
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE	\$1,132.60
PO#:		Voucher #:	42511	Invoice	Invoice No: 0891-001361013	6/6/2024	Paid Amt: \$1,132.60

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	76836	3113		REPUBLIC SERVICES #891		Check	
			E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE			\$1,295.57
		<b>PO#:</b>		<b>42512</b> Invoice	<b>Invoice No:</b> 0891-001361012	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$1,295.57</b>
							<b>Check Amount:</b>	<b>\$2,428.17</b>
0485	PCB	76837	1463		RICE HARDWARE HANK		Check	
			E 01	005 810 000 000 401	Misc Fastners, Flat Washers & Fin HX Nt			\$41.62
		<b>PO#:</b>		<b>42513</b> Invoice	<b>Invoice No:</b> 31465/3	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$41.62</b>
			E 01	005 760 000 720 401	Foam Sealant Multipur			\$25.98
		<b>PO#:</b>		<b>42514</b> Invoice	<b>Invoice No:</b> 31326/3	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$25.98</b>
			E 01	005 760 000 720 401	Philip PN SMS & Undercoating			\$22.07
		<b>PO#:</b>		<b>42515</b> Invoice	<b>Invoice No:</b> 31486/3	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$22.07</b>
			E 01	005 810 000 000 401	Box Cover Metal & Blank Box Cover Square			\$11.04
		<b>PO#:</b>		<b>42540</b> Invoice	<b>Invoice No:</b> 31508/3	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$11.04</b>
							<b>Check Amount:</b>	<b>\$100.71</b>
0485	PCB	76838	1477		ROYALTON LUMBER COMPANY		Check	
			E 01	005 810 000 000 401	Custodial Supplies			\$230.65
		<b>PO#:</b>		<b>42516</b> Invoice	<b>Invoice No:</b> 868567	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$230.65</b>
							<b>Check Amount:</b>	<b>\$230.65</b>
0485	PCB	76839	4755		SQUIRES, WALDSPURGER & MACE		Check	
			E 01	005 020 000 000 313	Legal			\$27.50
		<b>PO#:</b>		<b>42517</b> Invoice	<b>Invoice No:</b> 20013	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$27.50</b>
			E 01	005 020 000 000 313	Legal			\$82.50
		<b>PO#:</b>		<b>42518</b> Invoice	<b>Invoice No:</b> 20012	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$82.50</b>
							<b>Check Amount:</b>	<b>\$110.00</b>
0485	PCB	76840	3309		SUNRAY PRINTING SOLUTIONS, INC		Check	
			E 01	010 203 000 000 305	24%			\$718.59
			E 01	020 211 000 000 305	24%			\$718.59
			E 01	020 292 000 000 305	6%			\$179.65
			E 02	005 770 000 701 305	6%			\$179.65
			E 04	005 505 000 321 305	40%			\$1,197.63
		<b>PO#:</b>		<b>42519</b> Invoice	<b>Invoice No:</b> 25653	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$2,994.11</b>
							<b>Check Amount:</b>	<b>\$2,994.11</b>
0485	PCB	76841	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 490	LUNCH			\$66.96
		<b>PO#:</b>		<b>42520</b> Invoice	<b>Invoice No:</b> 253647487	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$66.96</b>
			E 02	005 770 000 701 491	Commodity			\$18.70
		<b>PO#:</b>		<b>42521</b> Invoice	<b>Invoice No:</b> 253647488	<b>6/6/2024</b>	<b>Paid Amt:</b>	<b>\$18.70</b>
			E 02	005 770 000 701 490	LUNCH			\$923.78

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	76841	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 401	SUPPLIES			\$125.99
PO#:		Voucher #:	42522	Invoice	Invoice No: 253647489	6/6/2024	Paid Amt:	\$1,049.77
PO#:		Voucher #:	42523	Invoice	Invoice No: 253647486	6/6/2024	Paid Amt:	\$763.32
								Check Amount: \$1,898.75
0485	PCB	76842	4924		The Boelter Companies Inc		Check	
			E 02	005 770 000 701 401	Utility Cart & Bun Pan Rack			\$1,643.69
PO#:		Voucher #:	42473	Invoice	Invoice No: 98296777	6/6/2024	Paid Amt:	\$1,643.69
PO#:		Voucher #:	42474	Invoice	Invoice No: 988296023	6/6/2024	Paid Amt:	\$3,061.76
								Check Amount: \$3,061.76
0485	PCB	76843	4206		T-MOBILE		Check	
			E 01	005 810 000 000 320	Mobile Internet Acct 971799683			\$100.00
PO#:		Voucher #:	42524	Invoice	Invoice No: 05.21.2024	6/6/2024	Paid Amt:	\$100.00
								Check Amount: \$100.00
0485	PCB	76844	1582		UHL COMPANY, INC		Check	
			E 01	005 810 000 000 350	Elementary School HVAC Repair			\$99.50
PO#:		Voucher #:	42532	Invoice	Invoice No: 63664A	6/6/2024	Paid Amt:	\$99.50
								Check Amount: \$99.50
0485	PCB	76845	3274		VARITRONICS, LLC		Check	
			E 11	010 203 902 000 430	RECCM1800 Reconditioned Cutout Maker 1800			\$4,499.00
			E 11	010 203 902 000 430	2001A Maintenance Kit			\$199.99
			E 11	010 203 902 000 430	2005A Standard Blades			\$299.98
			E 11	010 203 902 000 430	Shipping			\$150.00
PO#:	5712	Voucher #:	42525	Invoice	Invoice No: PSI-172300	6/6/2024	Paid Amt:	\$5,148.97
								Check Amount: \$5,148.97
0485	PCB	76846	4484		JAKE WENTLAND		Check	
			B 01	215 000	Payroll Replacement Check Account Closed			\$2,554.93
PO#:		Voucher #:	42567	Invoice	Invoice No: 06.14.2024	6/17/2024	Paid Amt:	\$2,554.93
								Check Amount: \$2,554.93
0485	PCB	76847	4927		Roering, Samantha		Check	
			B 01	215 000	Payroll Replacement direct deposit Wrong acco			\$51.08
PO#:		Voucher #:	42568	Invoice	Invoice No: 06-14-2024-	6/17/2024	Paid Amt:	\$51.08
								Check Amount: \$51.08

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	76848	4929	E 01	24Restore, Inc		Check	
				005 810 000 000 350	Water Damage: Contents Cleaning			
		Voucher #:	42649	Invoice	Invoice No: 24-1121-CLD	6/20/2024	Paid Amt:	\$8,472.17
							Check Amount:	\$8,472.17
0485	PCB	76849	4295		AMAZON CAPITAL SERVICES		Check	
				E 01 010 201 000 000 430	Laminating Sheets (200)			\$27.99
				E 01 010 201 000 000 430	Watercolor paper (Ucreate)			\$44.56
				E 01 010 201 000 000 430	Birthday Crowns (35 count)			\$9.99
				E 01 010 201 000 000 430	Mr. Sketch 22 pack			\$14.19
				E 01 010 201 000 000 430	6x6 Canvas boards (12 pack)			\$25.50
				E 01 010 201 000 000 430	Fluorescent Tempera Paint (6 pack)			\$44.99
				E 01 010 201 000 000 430	About me posters			\$13.49
		Voucher #:	42571	Invoice	Invoice No: 1XRQ-T7JF-H9F4	6/20/2024	Paid Amt:	\$180.71
				E 01 020 211 210 000 430	110 items from Amazon			\$2,762.95
		Voucher #:	42574	Invoice	Invoice No: 199T-FNML-1D9V	6/20/2024	Paid Amt:	\$2,762.95
				E 01 020 301 000 830 433	Goldade Supplies			\$1,167.93
		Voucher #:	42575	Invoice	Invoice No: 1YMP-4CHW-YHR6	6/20/2024	Paid Amt:	\$1,167.93
				E 01 020 211 936 000 401	PBIS Supplies			\$360.68
		Voucher #:	42576	Invoice	Invoice No: 1W9W-X11C-XV7P	6/20/2024	Paid Amt:	\$360.68
				E 01 005 690 690 000 455	TOGGLER SNAPTOGGLE BB Toggle Anchor			\$60.99
				E 01 005 690 690 000 455	Satechi USB C Hub Multiport Adapter Pro Slim,			\$139.98
		Voucher #:	42572	Invoice	Invoice No: 1GYJ-7JCK-HRXY	6/20/2024	Paid Amt:	\$200.97
				E 01 005 810 000 000 401	Custodial Supplies			\$256.44
		Voucher #:	42577	Invoice	Invoice No: 1DH4-WQ6K-Y396	6/20/2024	Paid Amt:	\$256.44
				E 01 005 810 000 000 401	Chair Dolly Custodians			\$482.14
		Voucher #:	42569	Invoice	Invoice No: 1RY9-LV3M-3GCK	6/20/2024	Paid Amt:	\$482.14
				E 01 020 710 000 000 430	Bartkowicz office supplies			\$62.01
		Voucher #:	42573	Invoice	Invoice No: 1TLQ-LNGL-377R	6/20/2024	Paid Amt:	\$62.01
				E 01 020 301 000 830 433	Cut Flower Food Goldade			\$10.99
		Voucher #:	42570	Invoice	Invoice No: 1RT3-7WKG-MQQM	6/20/2024	Paid Amt:	\$10.99
							Check Amount:	\$5,484.82
0485	PCB	76850	4524		AMERICAN PRESSURE NORTH		Check	
				E 01 005 760 000 720 401	Pressure Washer Repair			\$185.00
		Voucher #:	42578	Invoice	Invoice No: 06.05.2024	6/20/2024	Paid Amt:	\$185.00
							Check Amount:	\$185.00
0485	PCB	76851	4180		AUTO VALUE LITTLE FALLS		Check	
				E 01 005 760 000 720 401	Serpentine Belt			\$61.99
		Voucher #:	42579	Invoice	Invoice No: 12059572	6/20/2024	Paid Amt:	\$61.99
							Check Amount:	\$61.99

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	76852	4928		<b>Blick Art Materials LLC</b>		Check	
			E 01	010	212 000 000 430	Stroke/Coat Glaze PO #5708		\$87.95
		<b>Voucher #:</b>	<b>42654</b>	Invoice	<b>Invoice No:</b> 2952767	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$87.95</b>
							<b>Check Amount:</b>	<b>\$87.95</b>
0485	PCB	76853	4761		<b>CANS R US, LLC</b>		Check	
			E 01	005	810 000 000 305	Toilet Rental		\$990.00
		<b>Voucher #:</b>	<b>42580</b>	Invoice	<b>Invoice No:</b> 3617	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$990.00</b>
							<b>Check Amount:</b>	<b>\$990.00</b>
0485	PCB	76854	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check	
			E 01	005	760 000 720 442	UNLEADED		\$1,158.58
			E 01	005	760 000 720 442	Discount		(\$38.44)
		<b>Voucher #:</b>	<b>42582</b>	Invoice	<b>Invoice No:</b> 5211009	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$1,120.14</b>
							<b>Check Amount:</b>	<b>\$1,120.14</b>
0485	PCB	76855	4596		<b>CENTRAL MCGOWAN, INC</b>		Check	
			E 01	020	301 000 830 433	Argon, Oxygen & Tungsten PO 5513		\$310.61
		<b>Voucher #:</b>	<b>42584</b>	Invoice	<b>Invoice No:</b> 0000843077	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$310.61</b>
			E 01	020	301 000 830 433	Acetylene PO 5513		\$102.80
		<b>Voucher #:</b>	<b>42583</b>	Invoice	<b>Invoice No:</b> 0000844711	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$102.80</b>
							<b>Check Amount:</b>	<b>\$413.41</b>
0485	PCB	76856	1086		<b>CITY OF ROYALTON</b>		Check	
			E 01	005	810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,566.81
		<b>Voucher #:</b>	<b>42586</b>	Invoice	<b>Invoice No:</b> 06.04.2024	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$1,566.81</b>
			E 01	005	810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$666.48
		<b>Voucher #:</b>	<b>42587</b>	Invoice	<b>Invoice No:</b> 06-04-2024	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$666.48</b>
							<b>Check Amount:</b>	<b>\$2,233.29</b>
0485	PCB	76857	1090		<b>CMERDC</b>		Check	
			E 01	005	110 000 000 401	Blue Check Stock		\$54.25
		<b>Voucher #:</b>	<b>42585</b>	Invoice	<b>Invoice No:</b> 196830	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$54.25</b>
							<b>Check Amount:</b>	<b>\$54.25</b>
0485	PCB	76858	1114		<b>DEMCO</b>		Check	
			E 01	020	620 000 000 401	W12187350 Demco CircExtender2x 4-Mil Polyp		\$97.20
			E 01	020	620 000 000 401	W12214120 Superfold Book Jacket Cover 12" x		\$152.98
		<b>Voucher #:</b>	<b>42588</b>	Invoice	<b>Invoice No:</b> 7486077	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$250.18</b>
							<b>Check Amount:</b>	<b>\$250.18</b>
0485	PCB	76859	1141		<b>ELECTRIC MOTOR SERVICE</b>		Check	
			E 01	005	810 000 000 401	Restroom Vent Fan and Belts		\$246.40
		<b>Voucher #:</b>	<b>42648</b>	Invoice	<b>Invoice No:</b> IN0301953	<b>6/20/2024</b>	<b>Paid Amt:</b>	<b>\$246.40</b>
							<b>Check Amount:</b>	<b>\$246.40</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	76860	4417		FARMTEK		Check	
			E 01	020	301 096 830 430	Misc. Greenhouse tables		\$1,463.05
	PO#: 5746	Voucher #:	42589	Invoice	Invoice No: 7800922	6/20/2024	Paid Amt:	\$1,463.05
							Check Amount:	\$1,463.05
0485	PCB	76861	1165		FLINN SCIENTIFIC INC		Check	
			E 01	020	211 000 302 460	Curriculum Rotation- Science Department Suppl		\$4,713.09
	PO#: 5704	Voucher #:	42590	Invoice	Invoice No: 2995266	6/20/2024	Paid Amt:	\$4,713.09
							Check Amount:	\$4,713.09
0485	PCB	76862	4610		FP MAILING SOLUTIONS		Check	
			E 01	005	105 000 000 329	Mailing Machine/Supplies 5/12/2024 - 8/11/2024		\$342.00
	PO#: 5746	Voucher #:	42591	Invoice	Invoice No: RM100069476	6/20/2024	Paid Amt:	\$342.00
							Check Amount:	\$342.00
0485	PCB	76863	1215		HILLYARD INC		Check	
			E 01	005	810 000 000 350	Perform PM Service Autoscrubber		\$1,037.50
	PO#: 5746	Voucher #:	42594	Invoice	Invoice No: 700593285	6/20/2024	Paid Amt:	\$1,037.50
			E 01	005	810 000 000 350	Perform PM Service Autoscrubber		\$138.00
	PO#: 5746	Voucher #:	42593	Invoice	Invoice No: 700593283	6/20/2024	Paid Amt:	\$138.00
			E 01	005	810 000 000 401	Wiper Glass & Surface WHT		\$94.80
	PO#: 5746	Voucher #:	42595	Invoice	Invoice No: 605505771	6/20/2024	Paid Amt:	\$94.80
			E 01	005	810 000 000 350	Perform PM Service cleaned & inspected		\$514.25
	PO#: 5746	Voucher #:	42592	Invoice	Invoice No: 700593284	6/20/2024	Paid Amt:	\$514.25
							Check Amount:	\$1,784.55
0485	PCB	76864	1247		J W PEPPER & SON INC		Check	
			E 01	010	258 000 000 430	MusicPlay Online Subscription		\$200.00
	PO#: 5738	Voucher #:	42597	Invoice	Invoice No: 366469267	6/20/2024	Paid Amt:	\$200.00
							Check Amount:	\$200.00
0485	PCB	76865	4228		JESSICA OLDAKOWSKI		Check	
			E 01	005	760 000 723 360	Transportation Reimb		\$850.00
	PO#: 5738	Voucher #:	42596	Invoice	Invoice No: 06.19.2024	6/20/2024	Paid Amt:	\$850.00
							Check Amount:	\$850.00
0485	PCB	76866	1267		KEMPS, LLC		Check	
			E 02	005	770 000 701 490	MILK		\$152.50
	PO#: 5738	Voucher #:	42598	Invoice	Invoice No: 5222974	6/20/2024	Paid Amt:	\$152.50
			E 02	005	770 000 701 490	MILK		\$137.25
	PO#: 5738	Voucher #:	42599	Invoice	Invoice No: 5222944	6/20/2024	Paid Amt:	\$137.25
							Check Amount:	\$289.75

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	76867	4800		Lisa Carter		Check	
			E 01	005 760 000 723 360	Transportation Reimbursement			\$78.26
		PO#:	Voucher #:	42581	Invoice No: 05.14.2024	6/20/2024	Paid Amt:	\$78.26
							Check Amount:	\$78.26
0485	PCB	76868	3236		LITTLE FALLS RADIO		Check	
			E 01	020 211 000 000 305	Graduation Salutes & Honor Profiles			\$200.00
		PO#:	Voucher #:	42600	Invoice No: 24050452	6/20/2024	Paid Amt:	\$200.00
							Check Amount:	\$200.00
0485	PCB	76869	1292		LONG PRAIRIE GREY EAGLE SCHOOLS		Check	
			E 01	020 296 088 000 391	Girls Hockey			\$5,304.16
		PO#:	Voucher #:	42601	Invoice No: 1051	6/20/2024	Paid Amt:	\$5,304.16
							Check Amount:	\$5,304.16
0485	PCB	76870	1300		MACNEIL ENVIRONMENTAL, INC		Check	
			E 01	005 760 000 720 305	DRUG TEST			\$390.00
		PO#:	Voucher #:	42602	Invoice No: 9820	6/20/2024	Paid Amt:	\$390.00
							Check Amount:	\$390.00
0485	PCB	76871	4540		MARCO		Check	
			E 01	005 690 690 302 555	Copiers			\$1,946.60
		PO#:	Voucher #:	42603	Invoice No: 36724280	6/20/2024	Paid Amt:	\$1,946.60
							Check Amount:	\$1,946.60
0485	PCB	76872	2970		MASPA & State Negotiators		Check	
			E 01	005 110 000 000 820	Membership Renewal			\$575.00
		PO#:	Voucher #:	42604	Invoice No: 20242	6/20/2024	Paid Amt:	\$575.00
							Check Amount:	\$575.00
0485	PCB	76873	4786		M-F Athletic Co., Inc.		Check	
			E 01	020 292 057 000 401	Leg only for First Place Tent PO 5548			\$62.00
		PO#:	Voucher #:	42605	Invoice No: /inv282510	6/20/2024	Paid Amt:	\$62.00
							Check Amount:	\$62.00
0485	PCB	76874	4909		Michael C Peto		Check	
			E 01	020 230 000 000 430	Experiential curriculum training through Brazilian			\$129.00
		PO#:	Voucher #:	42608	Invoice No: 06.19.2024	6/20/2024	Paid Amt:	\$129.00
							Check Amount:	\$129.00
0485	PCB	76875	1334		MIDWEST BUS PARTS INC		Check	
			E 01	005 760 000 720 401	Bluebird/IC Blower Assy, 2-Blade			\$95.51
		PO#:	Voucher #:	42606	Invoice No: 197241	6/20/2024	Paid Amt:	\$95.51
							Check Amount:	\$95.51

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76876	2121		MIDWEST SPECIAL INSTRUMENTS CORP		Check
			E 01	020	000 000 305	Full Audiometer Calibration	
							\$135.00
		PO#: 5683	Voucher #:	42607	Invoice No: 2404504-IN	6/20/2024	Paid Amt: \$135.00
							Check Amount: \$135.00
0485	PCB	76877	1879		MINNESOTA DEPARTMENT OF HEALTH		Check
			E 02	005	770 000 701 305	Food Serv Fee Lic # 7210	
							\$40.00
		PO#: 5683	Voucher #:	42609	Invoice No: 1052899	6/20/2024	Paid Amt: \$40.00
							\$40.00
		PO#: 5683	Voucher #:	42610	Invoice No: 1052900	6/20/2024	Paid Amt: \$40.00
							Check Amount: \$80.00
0485	PCB	76878	1346		MINNESOTA POWER		Check
			E 01	020	810 000 000 331	Acct.0191115490	
							\$204.91
		PO#: 5683	Voucher #:	42647	Invoice No: 019319547993	6/20/2024	Paid Amt: \$204.91
							Check Amount: \$204.91
0485	PCB	76879	3965		MRI SOFTWARE LLC		Check
			E 01	005	110 000 000 305	Staff Screen	
							\$52.00
		PO#: 5683	Voucher #:	42612	Invoice No: MRIus1989272	6/20/2024	Paid Amt: \$52.00
							Check Amount: \$52.00
0485	PCB	76880	1375		NAPA AUTO PARTS		Check
			E 01	005	760 000 720 401	Shop Supplies	
							\$23.98
		PO#: 5683	Voucher #:	42613	Invoice No: 598046	6/20/2024	Paid Amt: \$23.98
							\$197.37
		PO#: 5683	Voucher #:	42614	Invoice No: 599138	6/20/2024	Paid Amt: \$197.37
							Check Amount: \$221.35
0485	PCB	76881	1376		NASCO EDUCATION		Check
			E 01	010	212 000 000 430	Eckman PO #5708	
							\$484.58
		PO#: 5683	Voucher #:	42656	Invoice No: 590851	6/20/2024	Paid Amt: \$484.58
							\$338.44
		PO#: 5683	Voucher #:	42655	Invoice No: 593273	6/20/2024	Paid Amt: \$338.44
							Check Amount: \$823.02
0485	PCB	76882	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
			E 01	005	760 000 720 401	Light, Back Up Bus 16-15	
							\$131.24
		PO#: 5683	Voucher #:	42615	Invoice No: 313309	6/20/2024	Paid Amt: \$131.24
							\$31.92
		PO#: 5683	Voucher #:	42616	Invoice No: 313272	6/20/2024	Paid Amt: \$31.92
							Check Amount: \$163.16

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76883	4515	E 01	Northern Pines Mental Health Center		Check
					005 730 012 161 362 Interventionist Contract May, 2024	\$1,593.75	
		PO#:	Voucher #:	42617	Invoice	Invoice No: May 24 Royalton	Paid Amt: \$1,593.75 Check Amount: \$1,593.75
0485	PCB	76884	4530	E 01	ORORA VISUAL TX LLC		Check
					020 301 000 830 433 Misc. Plant Tag Printer Ink	\$98.12	
		PO#:	Voucher #:	42618	Invoice	Invoice No: 771095	Paid Amt: \$98.12
					6/20/2024	\$56.98	
		PO#:	Voucher #:	42619	Invoice	Invoice No: 770624	Paid Amt: \$56.98 Check Amount: \$155.10
0485	PCB	76885	3945	E 01	PEQUOT Lakes High School		Check
					020 294 103 000 369 Golf Meet 04-18-2024	\$225.00	
		PO#:	Voucher #:	42620	Invoice	Invoice No: 06.10.2024	Paid Amt: \$225.00 Check Amount: \$225.00
0485	PCB	76886	3644	E 01	POWERHOUSE OUTDOOR EQUIPMENT INC		Check
					005 810 000 000 350 Lawn mower repair	\$682.13	
		PO#:	Voucher #:	42621	Invoice	Invoice No: 702532	Paid Amt: \$682.13 Check Amount: \$682.13
0485	PCB	76887	4242	E 01	RADEMACHER COMPANIES, INC.		Check
					020 301 000 830 433 Power Angler Broom	\$11.99	
		PO#:	Voucher #:	42622	Invoice	Invoice No: 002-00174043	Paid Amt: \$11.99
					020 301 000 830 433 Goldade LTE	\$49.93	
		PO#:	Voucher #:	42623	Invoice	Invoice No: 002-00177976	Paid Amt: \$49.93
					020 301 000 830 433 Goldade	\$83.04	
		PO#:	Voucher #:	42624	Invoice	Invoice No: 002-00174041	Paid Amt: \$83.04
					020 301 096 830 430 Ag Department	\$35.49	
		PO#:	Voucher #:	42625	Invoice	Invoice No: 002-00177442	Paid Amt: \$35.49
					020 301 096 830 430 Ag Department	\$18.17	
		PO#:	Voucher #:	42626	Invoice	Invoice No: 00093848	Paid Amt: \$18.17 Check Amount: \$198.62
0485	PCB	76888	4658	E 01	REGION 5A		Check
					020 294 103 000 369 Golf Sections	\$150.00	
					020 296 103 000 369 Golf Sections	\$150.00	
		PO#:	Voucher #:	42627	Invoice	Invoice No: 06.13.2024	Paid Amt: \$300.00 Check Amount: \$300.00

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76889	1460		RESOURCE TRAINING & SOL		Check
			E 01	005	640 000 316 366	PREPaRE Training	\$840.00
		PO#: 5687	Voucher #: 42628	Invoice	Invoice No: 40301	6/20/2024	Paid Amt: \$840.00 Check Amount: \$840.00
0485	PCB	76890	1463		RICE HARDWARE HANK		Check
			E 01	005	810 000 000 401	Mini Sleeve. Masonry Bit & Conc Bit	\$74.76
		PO#: 5687	Voucher #: 42630	Invoice	Invoice No: 31555/3	6/20/2024	Paid Amt: \$74.76
		PO#: 5687	Voucher #: 42629	Invoice	Invoice No: 31694/3	6/20/2024	Paid Amt: \$31.99 Check Amount: \$31.99
0485	PCB	76891	1477		ROYALTON LUMBER COMPANY		Check
			E 01	020	296 103 000 401	Golf Shed	\$82.59
		PO#: 5687	Voucher #: 42631	Invoice	Invoice No: 869000	6/20/2024	Paid Amt: \$82.59 Check Amount: \$82.59
0485	PCB	76892	1087		SCHOOL SPECIALTY		Check
			E 01	010	212 000 000 430	Eckman PO #5708	\$312.87
		PO#: 5687	Voucher #: 42657	Invoice	Invoice No: 208134055323	6/20/2024	Paid Amt: \$312.87 Check Amount: \$312.87
0485	PCB	76893	2464		SPEER CHIROPRACTIC, PA		Check
			E 01	005	760 000 720 305	DOT PHYSICAL T Popp	\$100.00
		PO#: 5687	Voucher #: 42632	Invoice	Invoice No: 06.03.2024	6/20/2024	Paid Amt: \$100.00 Check Amount: \$100.00
0485	PCB	76894	3874		SWEETWATER SOUND, INC.		Check
			E 01	020	258 091 000 430	Denon AVR-X1800H 175-watt, 7.2 channel 8K A	\$559.00
			E 01	020	258 091 000 430	Pro Co 12-2 Bulk Stage Speaker Wire - 500 foot	\$425.99
			E 01	020	258 091 000 430	Freight	\$46.51
		PO#: 5766	Voucher #: 42633	Invoice	Invoice No: 41372946	6/20/2024	Paid Amt: \$1,031.50 Check Amount: \$1,031.50
0485	PCB	76895	2577		SYSCO WESTERN MN, INC.		Check
			E 02	005	770 000 701 490	LUNCH	\$497.12
			E 02	005	770 000 701 401	SUPPLIES	\$52.12
		PO#: 5687	Voucher #: 42634	Invoice	Invoice No: 253652802	6/20/2024	Paid Amt: \$549.24
			E 02	005	770 000 701 491	Commodity	\$12.13
		PO#: 5687	Voucher #: 42635	Invoice	Invoice No: 253652801	6/20/2024	Paid Amt: \$12.13
			E 02	005	770 000 705 490	Breakfast Summer School	\$391.43
		PO#: 5687	Voucher #: 42636	Invoice	Invoice No: 253652800	6/20/2024	Paid Amt: \$391.43
			E 04	005	570 000 000 490	MAP	\$602.26
		PO#: 5687	Voucher #: 42637	Invoice	Invoice No: 253652799	6/20/2024	Paid Amt: \$602.26

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76895	2577		SYSO WESTERN MN, INC.		Check
			E 02	005 770 000 701 490	Summer School Lunch		
	PO#:	Voucher #:	42638	Invoice	Invoice No: 253652798	6/20/2024	Paid Amt: \$1,364.59
	PO#:	Voucher #:	42639	Invoice	Invoice No: 253660658	6/20/2024	Paid Amt: \$843.33
	PO#:	Voucher #:	42641	Invoice	Invoice No: 253660659	6/20/2024	Paid Amt: \$109.90
	PO#:	Voucher #:	42640	Invoice	Invoice No: 253658498	6/20/2024	Paid Amt: \$37.54
							Check Amount: \$3,910.42
0485	PCB	76896	3203		TRACY MOGA		Check
	PO#:	Voucher #:	42611	Invoice	Invoice No: 03.23.2024	6/20/2024	Paid Amt: \$550.00
							Check Amount: \$550.00
0485	PCB	76897	1582		UHL COMPANY, INC		Check
	PO#:	Voucher #:	42642	Invoice	Invoice No: 63665A	6/20/2024	Paid Amt: \$1,187.50
							Check Amount: \$1,187.50
0485	PCB	76898	3486		UNIVERSAL ATHLETIC		Check
	PO#:	Voucher #:	42643	Invoice	Invoice No: 10248595	6/20/2024	Paid Amt: \$139.80
							Check Amount: \$139.80
0485	PCB	76899	1592		VERIZON WIRELESS		Check
	PO#:	Voucher #:	42644	Invoice	Invoice No: 9966382481	6/20/2024	Paid Amt: \$300.18
							Check Amount: \$300.18
0485	PCB	76900	2279		VEX ROBOTICS, INC		Check
	PO#:	Voucher #:	42645	Invoice	Invoice No: 739881	6/20/2024	Paid Amt: \$589.99
							Check Amount: \$781.47
0485	PCB	76901	1611		XCEL ENERGY		Check
	PO#:	Voucher #:	42646	Invoice	Invoice No: 881167956	6/20/2024	Paid Amt: \$29.99
							Check Amount: \$557.00
							Check Amount: \$557.00

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76902	4203		Blue Cross Blue Shield-MN		Check
				B 01	215 033		\$149.89
				B 02	215 033	Vision Flex	\$4.85
				B 04	215 033	Vision Flex	\$4.18
<b>PO#:</b>		<b>Voucher #:</b>	<b>42674</b>	Invoice	<b>Invoice No:</b> S2024240		<b>Paid Amt: \$158.92</b>
				B 01	215 033	Vision Flex	\$171.86
				B 02	215 033	Vision Flex	\$4.85
				B 04	215 033	Vision Flex	\$4.18
				B 01	215 033	Adjustment	<b>(\$84.51)</b>
<b>PO#:</b>		<b>Voucher #:</b>	<b>42566</b>	Invoice	<b>Invoice No:</b> S2024230		<b>Paid Amt: \$96.38</b>
							<b>Check Amount: \$255.30</b>
0485	PCB	76903	4665		HARTFORD INSURANCE		Check
				B 01	215 051	United Way	\$379.33
				B 04	215 051	Payroll Deductions	\$18.16
<b>PO#:</b>		<b>Voucher #:</b>	<b>42557</b>	Invoice	<b>Invoice No:</b> S2024230		<b>Paid Amt: \$397.49</b>
				B 01	215 031	LTD	\$13.25
				B 02	215 031	LTD	\$15.04
				B 04	215 031	LTD	\$96.97
<b>PO#:</b>		<b>Voucher #:</b>	<b>42549</b>	Credit	<b>Invoice No:</b> S2024230		<b>Paid Amt: (\$125.26)</b>
				B 01	215 051	United Way	\$442.07
				B 04	215 051	Payroll Deductions	\$18.16
				B 01	215 051	Adjustment	<b>(\$273.71)</b>
<b>PO#:</b>		<b>Voucher #:</b>	<b>42665</b>	Invoice	<b>Invoice No:</b> S2024240		<b>Paid Amt: \$186.52</b>
				B 01	215 031	LTD	\$595.01
				B 04	215 031	LTD	\$9.03
				B 01	215 031	Adjustment	\$1,016.71
<b>PO#:</b>		<b>Voucher #:</b>	<b>42662</b>	Invoice	<b>Invoice No:</b> S2024240		<b>Paid Amt: \$1,620.75</b>
				B 01	215 032	Life	\$662.05
				B 04	215 032	Life	\$26.56
				B 01	215 032	Adjustment	\$984.61
<b>PO#:</b>		<b>Voucher #:</b>	<b>42661</b>	Invoice	<b>Invoice No:</b> S2024240		<b>Paid Amt: \$1,673.22</b>
				B 02	215 051	Payroll Deductions	\$57.56
<b>PO#:</b>		<b>Voucher #:</b>	<b>42550</b>	Credit	<b>Invoice No:</b> S2024230		<b>Paid Amt: (\$57.56)</b>
				B 02	215 032	Life	\$113.28
				B 04	215 032	Life	\$95.44
<b>PO#:</b>		<b>Voucher #:</b>	<b>42548</b>	Credit	<b>Invoice No:</b> S2024230		<b>Paid Amt: (\$208.72)</b>
				B 01	215 032	Life	\$208.26
<b>PO#:</b>		<b>Voucher #:</b>	<b>42554</b>	Invoice	<b>Invoice No:</b> S2024230		<b>Paid Amt: \$208.26</b>
							<b>Check Amount: \$3,694.70</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76904	4620		HealthPartners Inc		Check
				B 01	215 035		\$1,528.77
				B 02	215 035	Dental	\$39.70
				B 04	215 035	Payroll Deductions	\$113.00
<b>PO#:</b>		<b>Voucher #:</b>		<b>42551</b>	Invoice	<b>Invoice No:</b>	<b>\$1,681.47</b>
				B 01	215 030	Hospital	\$40,135.78
				B 02	215 030	Hospital	\$951.42
				B 04	215 030	Hospital	\$1,310.31
<b>PO#:</b>		<b>Voucher #:</b>		<b>42552</b>	Invoice	<b>Invoice No:</b>	<b>\$42,397.51</b>
				B 01	215 030	Hospital	\$33,785.94
				B 02	215 030	Hospital	\$429.81
				B 04	215 030	Hospital	\$1,310.33
				B 01	215 030	Adjustment	(\$5,171.36)
<b>PO#:</b>		<b>Voucher #:</b>		<b>42659</b>	Invoice	<b>Invoice No:</b>	<b>\$30,354.72</b>
				B 01	215 035	Dental	\$1,388.10
				B 02	215 035	Payroll Deductions	\$39.70
				B 04	215 035	Payroll Deductions	\$113.00
				B 01	215 035	Adjustment	\$148.26
<b>PO#:</b>		<b>Voucher #:</b>		<b>42658</b>	Invoice	<b>Invoice No:</b>	<b>\$1,689.06</b>
							<b>Check Amount:</b>
							<b>\$76,122.76</b>
<b>Report Total:</b>							<b>\$426,911.38</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
			B 01	215	013	State Tax	\$14,452.51
			B 02	215	013	State Tax	\$347.88
			B 04	215	013	State Tax	\$324.98
PO#:		Voucher #:	42556	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$15,125.37 Check Amount: \$15,125.37
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
			B 01	215	005	Tax Ann	\$1,560.77
PO#:		Voucher #:	42561	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$1,560.77
			B 01	215	005	Tax Ann	\$8,607.54
			B 04	215	005	Payroll Deductions	\$207.88
PO#:		Voucher #:	42562	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$8,815.42
			B 01	215	005	Tax Ann	\$156.80
PO#:		Voucher #:	42563	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$156.80
			B 01	215	005	Tax Ann	\$237.50
PO#:		Voucher #:	42564	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$237.50
			B 01	215	005	Tax Ann	\$684.90
PO#:		Voucher #:	42559	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$684.90
			B 01	215	005	Tax Ann	\$171.23
PO#:		Voucher #:	42560	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$171.23 Check Amount: \$11,626.62
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
			B 01	215	010	FICA	\$59,545.26
			B 02	215	010	FICA	\$2,148.38
			B 04	215	010	FICA	\$2,074.58
			B 01	215	011	Federal Tax	\$26,063.88
			B 02	215	011	Federal Tax	\$481.09
			B 04	215	011	Federal Tax	\$328.17
PO#:		Voucher #:	42565	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$90,641.36 Check Amount: \$90,641.36
0485	PCB	1415			PERA		Wire
			B 01	215	017	PERA	\$16,265.37
			B 02	215	017	PERA	\$2,003.45
			B 04	215	017	PERA	\$1,051.68
PO#:		Voucher #:	42555	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$19,320.50 Check Amount: \$19,320.50
0485	PCB	1568			TEACHERS RETIREMENT ASSN		Wire
			B 01	215	018	TRA	\$40,229.38

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	1558	B 04	215	018		Wire
					TEACHERS RETIREMENT ASSN		
					TRA		
		Voucher #:	42558	Invoice	Invoice No: S2024230	6/17/2024	Paid Amt: \$41,038.94 Check Amount: \$41,038.94
0485	PCB	4614	B 01	215	084		Wire
					WEX		
					HSA		\$6,897.55
					HSA		\$45.00
					Payroll Deductions		\$172.92
		Voucher #:	42553	Invoice	Invoice No: S2024230	6/18/2024	Paid Amt: \$7,115.47 Check Amount: \$7,115.47
0485	PCB	4614	B 01	215	082		Wire
					WEX		
					Flex		\$18.00
		Voucher #:	42678	Invoice	Invoice No: 06-02-2024	6/27/2024	Paid Amt: \$18.00 Check Amount: \$18.00
0485	PCB	4614	B 01	215	082		Wire
					WEX		
					Daycare		\$416.68
		Voucher #:	42679	Invoice	Invoice No: 06-03-2024	6/27/2024	Paid Amt: \$416.68 Check Amount: \$416.68
0485	PCB	4614	B 01	215	082		Wire
					WEX		
					Flex		\$27.62
		Voucher #:	42680	Invoice	Invoice No: 06.06.2024	6/27/2024	Paid Amt: \$27.62 Check Amount: \$27.62
0485	PCB	4614	B 01	215	082		Wire
					WEX		
					Credit		\$40.00
		Voucher #:	42683	Credit	Invoice No: 06-10-2024	6/27/2024	Paid Amt: (\$40.00)
					Flex		\$24.99
		Voucher #:	42681	Invoice	Invoice No: 06.14.2024	6/27/2024	Paid Amt: \$24.99
					Flex		\$40.00
		Voucher #:	42682	Invoice	Invoice No: 06.15.2024	6/27/2024	Paid Amt: \$40.00 Check Amount: \$24.99
0485	PCB	4614	B 01	215	082		Wire
					WEX		
					Flex		\$33.58
		Voucher #:	42684	Invoice	Invoice No: 06.16.2024	6/27/2024	Paid Amt: \$33.58 Check Amount: \$33.58
0485	PCB	4614	B 01	215	082		Wire
					WEX		
					Flex		\$3,050.00
		Voucher #:	42685	Invoice	Invoice No: 06.17.2024	6/27/2024	Paid Amt: \$3,050.00 Check Amount: \$3,050.00

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	4614	B 01	215 082	WEX		Wire
		<b>Voucher #:</b> 42686	Invoice	Invoice No: 06.19.2024	Flex	6/27/2024	Paid Amt: \$40.00
							Check Amount: \$40.00
0485	PCB	4614	B 01	215 082	WEX		Wire
		<b>Voucher #:</b> 42687	Invoice	Invoice No: 06.24.2024	Daycare	6/27/2024	Paid Amt: \$416.68
							Check Amount: \$416.68
0485	PCB	4614	E 01	005 110 000 000 305	WEX		Wire
		<b>Voucher #:</b> 42688	Invoice	Invoice No: 0001966763-IN	WEX monthly service fee	6/27/2024	Paid Amt: \$215.00
							Check Amount: \$215.00
0485	PCB	4400	B 01	215 010	FEDERAL TAX PAYMENT		Wire
			B 02	215 010	FICA		\$34,435.36
			B 04	215 010	FICA		\$450.00
			B 01	215 011	Federal Tax		\$2,262.96
			B 02	215 011	Federal Tax		\$14,605.42
			B 04	215 011	Federal Tax		\$125.65
							\$397.42
		<b>Voucher #:</b> 42673	Invoice	Invoice No: S2024240		6/27/2024	Paid Amt: \$52,276.81
							Check Amount: \$52,276.81
0485	PCB	4400	B 01	215 010	FEDERAL TAX PAYMENT		Wire
			B 01	215 011	FICA		\$1,820.88
					Federal Tax		\$17.97
		<b>Voucher #:</b> 42677	Invoice	Invoice No: S202424S0		6/27/2024	Paid Amt: \$1,838.85
							Check Amount: \$1,838.85
0485	PCB	1096	B 01	215 013	COMMISSIONER OF REVENUE		Wire
			B 02	215 013	State Tax		\$8,376.80
			B 04	215 013	State Tax		\$88.73
					State Tax		\$415.61
		<b>Voucher #:</b> 42664	Invoice	Invoice No: S2024240		6/27/2024	Paid Amt: \$8,881.14
							Check Amount: \$8,881.14
0485	PCB	1096	B 01	215 013	COMMISSIONER OF REVENUE		Wire
		<b>Voucher #:</b> 42675	Invoice	Invoice No: S202424S0	State Tax	6/27/2024	Paid Amt: \$77.49
							Check Amount: \$77.49

# 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	
		PO#:		B 01	215 005 Tax Ann			
		Voucher #:	42669	Invoice	Invoice No: S2024240	6/27/2024	Paid Amt:	\$1,564.14
			B 01	215 005 Tax Ann				\$10,859.34
			B 04	215 005 Payroll Deductions				\$223.53
		PO#:		B 01	215 005 Tax Ann	6/27/2024	Paid Amt:	\$156.83
		Voucher #:	42670	Invoice	Invoice No: S2024240	6/27/2024	Paid Amt:	\$11,082.87
			B 01	215 005 Tax Ann				\$237.50
		PO#:		B 01	215 005 Tax Ann	6/27/2024	Paid Amt:	\$156.83
		Voucher #:	42671	Invoice	Invoice No: S2024240	6/27/2024	Paid Amt:	\$237.50
			B 01	215 005 Tax Ann				\$683.87
		PO#:		B 01	215 005 Tax Ann	6/27/2024	Paid Amt:	\$237.50
		Voucher #:	42672	Invoice	Invoice No: S2024240	6/27/2024	Paid Amt:	\$683.87
			B 01	215 005 Tax Ann				\$171.23
		PO#:		B 01	215 005 Tax Ann	6/27/2024	Paid Amt:	\$171.23
		Voucher #:	42668	Invoice	Invoice No: S2024240	6/27/2024	Paid Amt:	\$171.23
							Check Amount:	\$13,896.44
							Report Total:	\$266,081.54

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

<b>Fund Description</b>	<b>Total</b>
01 General	\$393,409.14
02 Food Service	\$16,458.86
04 Community Service	\$11,754.61
11 Activities	\$5,148.97
12 Student Activities	\$139.80
<b>Report Total</b>	<b>\$426,911.38</b>

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

<b>Fund Description</b>	<b>Total</b>
01 General	\$252,122.07
02 Food Service	\$5,690.18
04 Community Service	\$8,269.29
<b>Report Total</b>	<b>\$266,081.54</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19687	1061		<b>BUDS TO BLOSSOMS</b>		Check
			E 12	020 294 079 301 401	Parent Night Boys Basketball		
						6/6/2024	
		<b>Voucher #:</b>	<b>42533</b>	Invoice	<b>Invoice No:</b> 854585		<b>Paid Amt: \$200.00</b>
							<b>Check Amount: \$200.00</b>
0485	ACT	19688	1783		<b>Cimenski, Melanie</b>		Check
			E 12	020 298 023 301 401	Perusal scripts		
						6/6/2024	
		<b>Voucher #:</b>	<b>42537</b>	Invoice	<b>Invoice No:</b> 05.28.2024		<b>Paid Amt: \$173.79</b>
							<b>Check Amount: \$173.79</b>
0485	ACT	19689	2576		<b>DOUG LUEPKE TROPHIES</b>		Check
			E 12	020 298 030 301 401	Black Steel Plates		
						6/6/2024	
		<b>Voucher #:</b>	<b>42534</b>	Invoice	<b>Invoice No:</b> 417692		<b>Paid Amt: \$17.00</b>
							<b>Check Amount: \$17.00</b>
0485	ACT	19690	1262		<b>JOSTENS INC.</b>		Check
			E 12	020 298 038 301 401	Yearbook		
						6/6/2024	
		<b>Voucher #:</b>	<b>42535</b>	Invoice	<b>Invoice No:</b> 1378771		<b>Paid Amt: \$2,272.92</b>
			E 12	020 298 038 301 401	Yearbook		
						6/6/2024	
		<b>Voucher #:</b>	<b>42536</b>	Invoice	<b>Invoice No:</b> 1377050		<b>Paid Amt: \$484.17</b>
							<b>Check Amount: \$2,757.09</b>
0485	ACT	19691	4492		<b>PAYNESVILLE BOYS BASKETBALL</b>		Check
			E 12	020 294 079 301 401	SUMMER TOURNAMENT		
						6/6/2024	
		<b>Voucher #:</b>	<b>42538</b>	Invoice	<b>Invoice No:</b> 05.20.2024		<b>Paid Amt: \$150.00</b>
							<b>Check Amount: \$150.00</b>
0485	ACT	19692	4242		<b>RADEMACHER COMPANIES, INC.</b>		Check
			E 12	020 298 030 301 401	Ag Day FFA		
						6/6/2024	
		<b>Voucher #:</b>	<b>42546</b>	Invoice	<b>Invoice No:</b> 002-00165586		<b>Paid Amt: \$29.52</b>
			E 12	020 292 044 301 401	Awards Ceremony		
						6/6/2024	
		<b>Voucher #:</b>	<b>42547</b>	Invoice	<b>Invoice No:</b> 002-00177551		<b>Paid Amt: \$57.23</b>
							<b>Check Amount: \$86.75</b>
0485	ACT	19693	4930		<b>Anna Marie's Alliance</b>		Check
			E 12	020 298 041 301 401	Color Run Donation		
						6/20/2024	
		<b>Voucher #:</b>	<b>42653</b>	Invoice	<b>Invoice No:</b> 10.30.2023		<b>Paid Amt: \$500.00</b>
							<b>Check Amount: \$500.00</b>
0485	ACT	19694	1100		<b>CRAGUNS</b>		Check
			E 12	020 298 024 301 369	Senior Trip		
						6/20/2024	
		<b>Voucher #:</b>	<b>42650</b>	Invoice	<b>Invoice No:</b> 05.20.2024		<b>Paid Amt: \$4,541.94</b>
							<b>Check Amount: \$4,541.94</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19695	2576	E 12	DOUG LUEPKKE TROPHIES 020 292 044 301 401 Track Awards		Check
		PO#:	Voucher #:	42651	Invoice	Invoice No: 417693	
						6/20/2024	Paid Amt: \$100.00
							Check Amount: \$100.00
							Report Total: \$8,526.57

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

<b>Fund Description</b>	<b>Total</b>
12 Student Activities	\$8,526.57
<b>Report Total</b>	<b>\$8,526.57</b>

Royalton Public Schools  
Timecard Archive Detail

Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit/Conversion Override	Rate	Amount	Account Code	Earn Sch Month	ACA Month	Pay Type	Check Description	Batch No	Created
<b>Id: 538</b>													
06/15/2024	P	EBENONW2	0.00		9.38	\$9.38		1	05/31/2024	02	Milage		1038
		<b>Units Subtotal:</b>	<b>0.00</b>			<b>\$9.38</b>							
		<b>Units:</b>	<b>0.00</b>			<b>\$9.38</b>							
<b>Id: 114</b>													
06/15/2024	P	EBENONW2	0.00		10.00	\$10.00		1	05/31/2024	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: 419</b>													
06/15/2024	P	EBENONW2	0.00		3.63	\$3.63	01-020-298-073-000-366	1	05/31/2024	02	National food expens		1038
06/15/2024	P	EBENONW2	0.00		986.08	\$986.08	01-020-640-000-316-185	1	05/31/2024	02	Word Based Learning		1038
		<b>Units Subtotal:</b>	<b>0.00</b>			<b>\$989.71</b>							
		<b>Units:</b>	<b>0.00</b>			<b>\$989.71</b>							
<b>Id: 126</b>													
06/15/2024	P	EBENONW2	0.00		165.00	\$165.00	01-020-220-000-000-430	1	05/31/2024	02	HS & MS Million word		1038
		<b>Units Subtotal:</b>	<b>0.00</b>			<b>\$165.00</b>							
		<b>Units:</b>	<b>0.00</b>			<b>\$165.00</b>							
<b>Id: 1033</b>													
06/30/2024	P	EBENONW2	0.00		39.77	\$39.77	01-020-292-057-000-369	1	06/15/2024	02	Food for state meet		1038
		<b>Units Subtotal:</b>	<b>0.00</b>			<b>\$39.77</b>							
		<b>Units:</b>	<b>0.00</b>			<b>\$39.77</b>							
<b>Id: 586</b>													
06/30/2024	P	EBENONW2	0.00		197.94	\$197.94	01-005-810-000-000-412	1	06/15/2024	02	Clothing Allowance		1038
		<b>Units Subtotal:</b>	<b>0.00</b>			<b>\$197.94</b>							
		<b>Units:</b>	<b>0.00</b>			<b>\$197.94</b>							
<b>Id: 165</b>													
06/30/2024	P	EBENONW2	0.00		124.99	\$124.99		1	06/15/2024	02	Clothing Allowance		1038
		<b>Units Subtotal:</b>	<b>0.00</b>			<b>\$124.99</b>							
		<b>Units:</b>	<b>0.00</b>			<b>\$124.99</b>							

## Royalton Public Schools Timecard Archive Detail

Calendar	Type/ Option	Pay/Ded Code	Units	ACA UniiConversion Override	Rate	Amount	Account Code	Earn Sch Month	ACA Month	Pay Type	Check Description	Batch No	Created
<b>Id: 748</b>													
06/30/2024	P	EBENONW2	0.00		71.92	\$71.92		1	06/15/2024	02	Clothing Allowance		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$71.92</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$71.92</b>							
<b>Id: 235</b>													
06/30/2024	P	EBENONW2	0.00		181.97	\$181.97	01-020-240-000-430	1	06/15/2024	02	PE Bike Repair		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$181.97</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$181.97</b>							
<b>Id: 1001</b>													
06/15/2024	P	EBENONW2	0.00		10.00	\$10.00		1	05/31/2024	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: 274</b>													
06/30/2024	P	EBENONW2	0.00		72.76	\$72.76	01-020-211-000-000-430	1	06/15/2024	02	RAP		1038
06/30/2024	P	EBENONW2	0.00		48.36	\$48.36	01-020-211-000-000-430	1	06/15/2024	02	Math Awards		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$121.12</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$121.12</b>							
<b>Id: 407</b>													
06/30/2024	P	EBENONW2	0.00		77.40	\$77.40	01-020-211-000-000-430	1	06/15/2024	02	MS Awards		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$77.40</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$77.40</b>							
<b>Id: 346</b>													
06/30/2024	P	EBENONW2	0.00		111.85	\$111.85	01-005-810-000-000-412	1	06/15/2024	02	Clothing Allowance		1038
06/30/2024	P	EBENONW2	0.00		74.99	\$74.99	01-005-810-000-000-412	1	06/15/2024	02	Clothing Allowance		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$186.84</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$186.84</b>							
<b>Id: 767</b>													
06/15/2024	P	EBENONW2	0.00		1,001.23	\$1,001.23	01-020-211-000-000-401	1	05/31/2024	02	Library Books		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$1,001.23</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$1,001.23</b>							

Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit/Conversion Override	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created
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Id: 768													
06/30/2024	P	EBENONW2	0.00		42.22	\$42.22	01-005-760-000-720-401	1	06/15/2024	02	Transportation parts		1038

Units Subtotal:		0.00	EBENONW2 Total:		\$42.22								
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Units:		0.00	Emp Pay:		\$42.22								
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Employee Count		15	Totals:		\$3,229.49								
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07.08.24

Resignation/Termination

Theodore Hanson	CE Youth Sports Programmer
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David Sutton	Van Driver
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New Hires 07.08.24

Maddison Albright	Community Education Coach
Alise Schoenrock	Community Education Coach
Mason Hoheisel	Community Education Umpire

Change of position:

Spencer Elwell	Head Wrestling Coach
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Retirement 07.08.24

Cindy Petron	Reading Specialist
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Division of School Finance  
400 NE Stinson Blvd.  
Minneapolis, MN 55413

## Fiscal Year (FY) 2026 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-010  
Due: July 31, 2024

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2023, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2024. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
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### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2026 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2026 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2023]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2023]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024											
<b>485 &lt;= Type in School District Number</b>															
<b>ROYALTON PUBLIC SCHOOL DISTRICT</b>															
				Change only											
				if requiring levy	Payable 2024										
<i>Calculations for Ten Year Projection</i>				adjustments	LLC Certification	Current Estimate									
		<b>Pay 24</b>													
		<b>LLC #</b>		<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>	<b>FY 2033</b>	<b>FY 2034</b>
<b>Old Formula revenue</b>															
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)			409	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess			700	-	-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess			763	-	-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)			764	-	-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)			410	-	-	-	-	-	-	-	-	-	-	-
26b (18)	Pay-as-you-go revenue for H&S projects over \$100,000 per site			411	-	-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)			413	-	-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds			765	-	-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless			767	-	-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))			416		59,098	58,302	60,069	61,835	61,835	61,835	61,835	61,835	61,835	61,835
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)			417		59,098	58,302	60,069	61,835	61,835	61,835	61,835	61,835	61,835	61,835
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>			<b>418</b>		<b>368,413</b>	<b>350,896</b>	<b>346,168</b>	<b>356,658</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number			419		-	-	-	-	-	-	-	-	-	-
32	<b>District LTFM Revenue (30) - (31)</b>			<b>420</b>		<b>368,413</b>	<b>350,896</b>	<b>346,168</b>	<b>356,658</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)			421		-	-	-	-	-	-	-	-	-	-
34	<b>Grand Total LTFM Revenue (32) + (33)</b>			<b>422</b>		<b>368,413</b>	<b>350,896</b>	<b>346,168</b>	<b>356,658</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>	<b>367,148</b>
<b>Aid and Levy Shares of Total Revenue</b>															
35	For ANTC & APU, three year prior date				2022	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
36	35	Three year prior Ag Modified ANTC			5,178,410	5,178,410	6,091,368	6,335,023	6,588,424	6,851,961	7,126,039	7,411,081	7,707,524	8,015,825	8,336,458
37	54	Three year prior Adjusted PU (New Weights)			998.24	998.25	1,035.31	1,017.59	1,009.98	966.18	966.18	966.18	966.18	966.18	966.18
38	424	ANTC / APU = (36) / (37)			5,187.54	5,187.48	5,883.62	6,225.54	6,523.32	7,091.81	7,375.49	7,670.51	7,977.33	8,296.42	8,628.28
39	425	State average ANTC / APU with ag value adjustment			12,230.05	12,230.05	13,617.01	14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00	18,066.00	18,789.00
40	426	Equalizing Factor = 123% of (39)			15,042.96	15,042.96	16,748.92	17,474.73	18,264.09	18,994.89	19,755.03	20,544.69	21,366.33	22,221.18	23,110.47
41	427	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))			34.48%	34.48%	35.13%	35.63%	35.72%	37.34%	37.33%	37.34%	37.34%	37.34%	37.33%
42	428	State (aid) share of Equalized Revenue (1 - (41))			65.52%	65.52%	64.87%	64.37%	64.28%	62.66%	62.67%	62.66%	62.66%	62.66%	62.67%
43	423	Equalized Revenue (lesser of (34) or (6) * (8))			368,413	350,896	346,168	356,658	367,148	367,148	367,148	367,148	367,148	367,148	367,148
44	429	Initial LTFM State Aid (42) * (43)			241,368	229,891	224,565	229,595	236,015	230,072	230,074	230,071	230,070	230,071	230,073
45	431	Old formula Grandfathered Alternative Facilities Aid			-	-	-	-	-	-	-	-	-	-	-
46	432	Total LTFM State Aid (Greater of (44) or (45))			241,368	229,891	224,565	229,595	236,015	230,072	230,074	230,071	230,070	230,071	230,073
47	435	Total LTFM Levy (34) - (46) (including coop/intermediate)			127,045	121,004	121,603	127,063	131,133	137,076	137,074	137,077	137,078	137,077	137,074



**SCHOOL BOARD RESOLUTION  
INDEPENDENT SCHOOL DISTRICT NO. 0485  
ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 26  
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member

\_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

---

And the following voted against \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED THAT**, the School Board of Independent School District No. 0485 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 26 on the

8<sup>th</sup> of July, 2024.

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SCHOOL BOARD CLERK SIGNATURE

## **Volleyball Fundraiser: Cookie dough/Soup sales**

It's going to be a 1-hour fundraiser of selling different types of cookie dough and frozen soup (someday before or after practice or on a Saturday), and we have presale options, and we can extend it as well. We will deliver it to the school so players can take home and distribute their items. There are also options to get it shipped if people live further away. The date will be in August.

<https://www.dropbox.com/scl/fi/ldp51t6ky4zl0x05yats0/Sota-Soup-and-Cookie-No-1-Hour-Logo.pdf?rlkey=qy3ofiza3pmp3nmepdk39nqsj&e=1&dl=0>

Funds raised will go towards team apparel and team bonding activities.

RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 485, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 485 shall begin on July 30, 2024 and shall close on August 13, 2024. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 485  
ROYALTON PUBLIC  
SCHOOLS  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 485 shall begin on July 30, 2024, and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, three members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 120 South Hawthorn Street, Royalton MN 56373. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

Dated: \_\_\_\_\_, 20 \_\_\_\_

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_

School District Clerk

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 485, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November, 2024.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

lease  
Royalton, MN

Lease Agreement

This Agreement, made this 11<sup>th</sup> day of October, 2010, between Independent School District 485, (Royalton School District), 120 South Hawthorn Street, PO Box 5, Royalton, MN 56373-0005, hereinafter LESSOR, and US Cable of Coastal-Texas, L.P., located at 402 Red River Avenue North, Unit 5, Cold Spring, MN 56320, hereinafter LESSEE

WHEREAS:

1. LESSOR owns real property in the City of Royalton, Morrison County, Minnesota, described as follows, to wit:

Northwest quarter of the Southwest quarter in Section 36, Township 39, Range 32, Morrison County, Minnesota

2. LESSEE desires to lease a portion of said real property described as follows, to wit:

A square portion of the property described above as follows: A parcel measuring 400 feet in a north/south direction by 400 feet in an east/west direction starting at the SE corner of the football field and going north.

NOW, THEREFORE, the parties mutually agree as follows:

1. For valuable consideration, receipt of which is hereby acknowledged, LESSOR hereby leases to LESSEE real estate described in Paragraph 2 above together with a non-exclusive right for ingress and egress for purposes of installation and maintenance of a communications system relay antenna, tower and building.

2. This Agreement shall be effective for a term of five (5) years from the Effective date of this Agreement. Compensation will be rent of two thousand (\$2,000.00) dollars per year, effective date of January 1, 2011, with a yearly inflationary increase of 3% on the anniversary date of the lease. Rent will be paid annually in advance on the anniversary date of the lease. Compensation will also be by allowing LESSOR available space on the tower for the school to mount communications equipment for its own use. The LESSOR can exercise this option at any time during the term of the Lease with the LESSOR paying all installation and maintenance for its equipment.

3. This Lease shall automatically renew for one (1) year periods unless either party terminates this Lease by giving written notice sixty (60) days prior to the expiration of the lease term. At the end of the lease period or at any time that the LESSEE does not renew its franchise, LESSEE will remove the antenna structure at LESSEE's expense and

will restore the property to the same condition as before the 1984 lease within nine (9) months from the end of the lease period.

4. LESSEE shall use the property consisting of a communications building and antenna structure of approximately 170 feet in height and all necessary connecting appurtenances for the purpose of maintaining and operating a communications relay tower and uses incidental thereto. All improvements shall be at LESSEE's expense. LESSEE shall maintain the property in reasonable condition. It is understood and agreed that the LESSEE has and will continue to maintain all the certificates, permits, and other approvals that may be required by any Federal, State or Local authorities. LESSOR shall cooperate with LESSEE in its efforts to obtain such approvals and shall take no action which would adversely affect the status of the property with respect to the proposed use thereof by LESSEE. In the event that any of such applications should be finally rejected or any certificate, permit, license, or approval issued to LESSEE is cancelled, expires, lapses, or in its sole discretion will be unable to use that property for its intended purposes, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE'S exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon receipt of such notice by the LESSOR as evidenced by the return receipt. Upon such termination, this Agreement shall become null and void and all the parties shall have no further obligations to each other.

5. LESSEE, at its own expense, has erected and will maintain a security fence around the base of the tower completely enclosing the base and any buildings appurtenant to the base. Guy wires shall be taped with reflectorized tape or otherwise suitably marked by LESSEE to give evidence of their presence.

6. LESSEE shall indemnify and hold LESSOR harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the use and occupancy of the property by the LESSEE, its servants or agents. LESSOR agrees that LESSEE may self-insure against any loss or damage which could be covered by a comprehensive general public liability insurance policy.

7. LESSEE will be solely responsible for and will defend, indemnify, and hold LESSOR, its agents and employees harmless from and against any and all direct claims, costs, and liabilities, including reasonable attorney's fees and costs, arising out of or in connection with the cleanup or restoration of the site associated with LESSEE'S use of hazardous materials on, at, or under the site. Hazardous materials means asbestos or an hazardous substance, waste or materials as defined in any federal, state, or local environmental or safety law or regulation.

8. LESSEE will be responsible for all utilities required by its use of the property. LESSEE may, at its sole expense, install or improve utilities within or on LESSOR'S property or the site to service the site, including, without limitation, power, telephone services, and any other utility service that LESSEE deems necessary or

advisable. LESSEE shall keep LESSOR'S property and the site free and clear of any mechanics' or materialmen's liens.

9. LESSEE shall pay any real estate and/or personal property taxes levied against the property and the improvements constructed thereon by the LESSEE.

10. Either party may terminate this Lease at any time upon the giving of sixty (60) days advance written notice to the other party. If LESSEE terminates the 5-year lease prior to its expiration, LESSEE shall pay LESSOR the equivalent of one year's rent, calculated according to the lease year following the date on which notice of termination is given. If termination is within the final year of the lease, or within a year-to-year lease, the LESSEE shall pay the balance of that year's rent.

11. Upon termination of this Agreement, LESSEE shall, within 9 months, remove its personal property and fixtures and restore the property to its same or similar condition (pre-1984), reasonable wear and tear excepted. In the instance removal needs to be expedited, LESSEE will have the option to use LESSOR's contractor at LESSEE's expense.

12. Should the LESSOR, at any time during the term of this Agreement, decide to sell the parcel which is subject of this Lease to a purchaser other than LESSEE, such sale shall be under and subject to this Agreement and LESSEE'S right hereunder, and any sale by the LESSOR of the portion of the LESSOR'S property underlying the right-of-way herein granted shall be under and subject to the rights of the LESSEE in and to such right-of-way.

13. LESSOR covenants that LESSEE shall and may peacefully and quietly have, hold, and enjoy the leased property.

14. It is mutually agreed and understood that this Agreement contains all agreements, promises and understandings between the LESSOR and LESSEE and that no oral agreements shall be binding upon either the LESSOR or LESSEE in any dispute. Any modification to this Agreement shall be in writing and signed by both parties.

15. This Lease shall be construed by the laws of the State of Minnesota.

16. This Agreement may not be sold, assigned, subleased, or transferred to affiliates, principals, subsidiaries, or third parties without the prior written consent of the LESSOR, such consent not to be unreasonably withheld. In the event LESSEE subleases any portion of the tower for the purposes of co-location by another communications company utilizing a portion of the tower other than Communications Alternatives, Inc. (wholly owned subsidiary of Benton Cooperative Telephone Company), LESSEE shall notify LESSOR and LESSOR shall have the right to renegotiate the lease.

17. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested, addresses as follows:

LESSEE: US Cable of Coastal-Texas, L.P.  
402 Red River Avenue N Ste # 5  
Cold Spring, MN 56320  
Attn: Steven Johnson

LESSOR: Superintendent of Schools  
Independent School District No. 485  
Royalton School District  
120 South Hawthorn Street, PO Box 5  
Royalton, MN 56373-0005

18. This Agreement shall bind the heirs, personal representatives, successors and assigns of the parties.

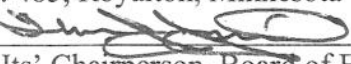
19. At LESSOR'S option, this Agreement shall be subordinate to any mortgage by LESSOR which from time to time may encumber all or part of the property; provided, however, every such mortgage shall recognize the validity of this Agreement. LESSEE shall execute whatever instruments may be reasonably required to evidence this subordination clause.

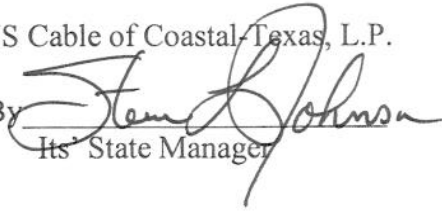
20. In the event that any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of the Agreement, which shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

LESSOR

LESSEE

Independent School District  
No. 485, Royalton, Minnesota  
By   
Its' Chairperson, Board of Education

US Cable of Coastal-Texas, L.P.  
By   
Its' State Manager

By   
Its' Superintendent of Schools

May 5, 2023

ROYALTON SCHOOL DISTRICT ISD 485  
120 SOUTH HAWTHORN ST/ PO BOX 5  
ROYALTON, MN 56373

Dear Royalton School District ISD 485,

Midcontinent Communications ("Midco") has agreed to sell its communication towers to K2 Towers III, LLC ("K2 Towers"). After careful consideration, we have decided to focus on our core broadband business, and we believe that selling our communication towers will enable us to serve our customers better.

The sale effective date is anticipated to happen between July and September 2023. As part of the agreement, K2 Towers will own and operate the tower in Royalton, MN. You have leased your land to Midco for this communication tower, and Midco plans to assign the land lease contract to K2 Towers upon final closing.

As part of this transition, K2 Towers will ask all tower landowners to sign estoppels. This standard process will help ensure a smooth and seamless transition of ownership and management of the towers. You will receive an estoppel certificate from K2 Towers within the next 4 weeks. Please sign and return this certificate per the instructions in the letter.

We assure you that this change is for the better. K2 Towers is a well-respected tower operator in the industry with extensive experience and a proven track record. K2 Towers will operate these towers effectively, maintain tower properties, and serve its customers with excellence.

Thank you for your business and support. We are committed to making this transition as smooth as possible for you. If you have any questions or concerns, please do not hesitate to contact me at 1.952.358.3598.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Bruch", written in a cursive style.

Steve Bruch

Senior Director of Corporate Development  
Midco



June 2, 2024

Dear Dr. Wehrkamp Herman,

K2 Towers III, LLC (including its affiliates, the "Lessee"), hereby tenders the following offer:

1. Ground Lease Amendment. Royaltan School District (the "Lessor") and Lessee are parties to an existing ground lease pertaining to the communication tower located at 120 S. Hawthorn St. Royaltan, MN 56065 (the "Ground Lease"). The Buyer offers to enter into an amendment to the Ground Lease that will: (i) add thirty (30) additional years to the term of the Ground Lease and (ii) amend the rental payment to equal 25% of all tower revenue.
2. Definitive Agreement. The transaction will be embodied in a lease amendment containing all of the terms and conditions thereof.
3. Due Diligence. The consummation of the transaction is conditioned upon the Tenant being satisfied with the results of a due diligence review.
4. Binding and Non-binding Provisions. It is understood that this letter represents an expression of our mutual intent to agree only, it being expressly understood and agreed that neither party shall in any way be bound until a lease amendment is executed by both parties, and that none of the provisions of this letter except Section 5 is binding on the parties unless and until such execution.
5. Broker Expenses. The parties agree that, except as set forth in a lease amendment, each will be responsible for its own legal, broker's commissions, consulting fees and other expenses.
6. Timing of a Transaction. The parties agree to move expeditiously and close as soon as all conditions in the definitive agreement are fulfilled.
7. Entire Agreement. This letter contains the entire agreement between the parties with respect to its subject matter and supersedes all negotiations, prior discussions, agreements, arrangements and understandings, written or oral, relating to the subject matter of this letter.
8. Expiration of Offer. If this letter accurately reflects our understanding with respect to the matters covered hereby, please sign, date and return a copy to us. Our fax number is (440) 528-0334, email address is kbizick@k2towers.com, and phone number is (440) 528-0335. If this letter is not accepted by 5:00 p.m. (Eastern) on August 20, 2024 this proposal will expire.

Very truly yours,  
K2 Towers III, LLC

A handwritten signature in blue ink, appearing to read 'Ryan D. Lepene', is written over a horizontal line.

By: Ryan D. Lepene  
Title: President

ACCEPTED AND AGREED:

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

## 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;

Township of Langola has generously donated \$567.08 to the Elementary School playground.

An anonymous donor has generously donated \$1,000. The Care Closet will receive \$600 and the remaining \$400 will go to Preschool and Kindergarten Classes.

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: \_\_\_\_\_

MSBA/MASA Model Policy 424

Orig. 1999

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

Rev. 2023

## 424 LICENSE STATUS

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

### I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

### II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

### III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

**Legal References:** Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)  
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

**Cross References:** None

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
  - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual

- depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
    - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
    - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
      - (1) such information is classified by the school district as directory information and verification is made that the school district has

not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district

may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district

diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
  - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the user notification form provided to the student user.
  - 2. A description of parent/guardian responsibilities.
  - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  - 5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider’s employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

**XIV. SCHOOL-ISSUED DEVICES**

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the school district is notified or becomes aware that the device is missing or stolen;
  - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### **XV. CELL PHONE USE**

1. Students are required to follow the cell phone procedures as outlined in the student handbook. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

#### **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

#### **XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
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17 U.S.C. § 101 *et seq.* (Copyrights)  
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47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

MSBA/MASA Model Policy 524

Orig. 1996

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

Rev. 2024

## **524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY**

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

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

**[NOTE: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]**

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between

employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  - 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  - 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  - 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

**[NOTE: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]**

### **ALTERNATIVE NO. 1**

**[NOTE: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes, section 125B.15.]**

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

**[NOTE: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]**

## **ALTERNATIVE NO. 2**

**[NOTE: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]**

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

## **ALTERNATIVE NO. 3**

**[NOTE: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the

genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
  - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
  - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**[NOTE: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]**

#### **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

#### **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to

limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;
  3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

## **XV. CELL PHONE USE**

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

**[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.]**

**MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.**

**Under the new law, the Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals will collaborate to make best practices available to schools on a range of different strategies to achieve the goals stated above.]**

~~Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.~~

~~If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.~~

~~Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.~~

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A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

## **XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
[Minn. Stat. § 121A.73 \(School Cell Phone Policy\)](#)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
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*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 1942003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**INTERNET USE AGREEMENT - STUDENT**

**STUDENT**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**SUPERVISING TEACHER**

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

**INTERNET USE AGREEMENT - EMPLOYEE**

**SCHOOL DISTRICT EMPLOYEE**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

**Internet Acceptable Use and Safety Policy Form**

**Student**

I have read and understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

**Parent or Guardian**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**Supervising Teacher**

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on the network. As the supervising teacher, I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

## **705 INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

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

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

### **V. DELEGATION OF AUTHORITY**

- A. The Business Manager of the school district is designated as the investment officer

of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials,

and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific

maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

## **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

***Legal References:*** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)  
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding  
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

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

MSBA/MASA Model Policy 705

Orig. 1995

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

Rev. 202209

## **705 INVESTMENTS**

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

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

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

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, ~~Minn. Stat. Minnesota Statutes chapter~~ Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

### **V. DELEGATION OF AUTHORITY**

- A. The \_\_\_\_\_ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in ~~Minn. Stat. §§Minnesota Statutes sections~~ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to ~~Minn. Stat. §Minnesota Statutes section~~ 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 118A or ~~Minnesota Statutes section~~§ 356A.06, ~~subdivision~~Subd. 7. Investment of funds in an OPEB trust account under ~~Minn. Stat. § Minnesota Statutes section~~ 356A.06, ~~subdivision~~Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed

between the investment officer, as designed \_\_\_\_\_ herein, and the trust administrator.

**X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

**XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in ~~Minn. Stat. § Minnesota Statutes section~~ 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by ~~Minn. Stat. § Minnesota Statutes section~~ 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

## **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The

report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

## **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of [Minn. Stat. § Minnesota Statutes section 118A.03](#) and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with [Minn. Stat. § Minnesota Statutes section 471.38](#).

### **Legal References:**

Minn. Stat. § 118A.01 (~~Definitions~~~~Public Funds; Depositories and Investments~~)  
Minn. Stat. § 118A.02 (~~Depositories; Investing; Sales, Proceeds, Immunity~~~~Authorization for Deposit and Investment~~)  
Minn. Stat. § 118A.03 (~~When and What Collateral Required~~~~Depositories and Collateral~~)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (~~Delivery and Safekeeping; Acknowledgements~~)  
Minn. Stat. § 356A.06, Subd. 7 (~~Investments; Additional Duties~~~~Authorized Investment Securities~~)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

### **Cross References:**

MSBA/MASA Model Policy 703 (Annual Audit)  
~~MSBA Service Manual, Chapter 7, Education Funding~~  
Minnesota Legal Compliance Audit Guide [for School Districts](#) Prepared by the Office of the State Auditor

*Adopted: December 8, 2008*

*Royalton School District Policy 706*

*Revised: January 27, 2020*

*Last Revised: September 26, 2016*

## **706 ACCEPTANCE OF GIFTS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### **II. DEFINITION**

Gifts and donations to the District include monetary, or in-kind contributions given to the District by groups, organizations, businesses, booster clubs, or individuals, for the purpose of enhancing either the district's educational programs or physical facilities.

### **III. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

### **IV. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

### **V. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

**[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]**

### **VI. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant, or devise which contains preconditions, conditions, or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a

gift shall be property of the school district unless otherwise provided in the agreed upon terms.

## **VII. REQUIREMENT**

- a. All donations or in-kind contributions over \$100, regardless of source, that benefit District programs or facilities in any way must be accepted and approved by the School Board prior to their expenditure. Exceptions may be made for the purchase of food/beverages for traveling school teams/groups.
- b. The School District is responsible for the disbursement of all expenses, and salaries connected with any school program or school facility.
- c. All gifts/donations must be presented to the proper school administrative official (AD/Principal) for their review and recommendation before they can be presented to the school board. When circumstances prevent a timely approval from the board, the administration is authorized to approve a donation prior to its submission to the school board.
- d. The School District has the sole authority to determine staffing patterns and for the hiring and dismissal of all district personnel. All hiring and appointments will be made by administrative recommendation and are subject to School Board approval regardless whether personnel are paid or volunteer.
- e. No donations will be accepted for payment of a district employee.
- f. Acceptance of a contribution must be made in accordance with school policy and public law, specifically Title IX regulations and the Minnesota Human Rights Act regarding student sex non-discrimination.
- g. The source of the contribution must be acceptable to the School Board.
- h. The donation shall not be inappropriate or harmful to the education of students or residents of the District.

## **VIII. IMPLEMENTATION**

The district shall have in place a procedure by which to handle acceptance of donations and gifts. District Administration shall be responsible for determining and disseminating such procedures to staff, coaches/advisors, parents, and donors.

## **IX. REPORTING**

A report of donations / in-kind contributions shall be provided to the School Board annually.

**Legal References:** Minn. Stat. 123B.02, Subd. 6 (Bequests, Donations, Gifts)  
Minn. Stat. 465.03 (Gifts)

**Cross References:** MSBA/MASA Model Policy 706  
Orig. 1995  
Rev. 2007

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

MSBA/MASA Model Policy 706

Orig. 1995

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

Rev. 202207

## **706 ACCEPTANCE OF GIFTS**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

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

It is the policy of this school district to accept gifts only in compliance with state law.

### **III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

***[Note: This voting requirement and gift use provision is specified by Minnesota Statutes section, Stat. § 465.03.]***

### **V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

#### **Legal References:**

Minn. Stat. § 123B.02, Subd. 6 ([General Powers of Independent School Boards](#) ~~Bequests, Donations, Gifts~~)

Minn. Stat. § 465.03 ([Gifts to Municipalities](#))

#### **Cross References:**

\_\_\_\_\_ [None](#)

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

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

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if

the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of

Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents

shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

## **VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education

program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the

necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services

between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for

that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with

Disabilities)

20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)

42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)  
MSBA Service Manual, Chapter 2, Transportation

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

MSBA/MASA Model Policy 707

Orig. 1995

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

Rev. 2024~~2~~

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

**[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

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

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed,

regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

**[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]**

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

**V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

**VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (~~Minn. Stat. §~~Minnesota Statutes, section 124D.03, ~~subdivision~~Subd. 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult

or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

#### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
  - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

#### **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

**X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

**XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

**XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 125A.02 (Children with a Disability Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

**Cross References:**

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: March 10, 2008

Royalton School District Policy 707.1

Last Revised: August 26, 2019

Revised: February 13, 2012

## **722 Pre-School Student Pick-Up and Drop-Off Transportation Policy**

### **I. PURPOSE:**

It is the purpose of this policy to provide a safe process for the pick-up and drop-off of pre-school students transported by school district vehicles.

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

#### **A. Parental notification:**

At the time of registering a pre-school student, the pre-school supervisor will review this policy with the parent/guardian. This copy must be signed by the parent/guardian and copies given to the Transportation Office to be kept on file, to the appropriate driver, and to the parent/guardian.

#### **B. Students loading at home/daycare/open pick-up point, etc.:**

Pre-school students picked up on a morning route will be picked up according to regular pick-up procedures (the same as all other students are).

#### **C. Students loading at school:**

Pre-school students being transported to either their home or day care will be walked out to a regular route bus from the school by either a pre-school supervisor or an assistant.

#### **D. Students riding a regular route bus with a sibling:**

Pre-school students riding the regular route bus home with a sibling in the 4<sup>th</sup> grade or older will be dropped off at their residence or other home drop-off point with the older sibling according to regular drop off procedures. If the sibling is in the 3<sup>rd</sup> grade or younger, the parent/guardian must visibly acknowledge the driver or must provide a written statement that it is permissible for the bus driver to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.

#### **E. Students riding a regular route bus alone:**

Pre-school students who are riding the regular route bus alone will be dropped off according to regular drop off procedures. At a home, an adult must visibly acknowledge the driver or the parent /guardian must provide a written statement that it is permissible for the driver to drop off the student even though there is no adult visibly present. If a house is so located that a driver cannot see an adult from the bus, it is the parent/guardian/day care provider's

responsibility to make themselves visible to the driver or to provide a written statement that it is permissible for the bus to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.

At an open drop-off site (e.g. street corner, center of town), an adult must meet and physically take possession of the student as he/she gets off the bus. The adult must be a parent/guardian or a parent/guardian approved adult. If the parent/guardian will meet the bus, it is his/her responsibility to identify him/herself, in person, to the driver, if they are unknown to the driver, prior to any drop off. If an adult other than the parent/guardian will meet the student, the parent/guardian must give written permission for the adult to meet the pre-schooler, shall identify the adult in writing and , if the adult is not already known to the driver, shall introduce the approved adult to the driver, in person, prior to any drop-off.

Introduction of the parent/guardian, or parent/guardian and approved adult to the driver, must occur in person. The parent/ guardian shall call the transportation office to arrange an introduction. Introductions cannot occur on a route.

The driver shall be secure in his/her knowledge of whom he/she is to entrust the pre-schooler. Drivers will not wait for an adult to appear.

In the case of a substitute driver where the driver does not know the adult and personal introduction of the parent/guardian approved adult cannot be pre-arranged, the driver shall ask the student if he/she knows the adult, shall ask the adult to identify him/herself, and shall have the adult record his/her name and phone number on a form provided by the driver.

F. Adult not present or no written permission:

If a parent/guardian/daycare provider is not visibly present at a home, a driver does not have a written note permitting him/her to drop off a student at a home without an adult visibly present, an approved adult does not meet the bus at an open drop off point, or there is no written permission for the pre-schooler to be dropped off at an open drop-off point under the supervision of an adult, the pre-school student will be kept on the bus and returned to the elementary school or bus garage. Efforts will be made to contact the parent/guardian/day care provider from the bus garage or elementary school. Failing that, the police department will be notified.

G. Consequences:

At any time that these procedures are not followed, the parent/guardian will be contacted. If this policy is violated more than twice, the district reserves the right to deny transportation until the parent/guardian/day care provider complies with this policy.

## **719 Transportation Pick Up/Drop Off Policy**

### **I. PURPOSE**

Although State law does not require transportation for any students living within 2 miles of a school, it is the District's intention to do so under the following conditions and with some limited exceptions. It is the further intention of the district to run bus routes as efficiently, safely, and cost effectively as possible. To accomplish this, it authorizes the transportation director and superintendent to minimize the number of drop off and pick up points and, whenever possible, to concentrate routes on main roads, or those designated as such by the transportation director, in order to decrease route length and time.

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

A. The following shall apply to the picking up and dropping off of all students; regardless of age, within city limits.

- 1) Students who live less than 1 mile from school and who are transported because they could encounter such things as high traffic, drug or crime hazards, etc shall be picked up/dropped off at designated points to be determined by the transportation director in consultation with the superintendent. Drop off pick up points shall be on main roads or those designated as such by the transportation director as much as possible.
- 2) Actual pick up/drop off points shall be determined by the transportation director. In determining pick up/drop off points, the transportation director shall consider safety conditions, turnarounds, etc.
- 3) Pick up/drop off points may be altered during the year to address changing needs.
- 4) Where new housing developments occur and students are transported for reasons listed in #1 above, the transportation director shall develop pick up/drop off points that are efficient and safe.
- 5) Parents are responsible for supervising their children at pick up/drop off points.
- 6) Exceptions may be made for students with significant demonstrated disabilities, safety issues, vehicle requirements, turnarounds, etc.

B. The following shall apply to the picking up and dropping off of students outside of city limits:

All students being transported are expected to be at the pick up/drop off point designated by the transportation director. It is expected that the student will be ready and waiting five minutes prior to pick-up time. This will ordinarily be a main road or road designated as such by the transportation director.

Exceptions:

At parent request a school bus will enter a private driveway to pick up a student only if,

- 1) A student is physically disabled or,
- 2) a student is in kindergarten, and is the only child attending school, and resides over  $\frac{1}{4}$  mile from a public road. The private drive must provide a safe and clear turnaround.
- 3) A student's home is in a driveway that must be entered to provide a safe and clear turnaround.
- 4) The driveway exceeds  $\frac{1}{2}$  mile in length.

Adopted: March 12, 2007

Royalton School District Policy 724

Revised: May 24, 2021

## **724 ECSE Student Drop-Off Transportation Policy**

### **I. PURPOSE**

It is the purpose of this policy to provide a safe process for the pick-up and drop-off of early childhood special education students transported by school district vehicles.

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

#### **A. Parental notification:**

At the time of registering an ECSE student, the early childhood teacher will review this policy with the parent/guardian. This copy must be signed by the parent/guardian and copies given to the Transportation Office to be kept on file, to the appropriate driver, and to the parent/guardian.

#### **B. Students loading at school:**

ECSE students being transported to either their home or day care will be walked out to a van or regular route bus from the school by either a paraprofessional or early childhood teacher.

#### **C. Students riding in a van:**

ECSE students being transported will meet the van by the #2 door in the ECC. They will be taken to their residence or normal daycare as specified in writing by the parent/guardian. Upon arriving at the student's drop off point, an adult will come to the van to get the child or the parent/guardian must provide written permission stating that the child may walk to the residence alone and enter the house without a visible acknowledgement from an adult. In the case of written permission, the driver will wait until the student enters the house before leaving.

#### **D. Students riding a regular route bus with a sibling:**

ECSE students riding the regular route bus home with a sibling in the 4<sup>th</sup> grade or older will be dropped off at their residence with the older sibling according to regular drop off procedures. If the sibling is in the 3<sup>rd</sup> grade or younger, the parent/guardian must visibly acknowledge the driver or must provide a written statement that it is permissible for the bus driver to drop off the students even though there is no adult visibly present. Drivers will not wait for an adult to appear.

- E. Students riding a regular route bus alone:  
ECSE students who are riding the regular route bus alone will be dropped off according to regular drop off procedures. An adult must visibly acknowledge the driver or the parent/guardian must provide a written statement that it is permissible for the bus to drop off the student even though there is no adult visibly present. If a house is so located that a driver cannot see an adult from the bus, it is the parent/guardian/daycare provider's responsibility to make themselves visible to the driver or to provide a written statement that it is permissible for the bus to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.
- F. Pre-School Pickup Eligibility Regulation:  
Pre-Schoolers need to be part of an already existing route to be eligible for pick-up or a 5 day per week schooler.
- G. Adult not present or no written permission:  
If a parent/guardian/daycare provider is not visibly present or a driver does not have a written note permitting him/her to drop off a student without an adult visibly present, the ECSE student will be kept on the bus and returned to the elementary school or bus garage. Efforts will be made to contact the parent/guardian/daycare provider from the bus garage or elementary school. Failing that, the police department will be notified.
- H. Car seat/booster type restraint procedure:  
It is the parent's responsibility when a child is picked up at their residence by a school vehicle, the parent or guardian must accompany the child to the vehicle and secure the child in the proper car seat/booster type restraint. The driver at no time to leave the vehicle unattended while other students are in the vehicle. If your child is picked up at a daycare and the provider is unable to come out of the house then the driver will turn off the vehicle, remove the keys, and proceed to buckle the child.
- I. Snow Procedures: It is the parent or guardian's responsibility to ensure driveways are cleared of snow. Drivers will not enter driveways that are not cleared and the parent/guardian is then responsible to come out to the road to get their child on or off of the school vehicle.
- J. Consequences:  
At any time that these procedures are not followed, the parent/guardian will be contacted. If this policy is violated more than twice, the district reserves the right to deny transportation until the parent/guardian/daycare provider complies with this policy.

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. ¶

¶ **VI.** →

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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 allowed in accordance with MN Statute 609.761.~~
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 the 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 full refund to be given.
5. Exceptions to superintendent.

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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
Concession Stand-Indoor*	MS/HS	\$0
Concession Stand-Outdoor*	MS/HS	\$0
Field Space	Elementary and MS/HS	\$40
Gym	Elementary	\$15
Gym	MS/HS	\$40
Life Skills Lab*	MS/HS	\$40
Media Center	Elementary and MS/HS	
Rock Climbing Wall*	MS/HS	\$30
Wrestling Room	MS/HS	\$15

\*Additional fees will apply

~~Use Fee Information~~

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~~Facility Rental Fees~~

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

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

Staffing Fees: When activity is held outside regularly scheduled hours 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

30% of participants are currently enrolled in Royalton Public Schools.



## 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](#)  
[120 South Hawthorn St., Royalton, MN 56373](#)  
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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: December 20, 2021,  
Revised: May 22, 2024

Royalton School District Policy 503  
Reviewed:

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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.]**¶

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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.¶  
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(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.

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(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. DISSEMINATION 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**

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- A. Continuing Truant

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

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

B. Reporting Responsibility

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota, Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota, Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota, Statutes, section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota, Statutes Chapter, 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota, Statutes, section, 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

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

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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](#))

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**Cross References:**

- [Royalton School District Model Policy 702 \(Accounting\)](#)

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Adopted: May 22, 2024

Royalton School District Policy 807

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## 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](#).

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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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### 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.

- 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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