



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

September 25, 2024

6:00 PM

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

8.e. Athletic Director

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.**

9.a. Approval of Regular Board Meeting Minutes

9.b. Claims, Accounts and Financial

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

9.c. Approval of Resignation/Termination

9.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.

9.e. Approval of MOA for FY25 E-learning Days

9.f. Approval of E-Rate Complete Service Agreement

9.g. Approval of Football Fundraiser Proposal

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

-

10.a. State of Transportation Presentation

10.b. Approval of Cash Flow Investment

10.c. Approval of Refunding Bonds

10.d. Approval of the Levy Certification

10.e. Approval of Donations by Resolution

10.f. Policy Reading

10.f.1.First Policy Reading

Description:

203.1 School Board Procedures

610 Field Trips

611 Home Schooling

708 Transportation of Nonpublic School Students

710 Extracurricular Transportation

10.f.2.Second Policy Reading

Description:

522 - Title IX Sex NonDiscrimination Policy, Grievance Procedure and Process

524- Internet, Technology, and Cell Phone Acceptable Use and Safety Policy

705- Investments

706- Acceptance of Gifts

707- Transportation of Public School Students

902- Addendum (Use of School District Facilities and Equipment)

10.f.3.Rescind Policies

Description:

707.1- Preschool Student Pick-Up and Drop-Off Transportation

719- Transportation Pick-Up/Drop-Off

724- ECSE Student Drop-Off Transportation

10.f.4.Approval Second and Final Reading

Description:

424- License Status

10.f.5.Approval of Third Policy Reading

Description: None

11.Upcoming Meeting Schedule

Description:

1. Wednesday, October 2nd, Finance Committee Meeting at 12:00 pm
2. Wednesday, October 2nd, Policy Committee Meeting at 1:00 pm
3. Monday, October 14th, 6:00 PM Regular Board Meeting

12.Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05

13.Adjournment



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

New Staff 2024-2025

Introduction of New Staff

Elementary/ECC:

- Bailey Warzecha, Preschool Teacher
- Jennifer Melby, Long Term Sub Pre-K Teacher
- Emma Melby, Kindergarten Teacher
- Amy Skeate-Carlson, 2nd Grade Teacher
- Samantha Kalthoff, SPED Teacher

Food Service:

- Jackie Lawrence, Kitchen Helper-MS/HS
- Jill Justin, Kitchen Helper-MS/HS

MS/HS:

- Benjamin Gilbertson, Long Term Sub PE Teacher/Long Term Sub Building Sub
- Bethany Newman, Paraprofessional

District:

- Gina Funk-Executive Assistant
- Madison Hackett-Van Driver



Thank you!



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FISCAL YEAR 2025
SEPTEMBER BUDGET UPDATE
REGULAR SCHOOL BOARD MEETING

ENROLLMENT

- Original 24-25 Adopted Budget: 910 ADM

- 23-24 School ADM Served Report: 907 ADM / 991 APU
 - ADM's calculated based on weighted factor
 - K-6th Grade = 1.0
 - 7th-12th Grade = 1.20

- Enrollment Tracking
 - Monthly
 - Budget impact
 - Updated MDE ADM Web Estimates
 - 08/06/24
 - 910 ADM

HISTORICAL ENROLLMENT

Royalton School District

Historical Adjusted Average Daily Membership (ADM)

| | EC | HK | KGF | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total K-12 | % Change |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|----------|
| 23-24 | 6.00 | 10.00 | 58.00 | 67.00 | 68.00 | 74.00 | 68.00 | 57.00 | 70.00 | 70.00 | 79.00 | 73.00 | 65.00 | 77.00 | 71.00 | 907.00 | -2.96% |
| 22-23 | 8.92 | 8.96 | 55.82 | 68.00 | 72.35 | 68.30 | 59.43 | 71.00 | 72.11 | 88.26 | 77.87 | 69.48 | 87.00 | 74.22 | 61.85 | 934.65 | 2.85% |
| 21-22 | 3.18 | 6.84 | 58.70 | 70.50 | 67.00 | 57.15 | 66.93 | 63.08 | 86.94 | 72.96 | 69.96 | 84.48 | 78.06 | 68.72 | 57.43 | 908.75 | -0.87% |
| 20-21 | 4.15 | 5.66 | 61.01 | 67.58 | 53.88 | 62.86 | 61.21 | 84.16 | 74.07 | 67.20 | 89.16 | 83.73 | 72.53 | 66.81 | 66.82 | 916.68 | -2.89% |
| 19-20 | 5.77 | 8.19 | 59.94 | 60.12 | 63.03 | 61.02 | 84.45 | 67.73 | 73.52 | 90.87 | 86.52 | 76.63 | 74.75 | 77.26 | 59.93 | 943.96 | -0.02% |
| 18-19 | 3.98 | 6.66 | 54.13 | 64.12 | 57.29 | 81.43 | 64.99 | 70.26 | 94.37 | 85.31 | 78.93 | 73.62 | 87.06 | 65.19 | 60.77 | 944.13 | 1.25% |
| 17-18 | 4.38 | 7.74 | 56.22 | 54.94 | 82.69 | 65.49 | 70.34 | 92.41 | 80.47 | 79.80 | 72.39 | 88.91 | 71.04 | 67.01 | 43.05 | 932.50 | 1.63% |
| 16-17 | 5.00 | 12.78 | 44.31 | 79.43 | 63.36 | 69.41 | 88.72 | 68.95 | 74.01 | 67.75 | 85.90 | 72.55 | 75.69 | 56.85 | 57.85 | 917.56 | -2.87% |
| 15-16 | 7.39 | 19.77 | 60.34 | 64.18 | 70.13 | 90.00 | 70.51 | 75.05 | 67.37 | 88.03 | 71.31 | 75.95 | 64.97 | 65.56 | 61.46 | 944.63 | 2.62% |
| 14-15 | 10.51 | 12.96 | 48.19 | 70.25 | 93.64 | 69.65 | 74.30 | 71.52 | 87.16 | 73.67 | 72.31 | 64.56 | 64.56 | 64.75 | 53.01 | 920.53 | 3.21% |
| 13-14 | 8.55 | 13.76 | 59.52 | 91.62 | 71.97 | 75.60 | 69.92 | 80.43 | 74.21 | 69.13 | 62.53 | 64.53 | 68.88 | 49.49 | 40.35 | 891.94 | |

| | |
|-----|------------------------------------------------------------------------------------|
| EC | Adjusted ADM for early childhood special education students |
| HK | Adjusted ADM for kindergarten special education students |
| KGF | Adjusted ADM for non-special education kindergarten students in full-time programs |

GENERAL FUND REVENUES - MONTH END JULY 2024

| Revenues by Source | FISCAL YEAR 2025 | | PRIOR FISCAL YEAR 2024 | | 2ND PRIOR FISCAL YEAR 2023 | | 2025 | 2024 | 2023 |
|-----------------------|----------------------|---------------------|------------------------|---------------------|----------------------------|---------------------|--------------|---------------|--------------|
| | Adopted 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 | 1,168,520.00 | 32,460.19 | 1,267,628.26 | 28,793.33 | 1,164,522.27 | 15,013.11 | 2.78% | 2.27% | 1.29% |
| State Revenues | 9,993,360.00 | 446,547.62 | 8,907,759.96 | (306,843.63) | 9,177,583.40 | 848,393.38 | 4.47% | -3.44% | 9.24% |
| Federal Revenues | 120,000.00 | 24,926.45 | 162,840.44 | - | 820,435.19 | (12,120.79) | 20.77% | 0.00% | -1.48% |
| Misc Local Revenues | 3,000.00 | - | 29,923.56 | 20,820.81 | 22,207.66 | - | 0.00% | 69.58% | 0.00% |
| Total Revenues | 11,284,880.00 | 503,934.26 | 10,368,152.22 | (257,229.49) | 11,184,748.52 | 851,285.70 | 4.47% | -2.48% | 7.61% |

- Overall, on track as a % of the budget
 - State Revenue
 - Accounting method

GENERAL FUND EXPENDITURES - MONTH END JULY 2024

| Expenditures by Object | FISCAL YEAR 2025 | | PRIOR FISCAL YEAR 2024 | | 2ND PRIOR FISCAL YEAR 2023 | | 2025 | 2024 | 2023 |
|---------------------------|----------------------|-------------------|------------------------|-------------------|----------------------------|-------------------|--------------|--------------|--------------|
| | Adopted | Year-to-Date | Total | Year-to-Date | Total | Year-to-Date | % of | % of | % of |
| | Budget | Actual | Actual | Actual | Actual | Actual | Budget | Total | Total |
| Salaries & Wages | 7,063,649.00 | 95,758.65 | 6,871,879.34 | 104,031.11 | 6,412,479.05 | 108,004.41 | 1.36% | 1.51% | 1.68% |
| Employee Benefits | 1,964,817.00 | 60,124.20 | 1,912,415.18 | 55,196.15 | 1,756,061.32 | 40,270.74 | 3.06% | 2.89% | 2.29% |
| Purchased Services | 1,438,836.00 | 305,184.55 | 1,787,728.65 | 89,274.55 | 1,665,327.83 | 61,107.59 | 21.21% | 4.99% | 3.67% |
| Supplies & Materials | 742,273.00 | 83,150.33 | 791,518.11 | 70,185.29 | 855,399.51 | 127,614.60 | 11.20% | 8.87% | 14.92% |
| Capital Expenditures | 265,000.00 | 90,549.68 | 245,778.48 | 90,476.09 | 1,014,689.22 | 128,036.97 | 34.17% | 36.81% | 12.62% |
| Other Expenditures | 18,150.00 | 35,785.92 | 12,589.49 | 3,676.40 | 22,545.89 | 14,666.30 | 197.17% | 29.20% | 65.05% |
| Total Expenditures | 11,492,725.00 | 670,553.33 | 11,621,909.25 | 412,839.59 | 11,726,502.82 | 479,700.61 | 5.83% | 3.55% | 4.09% |

- Overall, on track as a % of the budget
- Purchased Services & Other Expenditures
 - Property Insurance
 - LTFM



Thank you!



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RHS/MS Cell Phone Protocol Update

September 25, 2024

Restricting Cell Phone Use in School

Survey Results:

- 135 people (75%) were in favor of a more strict cell phone protocol in school.
- 46 people (25%) were in favor of keeping our current policy in place.

- There was a strong consensus among parents to implement a more restrictive cell phone procedure.

What is the new protocol?

- **Students will not be able to use smartphones, smartwatches, or airpods in school between the hours of 8:15-3:10, except:**
 - At their locker, during passing times during the school day.
- Students can have their cell phone with them, but it cannot be used outside the locker bank and outside of the four-minute passing time.
- We strongly encourage students to keep their phones in their locker where they will not feel the pressure to check the messages and notifications while they are in class.

Tentative Discipline Protocol

1st—Teacher keeps phone until end of period, and writes up student in Skyward.

2nd- Teacher turns phone into the office, writes up student in Skyward, and contacts parents about use of the phone. Phone returned to student at the end of the school day.

3rd- Teacher turns phone into office, writes up the student in Skyward. Phone returned at the end of day. Student will complete a plan for managing cell phone use while in school.

Tentative Discipline Protocol Cont...

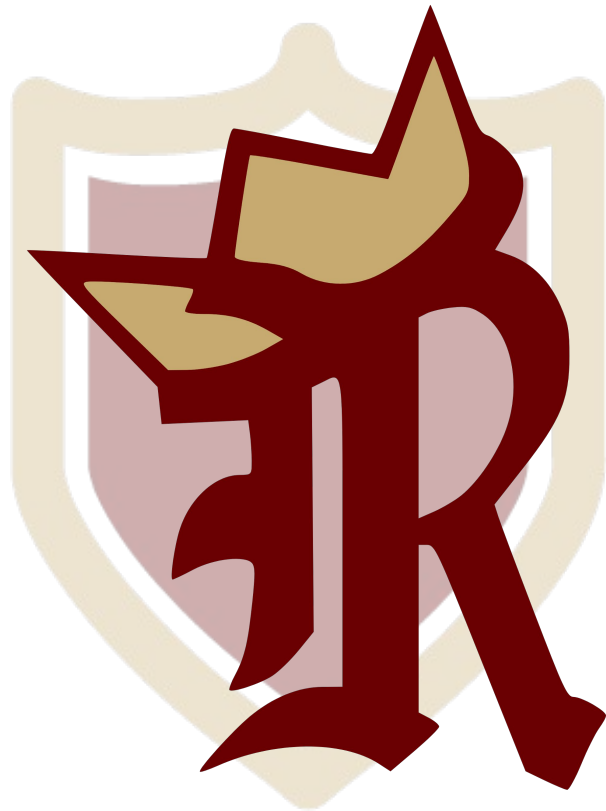
4th- Teacher turns phone into the office. Phone is returned at the end of the day, Teacher writes up student in Skyward. Student will receive lunch detention on the next available day.

5th & Subsequent—Teacher turns phone into the office and writes it up in Skyward. Parent must pick up phone. Student receives detention.

Failure/Refusal to turn over the device to staff upon request will result in detention/suspension.

Next Steps

- Continue to share updates in the weekly Parent Newsletter.
- Finish and share the discipline protocol with families.
- Get staff & students ready for full implementation on October 21st.
- Continue to seek out and share resources with families about cell phone use, social media, and other apps that impact students/families.



Thank you!

Regular Meeting

Monday, August 12, 2024 6:00 PM

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

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

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Action(s):

Approval of Agenda. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela
Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

6. Recognition of Citizens for Input Purposes

7. Reports/News

7.a. Board Committee Report

7.b. Superintendent Report

7.c. Business Manager Report

7.d. Principal 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.

Action(s):

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

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela
Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

8.a. Approval of Regular Board Meeting Minutes
07.08.24

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

8.e. Approval of Student Handbook

8.f. Approval of Employee Handbook

8.g. Approval of Bread, Dairy, and Fuel Bids

9. Discussion/Information/Action Items

9.a. Approval of K2 Towers Proposal

Action(s):

Motion to Deny K2 Proposal. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela
Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.b. MN Districts Revenue Rankings

9.c. Cash Investments with PMA Option

9.d. Mid-State Lease Levy Option

9.e. Refunding the Bonds Option

9.f. Approval of Donations by Resolution

Action(s):

Motion to Approve Donations by Resolution. This motion, made by Maria Traut and seconded by Angela Roering, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela
Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

10. Policy Readings

10.a. First Policy Readings

10.b. Second Policy Reading

10.c. Approval of Third Policy Reading

Action(s):

Approval of the Third Policy Readings, 503 - Student Attendance, 704 - Inventory of Fixed Assets an Asset Accounting System and 807 - Health and Safety. This motion, made by Randy Hackett and seconded by Maria Traut, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela
Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

11. Upcoming Meeting Schedule

12. **Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05**

Action(s):

Motion to close the regular meeting at 7:32 pm.
This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

Motion to open the closed meeting at 7:44 pm.
This motion, made by Angela Roering and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

Motion to close the closed meeting at 9:20 pm.
This motion, made by Randy Hackett and seconded by Maria Traut, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

Motion to open the regular meeting at 9:21 pm.
This motion, made by Maria Traut and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela
Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

13. **Adjournment**

Action(s):

The meeting was adjourned at 9:21 pm. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Absent

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela
Roering: Yea

Maria Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

Board Secretary

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|----------|------|---------------------|----------------------------------------------|---------------|--------------------------|
| 0485 | PCB | 77026 | 2850 | | CITY OF MORA | | Check |
| | | | E 04 | 005 570 000 000 369 | MAP Field Trip to Aquatic Center | | |
| | | | | | | 8/1/2024 | |
| | | PO#: | | Voucher #: 42974 | Invoice No: 07.31.2024 | | Paid Amt: \$270.00 |
| | | | | | | | Check Amount: \$270.00 |
| 0485 | PCB | 77049 | 4295 | | AMAZON CAPITAL SERVICES | | Check |
| | | | E 01 | 005 810 000 000 401 | Pushbars & Ballast | | |
| | | | | | | 8/8/2024 | |
| | | PO#: | | Voucher #: 43029 | Invoice No: 1DVL-TRF9-1VLC | | Paid Amt: \$240.69 |
| | | | | | | | Check Amount: \$240.69 |
| 0485 | PCB | 77050 | 1042 | | BATTERIES PLUS | | Check |
| | | | E 01 | 005 810 000 000 401 | SLAA12-55C/FR 12V | | |
| | | | | | | 8/8/2024 | |
| | | PO#: | | Voucher #: 42996 | Invoice No: P74710762 | | Paid Amt: \$312.10 |
| | | | | | | | |
| | | | | | | | \$2,638.40 |
| | | PO#: | | Voucher #: 42995 | Invoice No: P74612506 | | Paid Amt: \$2,638.40 |
| | | | | | | | Check Amount: \$2,950.50 |
| 0485 | PCB | 77051 | 3344 | | CDW-GOVERNMENT | | Check |
| | | | E 01 | 005 690 690 000 406 | Smart Notebook Renewal | | |
| | | | | | | 8/8/2024 | |
| | | PO#: | | Voucher #: 43026 | Invoice No: SM05221 | | Paid Amt: \$846.60 |
| | | | | | | | |
| | | | | | | | \$2,500.00 |
| | | PO#: | | Voucher #: 43027 | Invoice No: SN44553 | | Paid Amt: \$2,500.00 |
| | | | | | | | Check Amount: \$3,346.60 |
| 0485 | PCB | 77052 | 1086 | | CITY OF ROYALTON | | Check |
| | | | E 01 | 005 810 000 000 332 | Acct 01-00002863-00-6 Water/Sewer | | |
| | | | | | | 8/8/2024 | |
| | | PO#: | | Voucher #: 42998 | Invoice No: 08/02/2024 | | Paid Amt: \$666.48 |
| | | | | | | | |
| | | | | | | | \$1,078.74 |
| | | PO#: | | Voucher #: 42997 | Invoice No: 08.02.2024 | | Paid Amt: \$1,078.74 |
| | | | | | | | Check Amount: \$1,745.22 |
| 0485 | PCB | 77053 | 4130 | | DH CONCRETE, INC. | | Check |
| | | | E 01 | 005 865 000 384 350 | Spreading of wood chips Part of PO 5775 | | |
| | | | | | | 8/8/2024 | |
| | | PO#: | | Voucher #: 43031 | Invoice No: 1538 | | Paid Amt: \$1,500.00 |
| | | | | | | | Check Amount: \$1,500.00 |
| 0485 | PCB | 77054 | 2967 | | EL-JAY PLUMBING & HEATING INC | | Check |
| | | | E 02 | 005 770 000 701 350 | Garbage disposal replaced gasket & baffle ES | | |
| | | | | | | 8/8/2024 | |
| | | PO#: | | Voucher #: 43037 | Invoice No: 28844-1 | | Paid Amt: \$551.50 |
| | | | | | | | Check Amount: \$551.50 |
| 0485 | PCB | 77055 | 2851 | | FARM-RITE EQUIPMENT INC. | | Check |
| | | | E 01 | 005 810 000 000 401 | Oil, filters, Air Filter & Cover | | |
| | | | | | | 8/8/2024 | |
| | | PO#: | | Voucher #: 43030 | Invoice No: P82629 | | Paid Amt: \$236.99 |
| | | | | | | | Check Amount: \$236.99 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|----------|------|--------------------------|-------------------------------------------------|---------------|----------------------------------------------------|
| 0485 | PCB | 77056 | 2295 | | GRANITE PEST CONTROL, LLC | | Check |
| | | | E 01 | 005 810 000 000 350 | PEST CONTROL SERVICE July - September | | |
| | | | | | | | \$303.00 |
| | | PO#: | | Voucher #: 43035 Invoice | Invoice No: 137873 | 8/8/2024 | Paid Amt: \$303.00 Check Amount: \$303.00 |
| 0485 | PCB | 77057 | 4212 | | HERITAGE EMBROIDERY & DESIGN | | Check |
| | | | E 01 | 020 296 058 000 401 | Volleyballs | | |
| | | | | | | | \$500.00 |
| | | PO#: | | Voucher #: 43023 Invoice | Invoice No: 61116 | 8/8/2024 | Paid Amt: \$500.00 Check Amount: \$500.00 |
| 0485 | PCB | 77058 | 1215 | | HILLYARD INC | | Check |
| | | | E 01 | 005 810 000 000 401 | Pad Smart Scrub Clean & Shine | | |
| | | | | | | | \$480.84 |
| | | PO#: | | Voucher #: 43034 Invoice | Invoice No: 605555632 | 8/8/2024 | Paid Amt: \$480.84 Check Amount: \$480.84 |
| 0485 | PCB | 77059 | 3748 | | HUJDL | | Check |
| | | | E 01 | 020 294 054 000 305 | FB | | \$3,840.00 |
| | | | E 01 | 020 296 058 000 305 | VB | | \$1,760.00 |
| | | | E 01 | 020 294 055 000 305 | BBB | | \$1,920.00 |
| | | | E 01 | 020 296 055 000 305 | GBB | | \$1,920.00 |
| | | | E 01 | 020 292 000 000 305 | ATHLETICS | | \$5,760.00 |
| | | | E 01 | 020 294 056 000 305 | Wrestling | | \$800.00 |
| | | PO#: | | Voucher #: 42999 Invoice | Invoice No: H00087658 | 8/8/2024 | Paid Amt: \$16,000.00 Check Amount: \$16,000.00 |
| 0485 | PCB | 77060 | 1241 | | ISCORP | | Check |
| | | | E 01 | 005 110 000 000 305 | Skyward hosting Student service for August, 202 | | \$157.50 |
| | | PO#: | | Voucher #: 43000 Invoice | Invoice No: 0741249 | 8/8/2024 | Paid Amt: \$157.50 Check Amount: \$157.50 |
| 0485 | PCB | 77061 | 3135 | | MEEKER & WRIGHT SPECIAL ED COOP #938 | | Check |
| | | | E 01 | 998 211 000 000 390 | Educational Services | | \$11,330.16 |
| | | PO#: | | Voucher #: 43001 Invoice | Invoice No: 3241 VRC FY24 Fall | 8/8/2024 | Paid Amt: \$11,330.16 Check Amount: \$11,330.16 |
| 0485 | PCB | 77062 | 1326 | | MENARDS | | Check |
| | | | E 01 | 005 810 000 000 401 | Custodial Supplies | | \$361.02 |
| | | PO#: | | Voucher #: 43002 Invoice | Invoice No: 38663 | 8/8/2024 | Paid Amt: \$361.02 Check Amount: \$361.02 |
| 0485 | PCB | 77063 | 4956 | | Merten, Liz | | Check |
| | | | R 04 | 000 505 000 321 050 | CE Fee Reimbursement | | \$100.00 |
| | | PO#: | | Voucher #: 43024 Invoice | Invoice No: 08.05.2024 | 8/8/2024 | Paid Amt: \$100.00 Check Amount: \$100.00 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|----------|------|---------------------|----------------------------------------|---------------|---------------------------------|
| 0485 | PCB | 77064 | 2524 | | MIDCONTINENT COMMUNICATIONS | | Check |
| | | | E 01 | 005 810 000 000 320 | PHONE SERVICE & Internet | 8/8/2024 | |
| | | | | | | | \$2,270.57 |
| | | | | | | | Paid Amt: \$2,270.57 |
| | | | | | | | Check Amount: \$2,270.57 |
| 0485 | PCB | 77065 | 1702 | | State of Minnesota | | Check |
| | | | E 01 | 005 865 000 363 305 | ES | | |
| | | | E 01 | 005 865 000 363 305 | HS/MS | | |
| | | | | | | | \$944.44 |
| | | | | | | | \$3,101.91 |
| | | | | | | | Paid Amt: \$4,046.35 |
| | | | | | | | Check Amount: \$4,046.35 |
| 0485 | PCB | 77066 | 4458 | | MOSYLE CORPORATION | | Check |
| | | | E 01 | 005 690 000 406 | 12-months Premium License Fee | | |
| | | | E 01 | 005 690 000 406 | 12-month Subscription add-on | | |
| | | | | | | | \$1,958.00 |
| | | | | | | | \$184.00 |
| | | | | | | | Paid Amt: \$2,142.00 |
| | | | | | | | Check Amount: \$2,142.00 |
| 0485 | PCB | 77067 | 3965 | | MRI SOFTWARE LLC | | Check |
| | | | E 01 | 005 110 000 000 305 | Staff Screen | | |
| | | | | | | | \$50.00 |
| | | | | | | | Paid Amt: \$50.00 |
| | | | | | | | Check Amount: \$50.00 |
| 0485 | PCB | 77068 | 1915 | | NORTH CENTRAL BUS & EQUIPMENT, INC. | | Check |
| | | | E 01 | 005 760 000 720 350 | Crossmember Replacement | | |
| | | | | | | | \$4,474.85 |
| | | | | | | | Paid Amt: \$4,474.85 |
| | | | | | | | Check Amount: \$4,474.85 |
| 0485 | PCB | 77069 | 3893 | | PEAR TREE NURSERY & GARDEN CENTER | | Check |
| | | | E 01 | 005 810 000 000 401 | Red Canyon Mulch | | |
| | | | | | | | \$252.00 |
| | | | | | | | Paid Amt: \$252.00 |
| | | | | | | | Check Amount: \$252.00 |
| 0485 | PCB | 77070 | 1439 | | PROJECT LEAD THE WAY INC | | Check |
| | | | E 01 | 010 640 000 316 366 | PLTW launch classroom teacher training | | |
| | | | | | | | \$500.00 |
| | | | | | | | Paid Amt: \$500.00 |
| | | | | | | | Check Amount: \$500.00 |
| 0485 | PCB | 77071 | 1463 | | RICE HARDWARE HANK | | Check |
| | | | E 01 | 005 810 000 000 401 | Wire Conn Orange Box | | |
| | | | | | | | \$20.98 |
| | | | | | | | Paid Amt: \$20.98 |
| | | | | | | | Check Amount: \$20.98 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|----------|------------|---------------------|-------------------------------------------------|---------------|--------------------------------------------------|
| 0485 | PCB | 77072 | 4955 | | Robotics Education & Competition Foundation | | Check |
| | | | E 04 | 005 505 053 321 369 | VEX Registration | | |
| | | | | | | \$1,200.00 | |
| | | PO#: | Voucher #: | 43008 | Invoice No: 62236995 | 8/8/2024 | Paid Amt: \$1,200.00 Check Amount: \$1,200.00 |
| 0485 | PCB | 77073 | 1477 | | ROYALTON LUMBER COMPANY | | Check |
| | | | E 01 | 005 810 000 000 401 | Paint & Liner for Multi-Purpose field | \$78.51 | |
| | | PO#: | Voucher #: | 43032 | Invoice No: 869637 | 8/8/2024 | Paid Amt: \$78.51 |
| | | | E 01 | 005 810 000 000 401 | Custodian Supplies | \$793.76 | |
| | | PO#: | Voucher #: | 43033 | Invoice No: 870348 | 8/8/2024 | Paid Amt: \$793.76 Check Amount: \$872.27 |
| 0485 | PCB | 77074 | 2464 | | SPEER CHIROPRACTIC, PA | | Check |
| | | | E 01 | 005 760 000 720 305 | DOT PHYSICAL T Lippert | \$100.00 | |
| | | PO#: | Voucher #: | 43009 | Invoice No: 07.31.2024 | 8/8/2024 | Paid Amt: \$100.00 Check Amount: \$100.00 |
| 0485 | PCB | 77075 | 4755 | | SQUIRES, WALDSPURGER & MACE | | Check |
| | | | E 01 | 005 020 000 000 313 | Legal | \$1,017.50 | |
| | | PO#: | Voucher #: | 43010 | Invoice No: 20976 | 8/8/2024 | Paid Amt: \$1,017.50 Check Amount: \$1,017.50 |
| 0485 | PCB | 77076 | 1530 | | ST. JOHNS UNIVERSITY | | Check |
| | | | E 01 | 020 294 054 000 369 | FOOTBALL SCRIMMAGE | \$525.00 | |
| | | PO#: | Voucher #: | 43011 | Invoice No: 1 | 8/8/2024 | Paid Amt: \$525.00 Check Amount: \$525.00 |
| 0485 | PCB | 77077 | 4472 | | THE FIRE GROUP, INC. | | Check |
| | | | E 01 | 005 865 000 363 305 | Annual Sprinkler System Inspection (HS) | \$475.00 | |
| | | PO#: | Voucher #: | 43013 | Invoice No: 14802 | 8/8/2024 | Paid Amt: \$475.00 |
| | | | E 01 | 005 865 000 363 305 | Annual Fire Sprinkler & Kitchen Hood Inspection | \$355.00 | |
| | | PO#: | Voucher #: | 43014 | Invoice No: 14800 | 8/8/2024 | Paid Amt: \$355.00 Check Amount: \$830.00 |
| 0485 | PCB | 77078 | 4206 | | T-MOBILE | | Check |
| | | | E 01 | 005 810 000 000 320 | Mobile Internet Acct 971799683 | \$92.02 | |
| | | PO#: | Voucher #: | 43012 | Invoice No: 07.20.2024 | 8/8/2024 | Paid Amt: \$92.02 Check Amount: \$92.02 |
| 0485 | PCB | 77079 | 2635 | | TONY'S CAT & BACKHOE | | Check |
| | | | E 01 | 005 810 000 000 305 | Multipurpose Field Dirt Work | \$7,050.00 | |
| | | PO#: | Voucher #: | 43038 | Invoice No: 2049 | 8/8/2024 | Paid Amt: \$7,050.00 Check Amount: \$7,050.00 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|------------|-------|---------|----------------------------|---------------------------------------|--------------------------|
| 0485 | PCB | 77080 | 1578 | | TRAINING ROOM INC | | Check |
| | | | E 01 | 020 | 292 000 000 401 | Medical Kit Items | \$644.33 |
| PO#: | | Voucher #: | 43015 | Invoice | Invoice No: 101673 | 8/8/2024 | Paid Amt: \$644.33 |
| | | | | | | | Check Amount: \$644.33 |
| 0485 | PCB | 77081 | 2281 | | CMC CONFERENCE | | Check |
| | | | E 01 | 020 | 292 000 000 820 | All Sports Leadership Conference Dues | \$1,900.00 |
| PO#: | | Voucher #: | 43072 | Invoice | Invoice No: 08.13.2024 | 8/14/2024 | Paid Amt: \$1,900.00 |
| | | | | | | | Check Amount: \$1,900.00 |
| 0485 | PCB | 77082 | 2822 | | MARCUS THEATRES | | Check |
| | | | E 04 | 005 | 570 000 000 369 | Tickets for Despicable Me 4 | \$336.00 |
| PO#: | 5806 | Voucher #: | 43073 | Invoice | Invoice No: 2507-081 B | 8/14/2024 | Paid Amt: \$336.00 |
| | | | | | | | Check Amount: \$336.00 |
| 0485 | PCB | 77083 | 3113 | | REPUBLIC SERVICES #891 | | Check |
| | | | E 01 | 005 | 810 000 000 330 | WASTE MANAGEMENT SERVICE | \$752.70 |
| PO#: | | Voucher #: | 43089 | Invoice | Invoice No: 0891-001376531 | 8/22/2024 | Paid Amt: \$752.70 |
| | | | E 01 | 005 | 810 000 000 330 | WASTE MANAGEMENT SERVICE | \$813.47 |
| PO#: | | Voucher #: | 43090 | Invoice | Invoice No: 0891-001376530 | 8/22/2024 | Paid Amt: \$813.47 |
| | | | | | | | Check Amount: \$1,566.17 |
| 0485 | PCB | 77084 | 3757 | | Blue Cross Blue Shield | | Check |
| | | | B 01 | 215 | 033 | Vision Flex | \$103.11 |
| | | | B 01 | 215 | 033 | Adjustment | \$85.03 |
| PO#: | | Voucher #: | 43153 | Invoice | Invoice No: S2024244 | 8/29/2024 | Paid Amt: \$188.14 |
| | | | B 01 | 215 | 033 | Vision Flex | \$46.84 |
| | | | B 02 | 215 | 033 | Vision Flex | \$4.85 |
| | | | B 04 | 215 | 033 | Vision Flex | \$4.18 |
| PO#: | | Voucher #: | 43137 | Invoice | Invoice No: S2025040 | 8/29/2024 | Paid Amt: \$55.87 |
| | | | B 01 | 215 | 033 | Vision Flex | \$103.25 |
| PO#: | | Voucher #: | 43071 | Invoice | Invoice No: S2024243 | 8/29/2024 | Paid Amt: \$103.25 |
| | | | B 01 | 215 | 033 | Vision Flex | \$46.84 |
| | | | B 02 | 215 | 033 | Vision Flex | \$4.85 |
| | | | B 04 | 215 | 033 | Vision Flex | \$4.18 |
| PO#: | | Voucher #: | 43055 | Invoice | Invoice No: S2025030 | 8/29/2024 | Paid Amt: \$55.87 |
| | | | | | | | Check Amount: \$403.13 |
| 0485 | PCB | 77085 | 4665 | | HARTFORD INSURANCE | | Check |
| | | | B 01 | 215 | 032 | Life | \$205.99 |
| | | | B 02 | 215 | 032 | Life | \$17.95 |
| | | | B 04 | 215 | 032 | Life | \$7.07 |
| PO#: | | Voucher #: | 43125 | Invoice | Invoice No: S2025040 | 8/29/2024 | Paid Amt: \$231.01 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|-------------|------|-------------------|------|-------|--------------------|-----------------------------|---------------------------|
| 0485 | PCB | 77085 | 4665 | | HARTFORD INSURANCE | | Check |
| | | | | B 01 | 215 031 | | \$144.21 |
| | | | | B 02 | 215 031 | LTD | \$5.12 |
| PO#: | | Voucher #: | | 43044 | Invoice | Invoice No: S2025030 | Paid Amt: \$149.33 |
| | | | | B 01 | 215 031 | LTD | \$225.31 |
| | | | | B 02 | 215 031 | LTD | \$5.12 |
| PO#: | | Voucher #: | | 43126 | Invoice | Invoice No: S2025040 | Paid Amt: \$230.43 |
| | | | | B 01 | 215 051 | United Way | \$48.12 |
| | | | | B 02 | 215 051 | Payroll Deductions | \$13.50 |
| | | | | B 04 | 215 051 | Payroll Deductions | \$3.69 |
| PO#: | | Voucher #: | | 43129 | Invoice | Invoice No: S2025040 | Paid Amt: \$65.31 |
| | | | | B 01 | 215 051 | United Way | \$252.01 |
| | | | | B 04 | 215 051 | Payroll Deductions | \$14.42 |
| | | | | B 01 | 215 051 | Adjustment | \$40.35 |
| PO#: | | Voucher #: | | 43145 | Invoice | Invoice No: S2024244 | Paid Amt: \$306.78 |
| | | | | B 01 | 215 031 | LTD | \$458.52 |
| | | | | B 04 | 215 031 | LTD | \$9.03 |
| | | | | B 01 | 215 031 | Adjustment | \$28.06 |
| PO#: | | Voucher #: | | 43142 | Invoice | Invoice No: S2024244 | Paid Amt: \$495.61 |
| | | | | B 01 | 215 051 | United Way | \$48.12 |
| | | | | B 02 | 215 051 | Payroll Deductions | \$13.50 |
| | | | | B 04 | 215 051 | Payroll Deductions | \$3.69 |
| PO#: | | Voucher #: | | 43047 | Invoice | Invoice No: S2025030 | Paid Amt: \$65.31 |
| | | | | B 01 | 215 032 | Life | \$438.27 |
| | | | | B 04 | 215 032 | Life | \$10.11 |
| PO#: | | Voucher #: | | 43059 | Invoice | Invoice No: S2024243 | Paid Amt: \$448.38 |
| | | | | B 01 | 215 031 | LTD | \$458.69 |
| | | | | B 04 | 215 031 | LTD | \$9.03 |
| PO#: | | Voucher #: | | 43060 | Invoice | Invoice No: S2024243 | Paid Amt: \$467.72 |
| | | | | B 01 | 215 032 | Life | \$398.21 |
| | | | | B 04 | 215 032 | Life | \$9.99 |
| | | | | B 01 | 215 032 | Adjustment | \$239.16 |
| PO#: | | Voucher #: | | 43141 | Invoice | Invoice No: S2024244 | Paid Amt: \$647.36 |
| | | | | B 01 | 215 051 | United Way | \$252.01 |
| | | | | B 04 | 215 051 | Payroll Deductions | \$14.47 |
| PO#: | | Voucher #: | | 43063 | Invoice | Invoice No: S2024243 | Paid Amt: \$266.48 |
| | | | | B 01 | 215 032 | Life | \$193.99 |
| | | | | B 02 | 215 032 | Life | \$17.95 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | |
|------|------|------------|-------|---------|------------------------|--------------------------|---------------|--------------|
| 0485 | PCB | 77085 | 4665 | B 04 | 215 032 | Life | Check | |
| | | | | | | | | \$7.07 |
| PO#: | | Voucher #: | 43043 | Invoice | Invoice No: S2025030 | | Paid Amt: | \$219.01 |
| | | | | | | | Check Amount: | \$3,592.73 |
| 0485 | PCB | 77086 | 4620 | B 01 | 215 035 | Dental | Check | |
| | | | | | | | | \$968.15 |
| PO#: | | Voucher #: | 43056 | Invoice | Invoice No: S2024243 | Hospital | Paid Amt: | \$968.15 |
| | | | | | | | | \$23,660.46 |
| PO#: | | Voucher #: | 43057 | Invoice | Invoice No: S2024243 | Hospital | Paid Amt: | \$23,660.46 |
| | | | | | | | | \$23,658.55 |
| | | | | | | | | (\$3,067.39) |
| PO#: | | Voucher #: | 43139 | Invoice | Invoice No: S2024244 | Adjustment | Paid Amt: | \$20,591.16 |
| | | | | | | | | \$9,179.04 |
| | | | | | | | | \$359.69 |
| | | | | | | | | \$440.79 |
| PO#: | | Voucher #: | 43041 | Invoice | Invoice No: S2025030 | Dental | Paid Amt: | \$9,979.52 |
| | | | | | | | | \$968.06 |
| | | | | | | | | \$96.09 |
| PO#: | | Voucher #: | 43138 | Invoice | Invoice No: S2024244 | Adjustment | Paid Amt: | \$1,064.15 |
| | | | | | | | | \$420.43 |
| | | | | | | | | \$17.03 |
| | | | | | | | | \$113.00 |
| PO#: | | Voucher #: | 43040 | Invoice | Invoice No: S2025030 | Payroll Deductions | Paid Amt: | \$550.46 |
| | | | | | | | | \$136.40 |
| | | | | | | | | \$9,179.04 |
| PO#: | | Voucher #: | 43158 | Invoice | Invoice No: 08.30.2024 | EAP | Paid Amt: | \$136.40 |
| | | | | | | | | \$359.69 |
| | | | | | | | | \$440.79 |
| PO#: | | Voucher #: | 43123 | Invoice | Invoice No: S2025040 | Hospital | Paid Amt: | \$9,979.52 |
| | | | | | | | | \$440.56 |
| | | | | | | | | \$17.03 |
| | | | | | | | | \$159.95 |
| PO#: | | Voucher #: | 43122 | Invoice | Invoice No: S2025040 | Payroll Deductions | Paid Amt: | \$617.54 |
| | | | | | | | | \$617.54 |
| | | | | | | | Check Amount: | \$67,547.36 |
| 0485 | PCB | 77087 | 3662 | E 01 | 005 110 000 000 | 2nd Quarter Unemployment | Check | |
| | | | | | | | | \$24,379.77 |
| PO#: | | Voucher #: | 43159 | Invoice | Invoice No: 17234966 | 2nd Quarter Unemployment | Paid Amt: | \$25,001.70 |
| | | | | | | | Check Amount: | \$25,001.70 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | Check Amount |
|------|------|------------|-------|---------------------|-------------------------------------------|---------------|---------------|--------------|
| 0485 | PCB | 77088 | 4295 | | AMAZON CAPITAL SERVICES | | Check | |
| | | | E 01 | 005 110 000 000 401 | Black Binders | | | \$34.99 |
| PO#: | | Voucher #: | 43111 | Invoice | Invoice No: 1GDW-LGMV-11XR | 8/30/2024 | Paid Amt: | \$34.99 |
| PO#: | | Voucher #: | 43075 | Invoice | Safety Pins & Sports Tape | 8/30/2024 | Paid Amt: | \$58.93 |
| PO#: | 5819 | Voucher #: | 43162 | Invoice | B00OPF9H00 BIC Round Stic Grip Xtra Comfr | 8/30/2024 | Paid Amt: | \$5.73 |
| | | | | | | | Check Amount: | \$99.65 |
| 0485 | PCB | 77089 | 4180 | | AUTO VALUE LITTLE FALLS | | Check | |
| | | | E 01 | 005 760 000 720 401 | Cut Off Wheel | | | \$18.54 |
| PO#: | | Voucher #: | 43107 | Invoice | Invoice No: 12061355 | 8/30/2024 | Paid Amt: | \$18.54 |
| PO#: | | Voucher #: | 43108 | Invoice | Miniature Lamp - Sta | 8/30/2024 | Paid Amt: | \$28.90 |
| | | | | | | | Check Amount: | \$47.44 |
| 0485 | PCB | 77090 | 4360 | | BENEFIT EXTRAS, INC. | | Check | |
| | | | E 01 | 005 110 000 000 305 | COBRA Administration Monthly Fee | | | \$85.00 |
| PO#: | | Voucher #: | 43076 | Invoice | Invoice No: 123862 | 8/30/2024 | Paid Amt: | \$85.00 |
| | | | | | | | Check Amount: | \$85.00 |
| 0485 | PCB | 77091 | 4537 | | BRENDA HOLMGREN | | Check | |
| | | | E 01 | 020 296 058 000 305 | VB OFFICIAL Tournament | | | \$400.00 |
| PO#: | | Voucher #: | 43116 | Invoice | Invoice No: 08.23.2024 | 8/30/2024 | Paid Amt: | \$400.00 |
| | | | | | | | Check Amount: | \$400.00 |
| 0485 | PCB | 77092 | 4761 | | CANS R US, LLC | | Check | |
| | | | E 01 | 005 810 000 000 305 | Toilet Rental | | | \$990.00 |
| PO#: | | Voucher #: | 43077 | Invoice | Invoice No: 1331 | 8/30/2024 | Paid Amt: | \$990.00 |
| | | | | | | | Check Amount: | \$990.00 |
| 0485 | PCB | 77093 | 1074 | | CENTRA SOTA COOPERATIVE | | Check | |
| | | | E 01 | 005 760 000 720 442 | UNLEADED | | | \$1,068.14 |
| | | | E 01 | 005 760 000 720 442 | Discount | | | (\$35.09) |
| PO#: | | Voucher #: | 43110 | Invoice | Invoice No: 5211467 | 8/30/2024 | Paid Amt: | \$1,033.05 |
| | | | | | | | Check Amount: | \$1,033.05 |
| 0485 | PCB | 77094 | 4396 | | CHRIS VOSEN AUTO REPAIR | | Check | |
| | | | E 01 | 005 760 000 720 350 | 2014 Town & Country Van Repair | | | \$435.67 |
| PO#: | | Voucher #: | 43109 | Invoice | Invoice No: 7785 | 8/30/2024 | Paid Amt: | \$435.67 |
| | | | | | | | Check Amount: | \$435.67 |
| 0485 | PCB | 77095 | 1092 | | COLE PAPERS, INC. | | Check | |
| | | | E 01 | 005 810 000 000 410 | Hand Soap | | | \$1,132.20 |
| | | | E 01 | 005 810 000 000 410 | Processing Fee | | | \$7.00 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|----------|------|---------------------|-----------------------------------------|---------------|----------------------------------|
| 0485 | PCB | 77103 | 1206 | | HELENA AGRI-ENTERPRISES, LLC | | Check |
| | | | E 01 | 005 810 000 000 401 | LV Ester & Gly Star 5 Extra | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$130.54 |
| | | | | | | | Check Amount: \$130.54 |
| 0485 | PCB | 77104 | 1215 | | HILLYARD INC | | Check |
| | | | E 01 | 005 810 000 000 401 | Custodial supplies to start school year | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$4,059.32 |
| | | | | | | | Check Amount: \$4,059.32 |
| 0485 | PCB | 77105 | 4120 | | ITSavvy LLC | | Check |
| | | | E 01 | 005 690 690 000 466 | Acer Chromebook Spin 511 R756T | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$70,880.00 |
| | | | | | | | Check Amount: \$70,880.00 |
| 0485 | PCB | 77106 | 1511 | | JOHNSON CONTROLS | | Check |
| | | | E 01 | 005 810 000 000 350 | Fire Alarm Test and Inspection | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$5,167.42 |
| | | | | | | | Check Amount: \$5,167.42 |
| 0485 | PCB | 77107 | 1700 | | MACKIN EDUCATIONAL RESOURCES | | Check |
| | | | E 01 | 020 620 000 000 470 | 82 Books | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$338.32 |
| | | | | | | | Check Amount: \$338.32 |
| | | | | | | | |
| | | | | | | | \$541.38 |
| | | | | | | | Check Amount: \$541.38 |
| | | | | | | | |
| | | | | | | | \$522.27 |
| | | | | | | | Check Amount: \$522.27 |
| 0485 | PCB | 77108 | 1306 | | MAPLE LAKE PUBLIC SCHOOLS | | Check |
| | | | E 01 | 020 292 052 000 369 | CC Meet Entry Fee | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$120.00 |
| | | | | | | | Check Amount: \$120.00 |
| 0485 | PCB | 77109 | 4540 | | MARCO | | Check |
| | | | E 01 | 005 110 690 000 580 | Copiers & Color Images | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$2,460.74 |
| | | | | | | | Check Amount: \$2,460.74 |
| 0485 | PCB | 77110 | 1897 | | MESPA | | Check |
| | | | E 01 | 010 050 000 000 820 | Annual MESPA Dues | | |
| | | | | | | 8/30/2024 | |
| | | | | | | | \$703.00 |
| | | | | | | | Check Amount: \$703.00 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | Check Amount: |
|------|------|------------|-------|---------|-------------------------------|-------------------------------------------|---------------|---------------|
| 0485 | PCB | 77111 | 1346 | | MINNESOTA POWER | | Check | |
| | | | E 01 | 020 | 810 000 000 331 | Acct 0191115490 | | \$86.67 |
| PO#: | | Voucher #: | 43086 | Invoice | Invoice No: 0191115490 | 8/30/2024 | Paid Amt: | \$86.67 |
| | | | | | | | Check Amount: | \$86.67 |
| 0485 | PCB | 77112 | 4462 | | MORGAN SCHLUTNER | | Check | |
| | | | E 01 | 020 | 292 000 000 820 | Reimbursement for Coaches Membership | | \$63.50 |
| PO#: | | Voucher #: | 43087 | Invoice | Invoice No: 08.13.2024 | 8/30/2024 | Paid Amt: | \$63.50 |
| | | | | | | | Check Amount: | \$63.50 |
| 0485 | PCB | 77113 | 3941 | | MREA | | Check | |
| | | | E 01 | 005 | 020 000 000 366 | 2024 Greater Education Summit(Early Bird) | | \$67.50 |
| PO#: | | Voucher #: | 43088 | Invoice | Invoice No: 2425-1793-5500-34 | 8/30/2024 | Paid Amt: | \$67.50 |
| | | | | | | | Check Amount: | \$67.50 |
| 0485 | PCB | 77114 | 3926 | | PIONEER ATHLETICS | | Check | |
| | | | E 01 | 005 | 865 000 384 350 | sports field paint | | \$1,359.00 |
| PO#: | 5792 | Voucher #: | 43168 | Invoice | Invoice No: INV-212372 | 8/30/2024 | Paid Amt: | \$1,359.00 |
| | | | E 01 | 020 | 292 000 000 401 | Stencil 6' X42" Field Block | | \$890.00 |
| PO#: | | Voucher #: | 43169 | Invoice | Invoice No: INV-211309 | 8/30/2024 | Paid Amt: | \$890.00 |
| | | | | | | | Check Amount: | \$2,249.00 |
| 0485 | PCB | 77115 | 1463 | | RICE HARDWARE HANK | | Check | |
| | | | E 01 | 005 | 810 000 000 401 | Fender Wash & LF Adapter | | \$25.48 |
| PO#: | | Voucher #: | 43091 | Invoice | Invoice No: 32387/3 | 8/30/2024 | Paid Amt: | \$25.48 |
| | | | | | | | Check Amount: | \$25.48 |
| 0485 | PCB | 77116 | 2858 | | RICHARD HOMMERDING | | Check | |
| | | | E 01 | 020 | 296 058 000 305 | VB OFFICIAL Tournament | | \$400.00 |
| PO#: | | Voucher #: | 43117 | Invoice | Invoice No: 08.23.2024 | 8/30/2024 | Paid Amt: | \$400.00 |
| | | | | | | | Check Amount: | \$400.00 |
| 0485 | PCB | 77117 | 1978 | | SAUK RAPIDS RICE | | Check | |
| | | | E 01 | 020 | 296 058 000 369 | VB TOURNAMENT ENTRY FEE | | \$190.00 |
| PO#: | | Voucher #: | 43170 | Invoice | Invoice No: 08.27.2024 | 8/30/2024 | Paid Amt: | \$190.00 |
| | | | | | | | Check Amount: | \$190.00 |
| 0485 | PCB | 77118 | 4408 | | School Management Services | | Check | |
| | | | E 01 | 005 | 110 000 000 366 | Milage | | \$1,315.94 |
| PO#: | | Voucher #: | 43094 | Invoice | Invoice No: 102092 | 8/30/2024 | Paid Amt: | \$1,315.94 |
| | | | | | | | Check Amount: | \$1,315.94 |
| 0485 | PCB | 77119 | 2558 | | Simmons, Carl | | Check | |
| | | | E 01 | 020 | 296 058 000 305 | VB OFFICIAL Tournament | | \$400.00 |
| PO#: | | Voucher #: | 43119 | Invoice | Invoice No: 08.23.2024 | 8/30/2024 | Paid Amt: | \$400.00 |
| | | | | | | | Check Amount: | \$400.00 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|------------|-------|---------|----------------------------------|---------------------------------------------|--------------------------------------------------|
| 0485 | PCB | 77120 | 4006 | | Southern Minnesota Inspection | | Check |
| | | | E 01 | 005 | 865 000 384 350 | Wire Rope replacements for basketball hoops | \$1,372.80 |
| PO#: | | Voucher #: | 43093 | Invoice | Invoice No: 23745 | 8/30/2024 | Paid Amt: \$1,372.80 Check Amount: \$1,372.80 |
| 0485 | PCB | 77121 | 2464 | | SPEER CHIROPRACTIC, PA | | Check |
| | | | E 01 | 005 | 760 000 720 305 | DOT PHYSICAL D Sutton | \$20.00 |
| PO#: | | Voucher #: | 43095 | Invoice | Invoice No: 06.24.2024 | 8/30/2024 | Paid Amt: \$20.00 Check Amount: \$20.00 |
| 0485 | PCB | 77122 | 4536 | | ST. CLOUD OFFICIAL'S ASSOCIATION | | Check |
| | | | E 01 | 020 | 292 000 000 305 | ANNUAL ASSIGNING FEE 24-25 | \$100.00 |
| PO#: | | Voucher #: | 43096 | Invoice | Invoice No: 08.10.2024 | 8/30/2024 | Paid Amt: \$100.00 Check Amount: \$100.00 |
| 0485 | PCB | 77123 | 3309 | | SUNRAY PRINTING SOLUTIONS, INC | | Check |
| | | | E 01 | 010 | 203 000 000 305 | 24% | \$1,103.51 |
| | | | E 01 | 020 | 211 000 000 305 | 24% | \$1,103.51 |
| | | | E 01 | 020 | 292 000 000 305 | 6% | \$275.88 |
| | | | E 02 | 005 | 770 000 701 305 | 6% | \$275.88 |
| | | | E 04 | 005 | 505 000 321 305 | 40% | \$1,839.17 |
| PO#: | | Voucher #: | 43097 | Invoice | Invoice No: 26666 | 8/30/2024 | Paid Amt: \$4,597.95 Check Amount: \$4,597.95 |
| 0485 | PCB | 77124 | 2577 | | SYSCO WESTERN MN, INC. | | Check |
| | | | E 02 | 005 | 770 000 705 490 | Gluten Free Muffins | \$74.55 |
| PO#: | | Voucher #: | 43098 | Invoice | Invoice No: 253700031 | 8/30/2024 | Paid Amt: \$74.55 |
| | | | E 02 | 005 | 770 000 705 490 | Breakfast | \$1,138.34 |
| PO#: | | Voucher #: | 43099 | Invoice | Invoice No: 253700146 | 8/30/2024 | Paid Amt: \$1,138.34 |
| | | | E 02 | 005 | 770 000 701 490 | LUNCH | \$5,130.58 |
| PO#: | | Voucher #: | 43101 | Invoice | Invoice No: 253700147 | 8/30/2024 | Paid Amt: \$5,130.58 |
| | | | E 02 | 005 | 770 000 701 490 | LUNCH | \$55.14 |
| PO#: | | Voucher #: | 43102 | Invoice | Invoice No: 253700150 | 8/30/2024 | Paid Amt: \$55.14 |
| | | | E 02 | 005 | 770 000 701 491 | Commodity | \$105.98 |
| PO#: | | Voucher #: | 43103 | Invoice | Invoice No: 253700148 | 8/30/2024 | Paid Amt: \$105.98 Check Amount: \$6,504.59 |
| 0485 | PCB | 77125 | 2820 | | THE RETROFIT COMPANIES, INC | | Check |
| | | | E 01 | 005 | 690 690 000 305 | Mixed Tvs/Monitors w/misc. E-wasteor BCDs | \$1,222.50 |
| PO#: | | Voucher #: | 43160 | Invoice | Invoice No: 0126094-IN | 8/30/2024 | Paid Amt: \$1,222.50 Check Amount: \$1,222.50 |
| 0485 | PCB | 77126 | 1572 | | TIME FOR KIDS | | Check |
| | | | E 01 | 010 | 203 000 000 460 | Time for Kids, grade 4, Mr. Hanson | \$113.85 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|-----------|------------|-------|---------|------------------------|-------------------------------------------|----------------------------------------------|
| 0485 | PCB | 77126 | 1572 | | TIME FOR KIDS | | Check |
| | | | E 01 | 010 | 203 000 000 460 | Time for Kids, grade 4, Mrs. Polzine-Lust | \$113.85 |
| | PO#: 5752 | Voucher #: | 43104 | Invoice | Invoice No: 06.06.2024 | 8/30/2024 | Paid Amt: \$227.70 Check Amount: \$227.70 |
| 0485 | PCB | 77127 | 3897 | | TIMOTHY MACKEY | | Check |
| | | | E 01 | 020 | 296 058 000 305 | VB OFFICIAL Tournament | \$400.00 |
| | PO#: | Voucher #: | 43115 | Invoice | Invoice No: 08.23.2024 | 8/30/2024 | Paid Amt: \$400.00 Check Amount: \$400.00 |
| 0485 | PCB | 77128 | 1592 | | VERIZON WIRELESS | | Check |
| | | | E 01 | 005 | 810 000 000 320 | PHONE SERVICE | \$229.64 |
| | PO#: | Voucher #: | 43105 | Invoice | Invoice No: 9971228892 | 8/30/2024 | Paid Amt: \$229.64 Check Amount: \$229.64 |
| 0485 | PCB | 77129 | 1611 | | XCELENERGY | | Check |
| | | | E 01 | 005 | 810 000 000 440 | Acct.51-4433400-5 | \$321.85 |
| | PO#: | Voucher #: | 43106 | Invoice | Invoice No: 889978663 | 8/30/2024 | Paid Amt: \$321.85 Check Amount: \$321.85 |
| | | | | | | | Report Total: \$277,414.02 |

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

| Fund Description | Total |
|-------------------------|---------------------|
| 01 General | \$264,249.14 |
| 02 Food Service | \$8,168.25 |
| 04 Community Service | \$4,996.63 |
| Report Total | \$277,414.02 |

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 | | |
| | | | B 02 | 215 013 | State Tax | \$2,502.41 | |
| | | | B 04 | 215 013 | State Tax | \$56.32 | |
| | | | | | | \$163.34 | |
| PO#: | | Voucher #: | 42924 | Invoice | Invoice No: S2025020 | 8/1/2024 | Paid Amt: \$2,722.07 Check Amount: \$2,722.07 |
| 0485 | PCB | 1096 | | | COMMISSIONER OF REVENUE | | Wire |
| | | | B 01 | 215 013 | State Tax | \$5,139.15 | |
| | | | B 04 | 215 013 | State Tax | \$158.62 | |
| PO#: | | Voucher #: | 42940 | Invoice | Invoice No: S2024242 | 8/1/2024 | Paid Amt: \$5,297.77 Check Amount: \$5,297.77 |
| 0485 | PCB | 1558 | | | TEACHERS RETIREMENT ASSN | | Wire |
| | | | B 01 | 215 018 | TRA | \$3,396.51 | |
| | | | B 04 | 215 018 | TRA | \$503.36 | |
| PO#: | | Voucher #: | 42926 | Invoice | Invoice No: S2025020 | 8/1/2024 | Paid Amt: \$3,899.87 Check Amount: \$3,899.87 |
| 0485 | PCB | 1558 | | | TEACHERS RETIREMENT ASSN | | Wire |
| | | | B 01 | 215 017 | PERA | \$5,476.83 | |
| | | | B 02 | 215 017 | PERA | \$270.37 | |
| | | | B 04 | 215 017 | PERA | \$413.35 | |
| PO#: | | Voucher #: | 42923 | Invoice | Invoice No: S2025020 | 8/5/2024 | Paid Amt: \$6,160.55 Check Amount: \$6,160.55 |
| 0485 | PCB | 1415 | | | EDUCATORS BENEFIT CONS, LLC | | Wire |
| | | | B 01 | 215 005 | Tax Ann | \$1,443.72 | |
| | | | B 04 | 215 005 | Payroll Deductions | \$166.67 | |
| | | | B 01 | 215 005 | Adjustment | \$43.48 | |
| PO#: | | Voucher #: | 42929 | Invoice | Invoice No: S2025020 | 8/5/2024 | Paid Amt: \$1,653.87 |
| PO#: | | Voucher #: | 42930 | Invoice | Invoice No: S2025020 | 8/5/2024 | Paid Amt: \$145.84 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | |
|------|------|------------|-------|---------|-----------------------------|---------------|---------------|------------|
| 0485 | PCB | 1137 | | | EDUCATORS BENEFIT CONS, LLC | | Wire | |
| | | | B 01 | 215 005 | Tax Ann | | | |
| PO#: | | Voucher #: | 42931 | Invoice | Invoice No: S2025020 | 8/5/2024 | Paid Amt: | \$212.50 |
| PO#: | | Voucher #: | 42927 | Invoice | Invoice No: S2025020 | 8/5/2024 | Paid Amt: | \$275.00 |
| PO#: | | Voucher #: | 42928 | Invoice | Invoice No: S2025020 | 8/5/2024 | Paid Amt: | \$30.01 |
| | | | | | | | Check Amount: | \$2,317.22 |
| 0485 | PCB | 1137 | | | EDUCATORS BENEFIT CONS, LLC | | Wire | |
| | | | B 01 | 215 005 | Tax Ann | | | |
| PO#: | | Voucher #: | 42945 | Invoice | Invoice No: S2024242 | 8/5/2024 | Paid Amt: | \$1,154.66 |
| PO#: | | Voucher #: | 42946 | Invoice | Invoice No: S2024242 | 8/5/2024 | Paid Amt: | \$7,023.02 |
| PO#: | | Voucher #: | 42947 | Invoice | Invoice No: S2024242 | 8/5/2024 | Paid Amt: | \$56.56 |
| PO#: | | Voucher #: | 42943 | Invoice | Invoice No: S2024242 | 8/5/2024 | Paid Amt: | \$25.00 |
| PO#: | | Voucher #: | 42944 | Invoice | Invoice No: S2024242 | 8/5/2024 | Paid Amt: | \$402.31 |
| | | | | | | | Check Amount: | \$171.23 |
| 0485 | PCB | 4614 | | | WEX | | Wire | |
| | | | B 01 | 215 005 | Tax Ann | | | \$43.48 |
| | | | B 01 | 215 005 | Adjustment | | | (\$43.48) |
| | | | B 01 | 215 084 | HSA | | | \$1,904.86 |
| | | | B 02 | 215 084 | HSA | | | \$45.00 |
| | | | B 04 | 215 084 | Payroll Deductions | | | \$188.54 |
| PO#: | | Voucher #: | 42920 | Invoice | Invoice No: S2025020 | 8/5/2024 | Paid Amt: | \$4,565.27 |
| PO#: | | Voucher #: | 42936 | Invoice | Invoice No: S2024242 | 8/5/2024 | Paid Amt: | \$2,138.40 |
| | | | | | | | Check Amount: | \$4,565.27 |
| 0485 | PCB | 4400 | | | FEDERAL TAX PAYMENT | | Wire | |
| | | | B 01 | 215 010 | FICA | | | \$9,188.80 |
| | | | B 02 | 215 010 | FICA | | | \$269.52 |
| | | | B 04 | 215 010 | FICA | | | \$1,236.72 |
| | | | B 01 | 215 011 | Federal Tax | | | \$5,094.53 |
| | | | B 02 | 215 011 | Federal Tax | | | \$95.69 |
| | | | | | | | Check Amount: | \$6,703.67 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|-------------------|--------------|---------|----------------------------------------|---------------|----------------------------------|
| 0485 | PCB | 4400 | B 04 | 215 | FEDERAL TAX PAYMENT Federal Tax | 8/29/2024 | Wire |
| | | Voucher #: | 43054 | Invoice | Invoice No: S2025030 | | Paid Amt: \$16,163.62 |
| | | | | | | | Check Amount: \$16,163.62 |
| 0485 | PCB | 4400 | B 01 | 215 | FEDERAL TAX PAYMENT FICA | | Wire |
| | | | B 04 | 215 | FICA | | \$22,716.26 |
| | | | B 01 | 215 | Federal Tax | | \$800.88 |
| | | | B 04 | 215 | Federal Tax | | \$8,500.49 |
| | | | B 01 | 215 | Federal Tax | | \$173.26 |
| | | Voucher #: | 43070 | Invoice | Invoice No: S2024243 | 8/29/2024 | Paid Amt: \$32,190.89 |
| | | | | | | | Check Amount: \$32,190.89 |
| 0485 | PCB | 1096 | B 01 | 215 | COMMISSIONER OF REVENUE State Tax | | Wire |
| | | | B 02 | 215 | State Tax | | \$2,613.87 |
| | | | B 04 | 215 | State Tax | | \$56.32 |
| | | | B 04 | 215 | State Tax | | \$240.11 |
| | | Voucher #: | 43046 | Invoice | Invoice No: S2025030 | 8/29/2024 | Paid Amt: \$2,910.30 |
| | | | | | | | Check Amount: \$2,910.30 |
| 0485 | PCB | 1096 | B 01 | 215 | COMMISSIONER OF REVENUE State Tax | | Wire |
| | | | B 04 | 215 | State Tax | | \$5,139.15 |
| | | | B 04 | 215 | State Tax | | \$158.61 |
| | | Voucher #: | 43062 | Invoice | Invoice No: S2024243 | 8/29/2024 | Paid Amt: \$5,297.76 |
| | | | | | | | Check Amount: \$5,297.76 |
| 0485 | PCB | 1137 | B 01 | 215 | EDUCATORS BENEFIT CONS, LLC Tax Ann | | Wire |
| | | | B 04 | 215 | Payroll Deductions | | \$1,487.20 |
| | | | B 04 | 215 | Payroll Deductions | | \$166.67 |
| | | Voucher #: | 43051 | Invoice | Invoice No: S2025030 | 8/29/2024 | Paid Amt: \$1,653.87 |
| | | | B 01 | 215 | Tax Ann | | \$145.84 |
| | | Voucher #: | 43052 | Invoice | Invoice No: S2025030 | 8/29/2024 | Paid Amt: \$145.84 |
| | | | B 01 | 215 | Tax Ann | | \$212.50 |
| | | Voucher #: | 43053 | Invoice | Invoice No: S2025030 | 8/29/2024 | Paid Amt: \$212.50 |
| | | | B 01 | 215 | Tax Ann | | \$275.00 |
| | | Voucher #: | 43049 | Invoice | Invoice No: S2025030 | 8/29/2024 | Paid Amt: \$275.00 |
| | | | B 01 | 215 | Tax Ann | | \$30.01 |
| | | Voucher #: | 43050 | Invoice | Invoice No: S2025030 | 8/29/2024 | Paid Amt: \$30.01 |
| | | | | | | | Check Amount: \$30.01 |
| 0485 | PCB | 1137 | B 01 | 215 | EDUCATORS BENEFIT CONS, LLC Tax Ann | | Wire |
| | | | B 04 | 215 | Tax Ann | | \$1,154.66 |
| | | Voucher #: | 43067 | Invoice | Invoice No: S2024243 | 8/29/2024 | Paid Amt: \$1,154.66 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|------------|-------|---------|-----------------------------|---------------|---------------------------|
| 0485 | PCB | 1137 | | | EDUCATORS BENEFIT CONS, LLC | | Wire |
| | | | B 01 | 215 005 | Tax Ann | \$7,022.83 | |
| | | | B 04 | 215 005 | Payroll Deductions | \$56.56 | |
| PO#: | | Voucher #: | 43068 | Invoice | Invoice No: S2024243 | \$25.00 | Paid Amt: \$7,079.39 |
| | | | B 01 | 215 005 | Tax Ann | \$402.31 | |
| PO#: | | Voucher #: | 43069 | Invoice | Invoice No: S2024243 | \$171.23 | Paid Amt: \$25.00 |
| | | | B 01 | 215 005 | Tax Ann | \$402.31 | |
| PO#: | | Voucher #: | 43065 | Invoice | Invoice No: S2024243 | | Paid Amt: \$402.31 |
| | | | B 01 | 215 005 | Tax Ann | | |
| PO#: | | Voucher #: | 43066 | Invoice | Invoice No: S2024243 | | Paid Amt: \$171.23 |
| | | | B 01 | 215 005 | Tax Ann | | |
| | | | | | | | Paid Amt: \$171.23 |
| | | | | | | | Check Amount: \$8,832.59 |
| 0485 | PCB | 1415 | | | PERA | | Wire |
| | | | B 01 | 215 017 | PERA | \$5,869.89 | |
| | | | B 02 | 215 017 | PERA | \$270.37 | |
| | | | B 04 | 215 017 | PERA | \$578.20 | |
| PO#: | | Voucher #: | 43045 | Invoice | Invoice No: S2025030 | | Paid Amt: \$6,718.46 |
| | | | B 04 | 215 017 | PERA | | |
| | | | | | | | Check Amount: \$6,718.46 |
| 0485 | PCB | 1415 | | | PERA | | Wire |
| | | | B 04 | 215 017 | PERA | \$352.97 | |
| PO#: | | Voucher #: | 43061 | Invoice | Invoice No: S2024243 | | Paid Amt: \$352.97 |
| | | | | | | | Check Amount: \$352.97 |
| 0485 | PCB | 1558 | | | TEACHERS RETIREMENT ASSN | | Wire |
| | | | B 01 | 215 018 | TRA | \$3,347.03 | |
| | | | B 04 | 215 018 | TRA | \$335.07 | |
| PO#: | | Voucher #: | 43048 | Invoice | Invoice No: S2025030 | | Paid Amt: \$3,682.10 |
| | | | | | | | Check Amount: \$3,682.10 |
| 0485 | PCB | 1558 | | | TEACHERS RETIREMENT ASSN | | Wire |
| | | | B 01 | 215 018 | TRA | \$26,559.90 | |
| | | | B 04 | 215 018 | TRA | \$448.88 | |
| PO#: | | Voucher #: | 43064 | Invoice | Invoice No: S2024243 | | Paid Amt: \$27,008.78 |
| | | | | | | | Check Amount: \$27,008.78 |
| 0485 | PCB | 1558 | | | TEACHERS RETIREMENT ASSN | | Wire |
| | | | B 01 | 215 018 | TRA MK | \$65.00 | |
| PO#: | | Voucher #: | 43157 | Invoice | Invoice No: 08.19.2024 | | Paid Amt: \$65.00 |
| | | | | | | | Check Amount: \$65.00 |
| 0485 | PCB | 1137 | | | EDUCATORS BENEFIT CONS, LLC | | Wire |
| | | | B 01 | 215 005 | Tax Ann | \$1,154.07 | |
| PO#: | | Voucher #: | 43149 | Invoice | Invoice No: S2024244 | | Paid Amt: \$1,154.07 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------|------------|-------|---------|-----------------------------|---------------|--------------------------|
| 0485 | PCB | 1137 | | | EDUCATORS BENEFIT CONS, LLC | | Wire |
| | | | B 01 | 215 005 | Tax Ann | | \$6,920.87 |
| | | | B 04 | 215 005 | Payroll Deductions | | \$56.18 |
| PO#: | | Voucher #: | 43150 | Invoice | Invoice No: S2024244 | 8/30/2024 | Paid Amt: \$6,977.05 |
| | | | B 01 | 215 005 | Tax Ann | | \$25.00 |
| PO#: | | Voucher #: | 43151 | Invoice | Invoice No: S2024244 | 8/30/2024 | Paid Amt: \$25.00 |
| | | | B 01 | 215 005 | Tax Ann | | \$401.86 |
| PO#: | | Voucher #: | 43147 | Invoice | Invoice No: S2024244 | 8/30/2024 | Paid Amt: \$401.86 |
| | | | B 01 | 215 005 | Tax Ann | | \$170.94 |
| PO#: | | Voucher #: | 43148 | Invoice | Invoice No: S2024244 | 8/30/2024 | Paid Amt: \$170.94 |
| | | | | | | | Check Amount: \$8,728.92 |
| 0485 | PCB | 1137 | | | EDUCATORS BENEFIT CONS, LLC | | Wire |
| | | | B 01 | 215 005 | Tax Ann | | \$1,587.20 |
| | | | B 04 | 215 005 | Payroll Deductions | | \$166.67 |
| PO#: | | Voucher #: | 43133 | Invoice | Invoice No: S2025040 | 8/30/2024 | Paid Amt: \$1,753.87 |
| | | | B 01 | 215 005 | Tax Ann | | \$145.84 |
| PO#: | | Voucher #: | 43134 | Invoice | Invoice No: S2025040 | 8/30/2024 | Paid Amt: \$145.84 |
| | | | B 01 | 215 005 | Tax Ann | | \$212.50 |
| PO#: | | Voucher #: | 43135 | Invoice | Invoice No: S2025040 | 8/30/2024 | Paid Amt: \$212.50 |
| | | | B 01 | 215 005 | Tax Ann | | \$275.00 |
| PO#: | | Voucher #: | 43131 | Invoice | Invoice No: S2025040 | 8/30/2024 | Paid Amt: \$275.00 |
| | | | B 01 | 215 005 | Tax Ann | | \$29.99 |
| PO#: | | Voucher #: | 43132 | Invoice | Invoice No: S2025040 | 8/30/2024 | Paid Amt: \$29.99 |
| | | | | | | | Check Amount: \$2,417.20 |
| 0485 | PCB | 1096 | | | COMMISSIONER OF REVENUE | | Wire |
| | | | B 01 | 215 013 | State Tax | | \$2,361.15 |
| | | | B 02 | 215 013 | State Tax | | \$56.32 |
| | | | B 04 | 215 013 | State Tax | | \$213.77 |
| PO#: | | Voucher #: | 43128 | Invoice | Invoice No: S2025040 | 8/30/2024 | Paid Amt: \$2,631.24 |
| | | | | | | | Check Amount: \$2,631.24 |
| 0485 | PCB | 1096 | | | COMMISSIONER OF REVENUE | | Wire |
| | | | B 01 | 215 013 | State Tax | | \$5,141.81 |
| | | | B 04 | 215 013 | State Tax | | \$158.62 |
| PO#: | | Voucher #: | 43144 | Invoice | Invoice No: S2024244 | 8/30/2024 | Paid Amt: \$5,300.43 |
| | | | | | | | Check Amount: \$5,300.43 |
| 0485 | PCB | 4400 | | | FEDERAL TAX PAYMENT | | Wire |
| | | | B 01 | 215 010 | FICA | | \$8,996.28 |
| | | | B 02 | 215 010 | FICA | | \$269.54 |
| | | | B 04 | 215 010 | FICA | | \$1,210.08 |

Royalton Public Schools Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|----------------------|------|------------|---------------------|---------|----------------------|------------------|----------------------------------------------------|
| 0485 | PCB | 4400 | FEDERAL TAX PAYMENT | | | | Wire |
| | | B 01 | 215 | 011 | Federal Tax | \$4,738.05 | |
| | | B 02 | 215 | 011 | Federal Tax | \$95.69 | |
| | | B 04 | 215 | 011 | Federal Tax | \$248.05 | |
| PO#: | | Voucher #: | 43136 | Invoice | Invoice No: S2025040 | 8/30/2024 | Paid Amt: \$15,557.69 Check Amount: \$15,557.69 |
| 0485 | PCB | 4400 | FEDERAL TAX PAYMENT | | | | Wire |
| | | B 01 | 215 | 010 | FICA | \$22,722.80 | |
| | | B 04 | 215 | 010 | FICA | \$800.92 | |
| | | B 01 | 215 | 011 | Federal Tax | \$8,505.25 | |
| | | B 04 | 215 | 011 | Federal Tax | \$173.26 | |
| PO#: | | Voucher #: | 43152 | Invoice | Invoice No: S2024244 | 8/30/2024 | Paid Amt: \$32,202.23 Check Amount: \$32,202.23 |
| 0485 | PCB | 4614 | WEX | | | | Wire |
| | | B 01 | 215 | 084 | HSA | \$1,904.86 | |
| | | B 02 | 215 | 084 | HSA | \$45.00 | |
| | | B 04 | 215 | 084 | Payroll Deductions | \$188.54 | |
| PO#: | | Voucher #: | 43042 | Invoice | Invoice No: S2025030 | 8/30/2024 | Paid Amt: \$2,138.40 |
| PO#: | | Voucher #: | 43058 | Invoice | Invoice No: S2024243 | 8/30/2024 | Paid Amt: \$4,565.27 Check Amount: \$6,703.67 |
| 0485 | PCB | 4518 | POSTALIA | | | | Wire |
| | | E 01 | 005 | 105 | 000 000 329 | Aug 2024 Postage | \$510.00 |
| PO#: | | Voucher #: | 43214 | Invoice | Invoice No: Aug 2024 | 8/31/2024 | Paid Amt: \$510.00 Check Amount: \$510.00 |
| 0485 | PCB | 4614 | WEX | | | | Wire |
| | | B 01 | 215 | 084 | HSA | \$1,904.86 | |
| | | B 02 | 215 | 084 | HSA | \$45.00 | |
| | | B 04 | 215 | 084 | Payroll Deductions | \$188.54 | |
| PO#: | | Voucher #: | 43124 | Invoice | Invoice No: S2025040 | 8/31/2024 | Paid Amt: \$2,138.40 |
| PO#: | | Voucher #: | 43140 | Invoice | Invoice No: S2024244 | 8/31/2024 | Paid Amt: \$4,565.27 Check Amount: \$6,703.67 |
| 0485 | PCB | 4806 | REVTRK | | | | Wire |
| | | E 01 | 005 | 110 | 000 000 305 | Aug 2024 Fees | \$333.64 |
| PO#: | | Voucher #: | 43228 | Invoice | Invoice No: Aug 2024 | 8/31/2024 | Paid Amt: \$333.64 Check Amount: \$333.64 |
| Report Total: | | | | | | | \$249,924.06 |

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

| Fund Description | Total |
|-------------------------|---------------------|
| 01 General | \$237,665.71 |
| 02 Food Service | \$1,575.14 |
| 04 Community Service | \$10,683.21 |
| Report Total | \$249,924.06 |

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 | |
|-----------------------|-----------------|-----------------|----------|---------------------------------|-------------|-----------------|------------------------|-------------------|--------------|-------------|----------------------|-------------|---------|--|
| 08/15/2024 | S202503-0 | P | EBENONW2 | 0.00 | 46.98 | \$46.98 | | 1 | 07/31/2024 | 02 | Uniform Allowance | | 1038 | |
| | | | | Units Subtotal: | 0.00 | \$46.98 | | | | | | | | |
| | | | | Units: | 0.00 | \$46.98 | | | | | | | | |
| 08/31/2024 | S202504-0 | P | EBENONW2 | 0.00 | 68.34 | \$68.34 | 01-010-203-000-000-366 | 1 | 08/15/2024 | 02 | Milage Sourcewell | | 1038 | |
| | | | | Units Subtotal: | 0.00 | \$68.34 | | | | | | | | |
| | | | | Units: | 0.00 | \$68.34 | | | | | | | | |
| 08/31/2024 | S202504-0 | P | EBENONW2 | 0.00 | 58.50 | \$58.50 | 01-020-292-000-000-820 | 1 | 08/15/2024 | 02 | Coaches Membership | | 1038 | |
| | | | | Units Subtotal: | 0.00 | \$58.50 | | | | | | | | |
| | | | | Units: | 0.00 | \$58.50 | | | | | | | | |
| 08/31/2024 | S202504-0 | P | EBENONW2 | 0.00 | 47.70 | \$47.70 | 01-020-294-054-000-401 | 1 | 08/15/2024 | 02 | Football Equipment | | 1038 | |
| | | | | Units Subtotal: | 0.00 | \$47.70 | | | | | | | | |
| | | | | Units: | 0.00 | \$47.70 | | | | | | | | |
| 08/31/2024 | S202504-0 | P | EBENONW2 | 0.00 | 72.36 | \$72.36 | 01-020-211-000-000-366 | 1 | 08/15/2024 | 02 | Milage Sourcewell | | 1038 | |
| | | | | Units Subtotal: | 0.00 | \$72.36 | | | | | | | | |
| | | | | Units: | 0.00 | \$72.36 | | | | | | | | |
| 08/15/2024 | S202503-0 | P | EBENONW2 | 0.00 | 84.75 | \$84.75 | 01-020-292-000-000-820 | 1 | 07/31/2024 | 02 | Coaching Due Reim | | 1038 | |
| | | | | Units Subtotal: | 0.00 | \$84.75 | | | | | | | | |
| | | | | Units: | 0.00 | \$84.75 | | | | | | | | |
| 08/31/2024 | S202504-0 | P | EBENONW2 | 0.00 | 150.00 | \$150.00 | 01-005-760-000-720-401 | 1 | 08/15/2024 | 02 | Van Parts | | 1038 | |
| | | | | Units Subtotal: | 0.00 | \$150.00 | | | | | | | | |
| | | | | Units: | 0.00 | \$150.00 | | | | | | | | |
| Employee Count | | | 7 | Totals: | | \$528.63 | | | | | | | | |

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

| Fund Description | Total |
|-------------------------|-------------------|
| 01 General | \$2,430.80 |
| 12 Student Activities | \$3,605.14 |
| Report Total | \$6,035.94 |

Resignation 09.25.24

| | | |
|-------------|----------|---------------------|
| Weisman | Sonja | Paraprofessional |
| Gotfredson | Kelly | Head Softball Coach |
| Rothleutner | Ammanda | Paraprofessional |
| Psyck | Heather | Paraprofessional |
| Witucki | Patricia | Kitchen Helper |
| Krystosek | Anne | Van Driver |
| Crenna | Shelly | Paraprofessional |

New Hires 09.25.24

| | | |
|------------|----------|-------------------------------------|
| Funk | Gina | Executive Assistant |
| Gilbertson | Benjamin | LTS PE and MS/HS Building Sub |
| Spencer | Trisha | JH VB Coach |
| Held | Jackson | Asst. Wrestling Coach |
| Frank | Nolan | LTS Business Education Teacher |
| Kloss | Kara | Preschool teacher to Preschool Para |
| Newman | Bethany | Paraprofessional |
| Melby | Jennifer | LTS Preschool Teacher |
| Warzecka | Bailey | Preschool Teacher |
| Justin | Jill | Kitchen Helper |
| Hackett | Madison | Van Driver |

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into by and between Independent School District No. 485 ("District") and Royalton Education Minnesota ("Union").

WHEREAS, the Union and the District are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for teachers in the District;

WHEREAS, during the 2024-2025 school year, the Union and District have both agreed to allow for e-learning days as allowed in MN state statute 120A.414;

WHEREAS, the parties are entering into this MOA to ensure that no misunderstandings arise.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA and other consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. **Term.** The MOA will automatically expire and terminate on June 30, 2025. The MOA may be extended beyond this date, with mutual agreement between the Union and the District.
2. **Declaration of E-learning Days.** In the event of inclement weather, the superintendent can call for an e-learning day. The first inclement weather day will be a snow day with the calling of a teacher professional development day at the discretion of the superintendent.

Upon the calling of an e-learning day, the formal notification by the superintendent will alert principals, staff, and families to an e-learning day no later than 5:00am the day of the e-learning day. Teachers will be available to students and parents either by phone or email during the school day.
3. **Entire Agreement.** No changes to this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below.

ROYALTON EDUCATION MINNESOTA

Date: _____

9-12-24



Union President

INDEPENDENT SCHOOL DISTRICT NO. 485

Date: _____

School Board Chair

Date: _____

School Board Clerk

E-RATE SERVICES AGREEMENT

This Agreement is made and effective as of 22nd day of July, 2024, by and between **E-Rate Complete, LLC (“Specialist”)** with offices located at PO Box 328, Sioux Center, Iowa 51250 and **Royalton School District 485 (“Client”), 120 South Hawthorn Street, Royalton, MN 56373.**

Billed Entity Number: 133937

RECITALS

Client wishes to contract with Specialists for the services of Specialists in the process of making applications for E-Rate funds.

Specialists are willing and qualified to perform such services.

In consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, Client hereby retains and employs Specialists as follows:

Specialists will provide Specialist Services with respect to making application to Schools and Libraries Division (“SLD”) of Universal Service Administrative Company (“USAC”) for Universal Service Fund discounts for educational facilities affiliated with Clients for E-Rate Funding.

All information used in the preparation of the Program forms including but not necessarily limited to the following: Forms 479, 470, 471, 486, 472, 498 and 500 will be based on the data and information as furnished by Client. Specialists will have no means to verify the accuracy of the data and will rely on what is provided by Client. Client further acknowledges they will abide by state and local procurement laws that may supersede E-Rate requirements.

Client will provide Specialists with information on current and/or new services in order to prepare accurate descriptions for the Form 470 and subsequent forms.

All information will be provided to Specialists promptly upon request and in a timely manner.

Specialists will be provided with one or two key contact people by Client who will be reasonably available to address questions for Specialists to fulfill its duties and obligations in a timely manner. Client will assign Specialists to have full rights within the E-Rate Productivity Center (“EPC”).

FEES: In consideration of Specialists’ Agreement to provide such Specialist services, Client agrees to pay Specialists a lump sum per funding year. This Agreement begins upon signing of this Agreement by both parties. A lump sum of \$1750 per application series (470/471/486, etc) is to be paid for the filing of Category One requests. Category Two requests will be charged only in the year/s Category Two requests are made. If Client wishes to also apply for Category Two services, an additional fee of \$1750-2500 will be charged for that application series depending on the size and complexity of the application. If it is a small, simple application the fee may be adjusted down at the Specialist’s discretion. Client will pay the lump sum for Specialists completing all forms necessary in the initial process of obtaining E-Rate funds which will be billed by Specialists annually on or about the 1st of July following the 470/471 filing window for that funding year. The work will begin with the E-rate Funding Year 2025 Form 470 application.

Specialist will assist with prior years' work if needed on an hourly basis billed at \$150/hour for actual work performed.

Payment by Client shall be upon receipt by Client of Specialists' invoice as per the agreed upon fee. Fees outstanding after 60 (sixty) days will incur interest at the annual rate of 12% (twelve percent) compounded monthly.

In consideration for said payment, Specialists agree to perform to the best of their abilities and to exhibit due diligence in the conduct of said services. Specialists make no representations or promises to Client with respect to the success of any discount application which may be submitted, with Specialists' assistance, by or on behalf of Client or any affiliated entity, or with respect to the amount of any discount which Client or any affiliated entity may be entitled to receive. Specialists assume no liability for damages, either direct or consequential, as a result of services provided pursuant to this Agreement. Client acknowledges full responsibility for verifying the accuracy of any information entered on any application or other document submitted for purposes of obtaining Universal Service Fund discounts, and further acknowledges full responsibility for all certifications and representations required by such application process.

Client must retain all records for ten (10) years after the last date of service. Should the rules change and require a different retention period, Specialists will notify client accordingly.

This Agreement shall be governed by the laws of the State of Iowa.

TERM: Term of the Agreement shall be consistent with the ending date on the most recent Letter of Agency.

Early termination will result in full payment of the contracted amount.

Any notice provided for or concerning this Agreement shall be in writing and be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this agreement.

This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written and represent that they are authorized to sign this document.

Royalton School District 485
BY:

E-Rate Complete, LLC
BY:

Name: Dr. Kristine Wehrkamp Herman
Title: Superintendent

E-rate Complete/Specialist

Royalton Football Fundraiser Proposal

Partner:

Fuzzy Loon Designs

What is the Fundraiser?

Royalton Football and Fuzzy Loon Designs came up with drink ware designs specific to Royalton sports for student athletes and fans to purchase, but that's not it. Everyone can also browse and choose from Fuzzy Loon Designs' full selection of custom drink ware, apparel, and gifts. You can shop both in-store or online at www.fuzzyloondesigns.com.

Proceeds:

With every purchase made using the code ROYALTON, Fuzzy Loon Designs will donate 20% of your total order to support the Royalton Football Team. Also with using the code ROYALTON the customer gets an additional 10% off each order. This is a win-win for the customer and the team!

Fundraising goal:

\$1500 – \$2000

Where did the proceeds go?

Back to the kids! Football student activity account pays for the Polos our kids wear in our hallways for team unity! It pays for team meals after away away games (sandwich, small bag of chips, snack, and drink). It also covers extra equipment cost after the school football count is depleted. Example helmet reconditioning cost Plus helmet replacement this year was upwards of \$10,000. Usually we are able to space this out but sometimes the MSHSL has rule changes recently reconditioning went from every three years to every two years for a helmet and the life of helmets went from seven years to five years.

Proposed date of fundraiser:

September 27th -October 7th

Cost to us:

Nothing. Student Athlete will bring home a flyer designed by Fuzzy Loon Designs with a QR code, football team will post on our Facebook page. Fuzzy Loon designs Will take on the responsibility of taking in the online orders, online payments, and shipping. After the fundraiser is over Royalton Football will receive a check payable to Royalton Football which will be deposited into the student activities account.

**Thank you,
Nicholas Lanners
RHS Football**



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

State of Transportation

September 26, 2024

School District Fleet

- 14 Regular full size buses - Best practice to have spares for breakdowns and Activity Trips.
- 1 Minibus / Wheelchair Bus
- 5 Minivans that can transport up to 8 students
- 1 Full size van that can transport up to 9 students
- 1 Wheelchair van that can transport up to 5 students including wheelchair.

Drivers Employed by the District

- 9 Bus Route Drivers
- 3 Van AM & PM Route Drivers and 1.5 Midday drivers
- 5 Bus Substitute / Activities Drivers and 1 Substitute Van Driver

Driver Trainings

- First Aid and Epipen Training
- Driver Training (9/11/24) & Student Training on Bus Evacuations (9/12 & 9/13/24)
- 8 hrs of training for Bus and Van Drivers throughout the school year.
- Annual training and behind the wheel training for all coaches that will be driving students
- Yearly Bus and Van Driver Evaluations

Routes 2023-2024

- 9 School Bus Routes - 131,500 miles
- 3 Van Routes - 73,800 Miles

Activity and Field Trips 2023-2024

- 346 School Bus Activity/Field Trips - 15,500 Miles
- 131 Van Activity/Field Trips - 12,000 Miles

Shop Repair Savings

- Estimated cost of bus repairs for 2023-2024 at Bus Auto Shops \$16,960. District Mechanics Cost \$4,125.
 - Total Savings = \$12,835.
- Do more and better preventable maintenance.
- Faster turnaround of repairs

Questions?



PMA[™]
SECURITIES

September 25, 2024

ISD 485
Royalton Public Schools

Michael Hart

VP, Managing Director
mhart@pmanetwork.com
612-509-2569

Steve Pumper

Senior Vice President
spumper@pmanetwork.com
612-509-2565



PMA Services

Cash Flow & Investment Management



Reason to Have a Cash Flow



Maximize interest earnings



Identify if you have enough cash to meet expenditures



Assess use of cash vs. debt for larger capital purchases

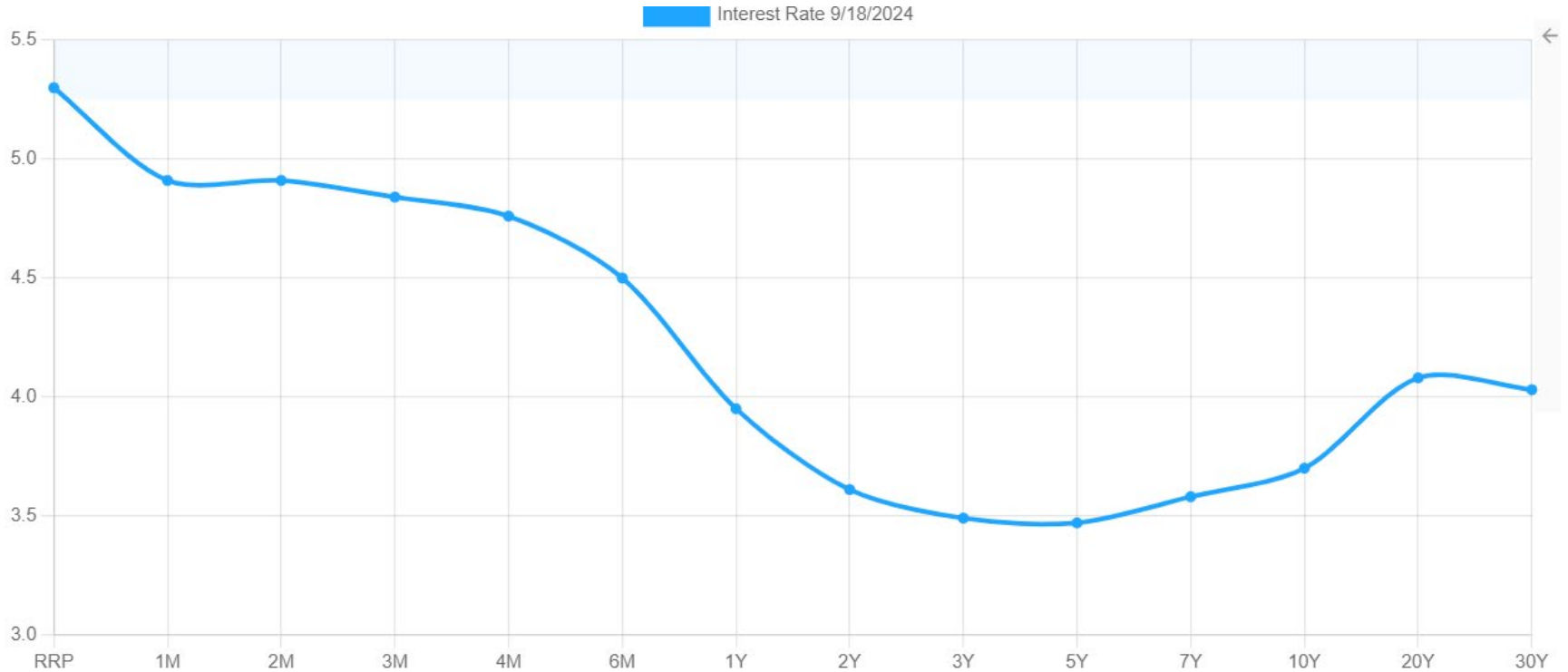


Identify if you will have a June 30th negative operating cash balance



Maximize Interest Earnings

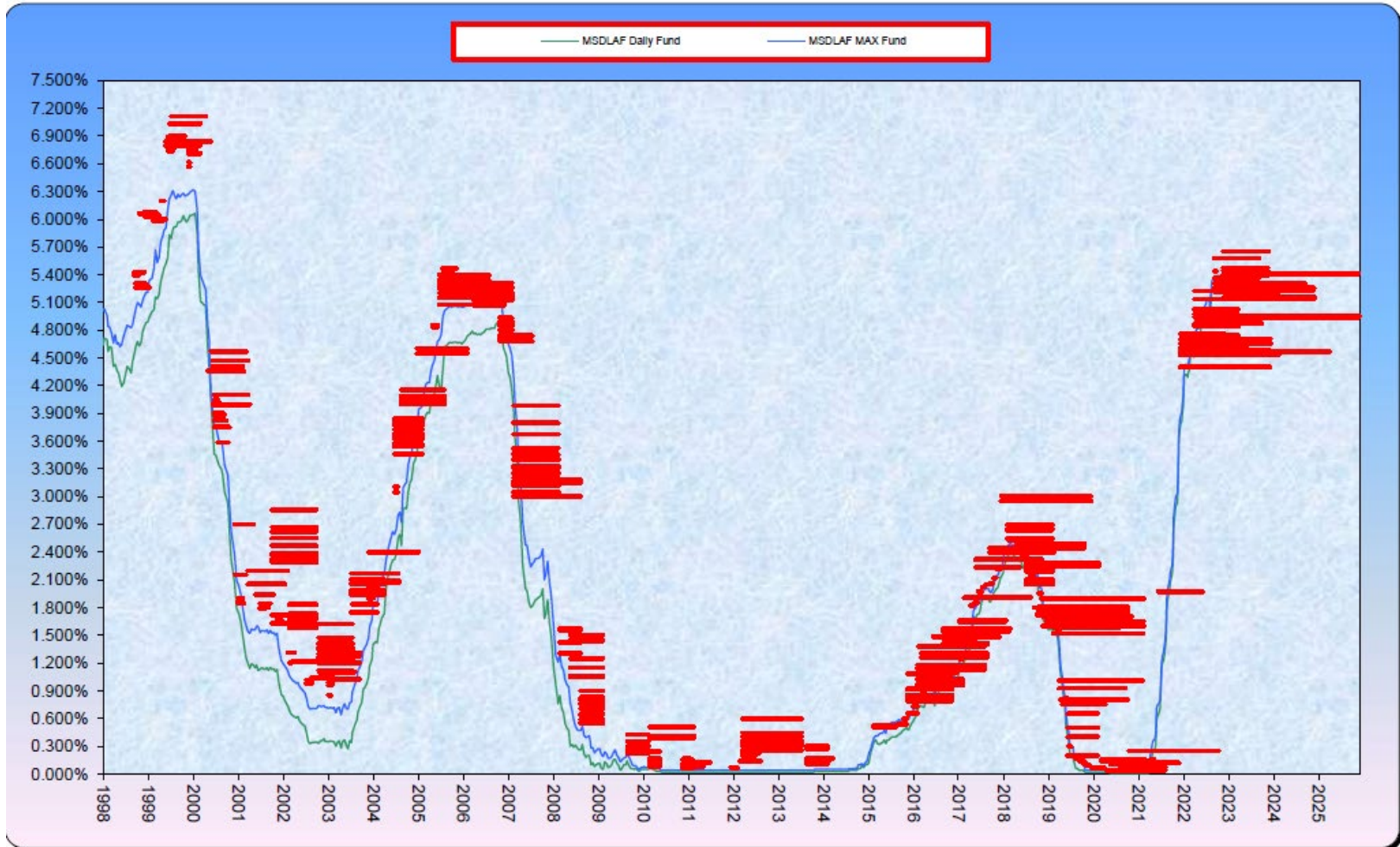
Treasury Yield Curve 9/18/24





Maximize Interest Earnings

Money Market vs. Fixed Rate Investments





Maximize Interest Earnings

| Investment Amount | Net Interest Rate | Net Annualized Interest | Net Interest Rate | Net Annualized Interest |
|-------------------|-------------------|-------------------------|-------------------|-------------------------|
| \$1,000,000 | 5.00% | \$50,000 | 0.50% | \$5,000 |
| \$5,000,000 | 5.00% | \$250,000 | 0.50% | \$25,000 |
| \$1,000,000 | 5.00% | \$50,000 | 1.00% | \$10,000 |
| \$5,000,000 | 5.00% | \$250,000 | 1.00% | \$50,000 |



Cash Flow Example

Sample ISD

Projections as of: June 7, 2022

| Operating Cash Flow Schedule (Including Debt Service Funds) | | | | | | |
|-------------------------------------------------------------|-----------------------|---------------------------|------------------------------------------------|-------------------|-------------------|------------------------|
| Date | Revenue | Payable | Payroll | Maturities | Investments | End-Balance |
| January 2022 | | | | | | |
| 03-Jan-22 | | | | | | \$20,641,881.05 |
| 04-Jan-22 | | \$736,376.49 | | | | \$19,905,504.56 |
| 04-Jan-22 | | \$343,642.36 | | | | \$19,561,862.20 |
| 05-Jan-22 | \$159,513.81 | Gov's ARP Funds (Fin 150) | | | | \$19,721,376.01 |
| 06-Jan-22 | \$524.19 | GEER Funds (Fin 153) | | | | \$19,721,900.20 |
| 07-Jan-22 | | | | | | \$19,721,900.20 |
| 10-Jan-22 | | | | | | \$19,721,900.20 |
| 11-Jan-22 | | \$343,642.36 | | | | \$19,378,257.84 |
| 12-Jan-22 | | | \$3,490,277.75 | | | \$15,887,980.09 |
| 13-Jan-22 | | | | | | \$15,887,980.09 |
| 14-Jan-22 | \$5,326,333.44 | | | | | \$21,214,313.53 |
| 14-Jan-22 | \$381,673.90 | \$816,670.10 | <--Self Insurance Trans. | | | \$20,779,317.33 |
| 17-Jan-22 | | | | | | \$20,779,317.33 |
| 18-Jan-22 | | \$687,284.72 | | | | \$20,092,032.60 |
| 18-Jan-22 | | \$171,821.18 | | | | \$19,920,211.42 |
| 19-Jan-22 | | | | | | \$19,920,211.42 |
| 20-Jan-22 | | | | | | \$19,920,211.42 |
| 21-Jan-22 | | | | | | \$19,920,211.42 |
| 24-Jan-22 | Dakota Co. Taxes | | | | | \$19,920,211.42 |
| 25-Jan-22 | \$1,946,136.44 | \$171,821.18 | | \$249,990.16 #x1a | | \$21,944,516.84 |
| 25-Jan-22 | | | | \$249,904.27 #d2 | \$4,500,000.00 #m | \$17,694,421.11 |
| 25-Jan-22 | | | | | | \$17,694,421.11 |
| 26-Jan-22 | \$37,362.14 | | | | | \$17,731,783.25 |
| 27-Jan-22 | Scott Co. Taxes | \$1,281,417.50 | P&I on '12A Alt. Fac. | | | \$16,450,365.75 |
| 27-Jan-22 | | \$2,688,806.25 | P&I on '15A G.O. Bond + \$475 Paying Agent Fee | | | \$13,761,559.50 |
| 27-Jan-22 | | \$2,824,350.00 | P&I on '16A G.O. Bond | | | \$10,937,209.50 |
| 27-Jan-22 | | \$1,281,860.00 | P&I on '16B Refunding + \$475 Paying Agent Fee | | | \$9,655,349.50 |
| 27-Jan-22 | | \$1,095,650.00 | P&I on '20A Refunding | | | \$8,559,699.50 |
| 27-Jan-22 | | | \$2,093,243.01 | | | \$6,466,456.49 |
| 28-Jan-22 | \$4,299,197.51 | | | | | \$10,765,654.00 |
| 31-Jan-22 | \$381,673.90 | \$826,185.41 | <--Self Insurance Trans. | | | \$10,321,142.49 |
| 31-Jan-22 | | | | | | \$10,369,974.74 |



PMA Difference

- ▶ Dedicated Staff Person Servicing Your Account
 - ▶ Updates Expenditure and Revenue Information
 - ▶ Cash Flow looks out 24 Months
 - ▶ Proactive in making investment recommendations
 - ▶ District provides approval to execute
- ▶ Full Execution of Investments
- ▶ Cash Flow Provides a Guideline for District
 - ▶ 2nd set of eyes on cash trend
 - ▶ Useful budgeting tool



Cash Flow - Agreement

- ▶ No Charge for Producing and Maintaining Cash Flow
- ▶ District Agrees to have its State Aid Dollars Flow Through its MNTrust Accounts
- ▶ Fees for Executing Investments



Cash Flow - Summary

- ▶ Main Purpose – Increase Interest Earnings
 - ▶ Invest excess funds in fixed-rate investments
 - ▶ Avoid riding the Money Market Curb Down
- ▶ Dedicated Staff Member on your account
 - ▶ Provides 2nd Set of Eyes to District's Data
 - ▶ Executes all investments
- ▶ No Cost for Cash Flow Service
 - ▶ District agrees to having State Aid go into MNTrust Account



Bond Refunding



Refunding Candidate ->Series 2015A

ISD No. 485, Royalton Public Schools General Obligation School Building Bonds, Series 2015A

| Date | Principal | Coupon | Interest | Fiscal Total | Cap. Int. | 105% Levy |
|----------|------------|----------|------------|--------------|-----------|------------|
| 08/01/23 | | | 357,356.25 | | | |
| 02/01/24 | 1,145,000 | 5.00% | 357,356.25 | 1,859,712.50 | - | 1,952,698 |
| 08/01/24 | | | 328,731.25 | | | |
| 02/01/25 | 1,200,000 | 5.00% | 328,731.25 | 1,857,462.50 | - | 1,950,336 |
| 08/01/25 | | | 298,731.25 | | | |
| 02/01/26 | 1,260,000 | 5.00% * | 298,731.25 | 1,857,462.50 | - | 1,950,336 |
| 08/01/26 | | | 267,231.25 | | | |
| 02/01/27 | 1,325,000 | 3.00% * | 267,231.25 | 1,859,462.50 | - | 1,952,436 |
| 08/01/27 | | | 247,356.25 | | | |
| 02/01/28 | 1,365,000 | 3.125% * | 247,356.25 | 1,859,712.50 | - | 1,952,698 |
| 08/01/28 | | | 226,028.13 | | | |
| 02/01/29 | 1,405,000 | 3.25% * | 226,028.13 | 1,857,056.25 | - | 1,949,909 |
| 08/01/29 | | | 203,196.88 | | | |
| 02/01/30 | 1,450,000 | 3.38% * | 203,196.88 | 1,856,393.75 | - | 1,949,213 |
| 08/01/30 | | | 178,728.13 | | | |
| 02/01/31 | 1,500,000 | 3.50% * | 178,728.13 | 1,857,456.25 | - | 1,950,329 |
| 08/01/31 | | | 152,478.13 | | | |
| 02/01/32 | 1,555,000 | 3.50% * | 152,478.13 | 1,859,956.25 | - | 1,952,954 |
| 08/01/32 | | | 125,265.63 | | | |
| 02/01/33 | 1,610,000 | 3.625% * | 125,265.63 | 1,860,531.25 | - | 1,953,558 |
| 08/01/33 | | | 96,084.38 | | | |
| 02/01/34 | 1,665,000 | 3.625% * | 96,084.38 | 1,857,168.75 | - | 1,950,027 |
| 08/01/34 | | | 65,906.25 | | | |
| 02/01/35 | 1,725,000 | 3.75% * | 65,906.25 | 1,856,812.50 | - | 1,949,653 |
| 08/01/35 | | | 33,562.50 | | | |
| 02/01/36 | 1,790,000 | 3.75% * | 33,562.50 | 1,857,125.00 | - | 1,949,981 |
| Totals | 18,995,000 | | 5,161,313 | 24,156,313 | - | 25,364,128 |

Original Principal
Dated Date
Call Date

\$25,260,000
06/24/15
02/01/25

Purposes

Finance the renovation of and additions to the District's existing elementary and middle school/high school facilities as approved by voters January 6, 2015.



Refunding Opportunity – 2015A Bonds

| Refunding Candidate | G.O. School Building Bonds, Series 2015A |
|---------------------------------------------------------|-----------------------------------------------------|
| Callable Maturities | 2026 - 2036 |
| Callable Bonds | \$16,650,000 |
| Interest Rate on Current Bonds | 3.00% - 5.00% |
| Estimated True Interest Cost on Refunding Bonds* | 3.11% |
| Estimated Gross Savings* | \$482,433 |

***Based on market interest rates as of September 19, 2024**



Savings Detail

| Date | New Debt Payment | Current Debt Payment | Savings |
|----------------------------------|------------------------|------------------------|---------------------|
| 02/01/2025 | 1,527,644.53 | 1,528,731.25 | 1,086.72 |
| 02/01/2026 | 1,815,041.67 | 1,857,462.50 | 42,420.83 |
| 02/01/2027 | 1,815,500.00 | 1,859,462.50 | 43,962.50 |
| 02/01/2028 | 1,814,750.00 | 1,859,712.50 | 44,962.50 |
| 02/01/2029 | 1,811,250.00 | 1,857,056.26 | 45,806.26 |
| 02/01/2030 | 1,815,000.00 | 1,856,393.76 | 41,393.76 |
| 02/01/2031 | 1,815,500.00 | 1,857,456.26 | 41,956.26 |
| 02/01/2032 | 1,817,750.00 | 1,859,956.26 | 42,206.26 |
| 02/01/2033 | 1,816,500.00 | 1,860,531.26 | 44,031.26 |
| 02/01/2034 | 1,811,750.00 | 1,857,168.76 | 45,418.76 |
| 02/01/2035 | 1,813,500.00 | 1,856,812.50 | 43,312.50 |
| 02/01/2036 | 1,811,250.00 | 1,857,125.00 | 45,875.00 |
| Total | \$21,485,436.20 | \$21,967,868.81 | \$482,432.61 |
| Net Present Value Benefit | | | \$394,744.22 |

- Savings to be realized as a reduction in debt service levy property taxes.
- Savings is shown after all costs of issuance have been included.
- Assumes interest rates as of September 19, 2024



Estimated Sources and Uses

Sources Of Funds

| | |
|----------------------|------------------------|
| Par Amount of Bonds | \$14,900,000.00 |
| Reoffering Premium | 1,782,802.20 |
| Total Sources | \$16,682,802.20 |

Uses Of Funds

| | |
|---------------------------------------|------------------------|
| Deposit to Current Refunding Fund | 16,453,811.98 |
| Total Underwriter's Discount (0.750%) | 111,750.00 |
| Financial Advisor (PMA Securities) | 50,853.50 |
| Cost of Issuance | 66,386.72 |
| Total Uses | \$16,682,802.20 |



Tax Impact

Net FY 2026 Savings
 District NTC Value (Pay 24)
 Change in NTC Tax Rate

| |
|--------------------------------------|
| 2015A Refunding |
| \$40,263 |
| 6,359,929 |
| -0.63% |
| Estimated Annual Tax Decrease |

Property Type Est. Market Value

| Property Type | Est. Market Value | Estimated Annual Tax Decrease |
|------------------------------|-------------------|-------------------------------|
| Residential Homestead | \$100,000 | -\$4 |
| | 200,000 | -11 |
| | 250,000 | -14 |
| | 300,000 | -18 |
| | 350,000 | -21 |
| | 400,000 | -25 |
| | 500,000 | -32 |

➤ Assumes interest rates as of September 19, 2024



Sensitivity Analysis

Sensitivity Analysis - Gross Savings

| | - 0.50% | - 0.25% | Current Rates | + 0.25% | + 0.50% |
|-------|--------------|------------|---------------|------------|------------|
| 2025 | 2,183.14 | 2,853.08 | 1,086.72 | 3,250.14 | 2,949.79 |
| 2026 | 92,875.00 | 70,147.92 | 42,420.83 | 19,383.33 | -8,654.17 |
| 2027 | 93,212.50 | 68,462.50 | 43,962.50 | 18,962.50 | -5,787.50 |
| 2028 | 92,712.50 | 68,712.50 | 44,962.50 | 15,712.50 | -8,287.50 |
| 2029 | 97,056.26 | 68,806.26 | 45,806.26 | 17,556.26 | -5,693.74 |
| 2030 | 95,893.76 | 68,643.76 | 41,393.76 | 19,143.76 | -8,356.24 |
| 2031 | 94,456.26 | 68,206.26 | 41,956.26 | 20,456.26 | -6,043.74 |
| 2032 | 92,706.26 | 67,456.26 | 42,206.26 | 16,456.26 | -9,043.74 |
| 2033 | 92,531.26 | 68,281.26 | 44,031.26 | 19,281.26 | -10,218.74 |
| 2034 | 91,918.76 | 68,668.76 | 45,418.76 | 16,668.76 | -6,581.24 |
| 2035 | 92,812.50 | 70,562.50 | 43,312.50 | 15,812.50 | -6,437.50 |
| 2036 | 93,125.00 | 66,875.00 | 45,875.00 | 19,625.00 | -6,625.00 |
| Total | 1,031,483.20 | 757,676.06 | 482,432.61 | 202,308.53 | -78,779.32 |

➤ Assumes interest rates as of September 19, 2024



Potential Board Resolution – September 25, 2024

- ▶ Approval of proceeding with bond sale subject to certain parameters
- ▶ Allows the submission of the State Credit Enhancement Application

Bond Parameters:

- ▶ Authority given to the Superintendent or Director of Business Services AND a School Board Officer to execute the documents to complete the bond sale if:
 - ▶ Establishes a minimum savings of \$100,000
 - ▶ Establishes a maximum par amount of \$16,650,000
 - ▶ Is executed prior to February 1, 2025
- ▶ Full Board ratifies the sale at its next Board Meeting



Calendar of Events

| Date | Action Item |
|--------------------|-------------------------------------------------------------|
| August 2024 | Board Resolution provided to District |
| September 19, 2024 | Draft of POS distributed for review & sent to Rating agency |
| September 25, 2024 | Board Considers Parameters Resolution |
| September 26, 2024 | Rating Call |
| October 3, 2024 | Rating Received & POS released to Underwriter |
| October 10, 2024 | Bond Pricing (Interest Rates Locked) |
| October 14, 2024 | Board Considers Ratifying Resolution |
| November 4, 2024 | Bond Closing |
| February 1, 2025 | Bond Call |



Contact Us



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VP, Managing Director

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Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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CERTIFICATION OF MINUTES RELATING TO GENERAL OBLIGATION SCHOOL
BUILDING REFUNDING BONDS, SERIES 2024A

School District: Independent School District No. 485 (Royalton Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on September 25, 2024, at 6:00 p.m. in the Early Childhood Entrance Foyer.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2024A; AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO

I, the undersigned, being the duly qualified and acting recording officer of the public corporation approving the abatement referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said abatement; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 25th day of September, 2024.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2024A; AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 485 (Royalton Public Schools), Minnesota (the District), as follows:

Section 1. Bond Authorization. Pursuant to Minnesota Statutes, Chapter 475, this Board hereby authorizes the issuance and sale of its General Obligation School Building Refunding Bonds, Series 2024A (the Bonds). The proceeds of the Bonds will be used, together with any additional funds of the District which might be required, to refund, in a current refunding, on February 1, 2025 (the Redemption Date) the 2026 through 2036 maturities of the District's outstanding General Obligation School Building Bonds, Series 2015A, dated as of June 24, 2015. The District is undertaking the refunding in order to achieve debt service savings.

Section 2. Solicitation of Proposals; Approval of the Sale of the Bonds. The District has retained PMA Securities, LLC, in Albertville, Minnesota (PMA), as its independent municipal advisor with respect to the sale of the Bonds. PMA is authorized to solicit proposals for the Bonds on behalf of the District on a competitive basis without requirement of published notice, in accordance with Minnesota Statutes, Section 475.60, subdivision 2, paragraph (9). In consultation with PMA, the Superintendent or Business Manager and any Board officer are hereby authorized to approve the sale of the Bonds and execute a bond purchase agreement for the Bonds with the purchaser; provided that the aggregate principal amount of the Bonds shall not exceed \$16,650,000 and the minimum gross savings shall not be less than \$100,000.

Section 3. Ratification. Upon approval of the sales of the Bonds by the Superintendent or Business Manager and any Board officer, the Board will take action at a regularly scheduled or special meeting thereafter to adopt bond resolutions prepared by the District's bond counsel ratifying the sale of the Bonds and incorporating the terms and conditions with respect thereto.

Section 4. Official Statement. PMA is authorized to prepare and distribute, for the District, a preliminary Official Statement and an Official Statement relating to the sale of the Bonds, and PMA and the underwriter are each hereby authorized to use a final Official Statement substantially in the form of said Preliminary Official Statement but with such changes therein as are required to conform the same to the terms of the Bonds, and the Superintendent or Business Manager and any Board officer, in consultation with and upon the advice of representatives of PMA and bond counsel, are hereby authorized and directed to finalize and approve such Official Statement and

execute and deliver such certifications and to take such steps as are necessary to comply with SEC Rule 15c2-12.

Section 5. State Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, Superintendent or Business Manager is authorized to execute any applicable Minnesota Department of Education forms.

Section 6. Expiration. If the Superintendent or Business Manager and any Board officer have not approved the sale of the Bonds and executed the related bond purchase agreement or agreement by February 1, 2025, the authorization provided in Section 2 of this resolution shall expire.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

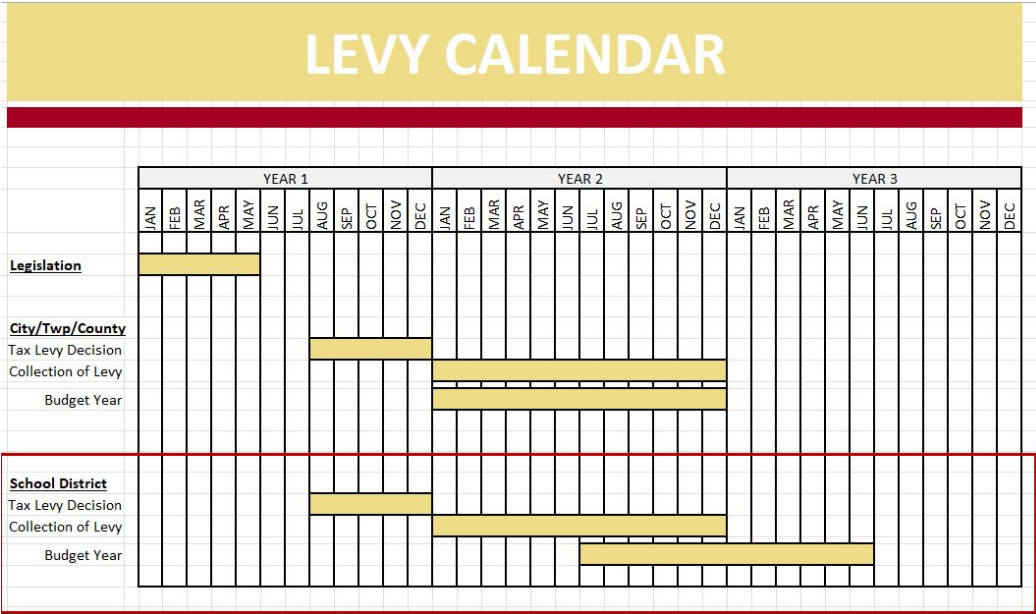
120 Hawthorn Street, Royalton, MN 56373
Phone (320) 584-4000
royaltonpublicschools.org

2024 PAY 2025 PRELIMINARY LEVY

September 25, 2024

24 Pay 25 Levy Timeline

- September - Preliminary Levy calculations & Board approval
- October & November - Updates to Preliminary Levy calculations
- December - Truth in Taxation Meeting & Board approval of Final Levy



24 PAY 25 DETAILED LEVY INFORMATION

- School Taxes Trend
 - Property Valuations
- Levy Categories
 - Voter Approved
 - Board Approved

*[Document Link](#)

24 PAY 25 LEVY OPTIONS

- No Mid-State Building Lease
- Mid-State Building Lease
- Local Optional Revenue Tax Impact

[*Document Link](#)

Recommendation

Approve 24 Pay 25 Levy to the Maximum



Thank you!

Resolution for Acceptance of Gifts to the Royalton School District

Member _____ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

Charities Aid Foundation of America has generously donated \$100 to the Royalton School District to use towards district programs.

The Royalton Legion has generously donated \$1000 to the Royalton School District to use towards breakfast on our District Inservice Day to kick off the new school year.

The Royalton Legion has generously donated four United States flags that totaled the amount of \$363.90. The District was able to proudly fly them in time for the first 2024 home football game.

The Royalton Legion has generously donated \$2500 to the Royalton School District to use towards the 5th grade Deep Portage trip.

The Royalton Legion has generously donated \$100 to the Royalton School District to be used towards the Student Council Color Run.

The Royalton Lions Club has generously donated \$490 to the Royalton School District for the Cross Country 50/50 raffle.

The St. Cloud Optimist Club has generously donated \$2000 to the Royalton School District to be used towards the Middle School Robotics program.

WHEREAS the conditions on this gift are included in the packet.

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

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

203.1 APPOINTMENTS TO TEMPORARILY FILL BOARD VACANCY

I. PURPOSE

The purpose of this policy is to set the procedure for filling a school board position vacated with less than two (2) years to finish the term.

II. PROCEDURE

A. Qualified Candidates for Appointment:

1. Persons who are eligible voters; who are at least 21 years of age at the time they would be seated by appointment
2. Who have resided in the School District for at least 30 days at the time of application
3. Who otherwise are allowed to hold the office
4. Persons applying for appointment to the School Board will be required to complete an application
5. If identified as a finalist, may be required to submit to a criminal background check to ensure that the candidate is qualified and not otherwise precluded from serving on the School Board.

B. Applications for Temporary Appointment to Vacant Position

1. When a vacancy is known to exist or is certain to occur, the School Board Chair or Acting School Board Chair will authorize the vacancy to be posted on the School District website. The vacancy should be posted in a timely fashion to help ensure that all seats on the School Board are filled. An application will be posted on the website along with the notice of the vacancy.
2. The application will be developed by the Board Chair or Acting Board Chair and the Superintendent.
3. Any person who is qualified to hold a seat on the School Board may submit an application to the Superintendent or his/her designee.
4. Applications must be received by the Superintendent or his/her designee within ten (10) business days of the vacancy being posted on the School District website.
5. Applications not received within the ten (10) business day timeline will not be considered or reviewed.
6. Applications are not applications for employment and the following applicant data will be considered public data:
 - a. name of the applicant
 - b. city of residence

- c. education and training
- d. employment history
- e. volunteer work
- f. awards and honors
- g. prior government service
- h. veteran's status.

C. Review and Ranking of Applications

1. A copy of the application of all qualified candidates that are received by the application deadline will be provided to each sitting member of the School Board within three (3) business days after the application deadline.
2. Upon receipt of the applications, each School Board member will individually select their top candidate(s), not to exceed three (3) candidate(s) to interview and turn in two (2) interview questions into the Human Resource Director for the interview.
3. The Human Resource Director will check the questions for legality and similarities. If there is a problem the Human Resource Director will contact the board members involved.
4. Directly after the interviewing each School Board member will rank their candidates from 3 to 1 with 3 being their most preferred candidate and 1 being their least preferred candidate.
5. School Board members will not deliberate or discuss their rankings with other members of the School Board outside of a public meeting.
6. The top ranked candidate will be appointed at the next Regular Board Meeting.
7. The Superintendent or their designee and the general counsel or one other member of the Superintendent's cabinet will record the name of each candidate and rank the candidates in order of the highest point total.
8. The top ranked candidate will be appointed to the Temporary School Board position.
9. Upon a tie in the vote the tie will be resolved by re-ranking the tied candidates.

Adopted: August 8, 2011

Royalton School District Policy 610

Revised: July 22, 2019

Last Revised: September 28, 2015

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activity's director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., MSHSL/BPA/FFA...progression tournament competition that are part of the Royalton Activities List).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

D. Out of State Trips

1. Trip Approval

- A. Trips are to be educational and directly related to the school's curriculum.
- B. The building principal will work in direct coordination the group presenting a travel request.
- C. The building principal will be the first to receive and review all travel requests. The principal will provide feedback and initial approval or denial subject to board review. Administrative approval will be granted to develop a detailed travel proposal for final board approval. *THIS IS NOT TRIP APPROVAL.
- D. The school board must give final approval of all travel requests. Overnight trips for MSHSL sports and district activities as a natural occurrence of participation in school board recognized organization do not require board approval but must be coordinated with school administration.
- E. The school board will either:
 - i. Approve and support the trip;
 - ii. Ask for clarification or more information;
 - iii. Deny approval for the trip.
- F. No fundraising, sign-ups, or meetings without prior board approval.
- G. Trip advisors should not purchase tickets, make travel deposits, secure hotel rooms, or pay any admission fees for any portion of the travel program until board approval has been received.

2. Trip Schedule

- A. All student trips outside of the state are to be scheduled during the summer months. Exceptions See Section II, D, 1, D.

3. Travel Process

- A. Students must have parent permission for any student travel trips.
- B. Student travel trips are not vacations, they are academic experiences, and the goal of any student travel trip is to have for the students to have a great learning experience while on the trip.
- C. Students will have an application process for the trip that will include a short essay stating why they want to attend the trip and what they hope to gain from the travel experience.
- D. Past and present student behavior will be taken into account by school officials for all students on out-of-state trips. Students with disregard for school rules may be excluded from travel if necessary to ensure the safety and educational benefit of others on the trip.
- E. Students who are suspended from school or in violation of MSHSL rules during the time period between trip sign-up and departure for the trip may not be allowed to participate at the discretion of the building principal.

In the event that a student is not allowed to travel on a trip, only money that is refundable by the travel company will be returned to the student. All fundraising dollars generated by the student will go towards the travel expenses of other students participating on the trip.

- F. All expenses (with the exception of Section II, D, 1, D) incurred on the trip must not be charged to the school district.(Example: parking fees, tolls travel, subs, etc.)
- G. Student travel experiences should be shared with the school board in a short presentation format at the conclusion of the trip. This presentation is the responsibility of the lead teacher and students participating on the trip.

- H. Space on the trip may be limited based upon the type of trip, transportation being used, availability of chaperones, and other factors which would require the district to limit the amount of students allowed on any given trip.

4. Eligible Students

- A. Only current students in good standing may participate in school sponsored travel trips. High school graduates are not considered current students.

5. Planning for the trip

- A. Parents/Guardians and students must attend ALL planning seminars. Failure to attend planning seminars may prohibit the student from participating in the trip.
- B. There will be major seminars to attend on any school trip.
 - i. Sign-up/initial trip overview, goals, and expectations
 - ii. Fundraising Trip Seminar
 - iii. Pre-Departure Seminar (packing, trip safety, emergency contacts)
 - iv. CHAPERONE SEMINAR—Chaperones will be required to attend this seminar to discuss supervision roles and responsibilities while on the trip.

6. Fundraising

- A. The building principal and lead teacher will work together in coordinating fundraising efforts for each trip.
 - i. The students will be presented with multiple, service-oriented fundraisers to help offset the costs of their travel trips.
 - ii. Student fundraising is completely voluntary.
 - iii. Fundraising efforts must be in compliance with school rules and policies.

- iv. Fundraising efforts should not solely consist of door to door sales. Service oriented fundraising will more likely receive approval.

7. Consequences for misbehavior on trip.

- A. All of the rules of conduct and discipline found in the student handbook, district policies, and MSHSL eligibility rules apply to the students on a trip
- B. Students will automatically be sent home for the following:
 - i. Possession, use, or distribution of alcohol, controlled substances and/or weapons other than properly stored competition for explicit Royalton Clay Target Team.
 - ii. Fraternalizing
- C. The building principal will make the decision if someone is to be sent home for violating a student handbook or district policy rule.
- D. If it is necessary that a student be sent home from an out-of-state trip, the parents will be responsible to pay for the return of their child and one supervising chaperone.
- E. Depending on the severity of the behavior, the student may be subject to further school consequences at the conclusion of the trip.

III. REGULATIONS

- A. District and School Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.

- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 - 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 - 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1 if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The principals shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 423 (Employee – Student Relationships)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 707 (Transportation of Public School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1) The Royalton School ISD 485 will send a copy to all district families that “Home School”.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher’s edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student’s parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of

the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials,
Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Rev. 2024

Revised: _____

708 TRANSPORTATION OF NONPUBLIC 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 address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school ~~must~~ pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with

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school district student bus conduct and student bus discipline policies.

- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district ~~must~~ provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school ~~must~~ pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability 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, the student 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 conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

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- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. 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 due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
- Minn. Stat. § 123B.84 (Policy)
- Minn. Stat. § 123B.86 (Equal Treatment)
- Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
- Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
- Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
- Minn. Stat. Ch. 125A (Special Education and Special Programs)
- Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
- Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
- Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
- Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
- Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
- Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
- Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
- Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
- Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
- Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

- MSBA/MASA Model Policy 707 (Transportation of Public School Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 710
Orig. 1995
Rev. 2022

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710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An "emergency or other unforeseeable circumstance" does not include situations where regular transportation is available or scheduled.]

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee's use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students' advancement was not predicted. These circumstances may justify an employee's use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

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.

Legal References:

- Minn. Stat. § 123B.36 (Authorized Fees)
- Minn. Stat. § 169.011, Subd. 71(a) (Definition~~s~~)
- Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

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Cross References:

- MSBA/MASA Model Policy 610 (Field Trips)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Deleted: → MSBA Service Manual, Chapter 2, Transportation

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district’s education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district’s grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person’s gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district’s Title IX Coordinator(s) is/are:

Amy Krueger, HR Director
 120 South Hawthorn St
 Royalton, MN 56373
amy.krueger@isd485.org
 320-584-4248

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education’s Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.royaltonpublicschools.org/title-ix-section>.
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

II. DEFINITIONS

- A. “Admission” means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. “Complainant” means
 - 1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or

2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.
1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
 2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
 - a. a complainant;
 - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
 - c. the school district's Title IX Coordinator.
 3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
 - a. any school district student or employee; or
 - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- D. "Confidential employee" means
1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
 2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.

- E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
 - 1. A biological parent;
 - 2. An adoptive parent;
 - 3. A foster parent;
 - 4. A stepparent;
 - 5. A legal custodian or guardian;
 - 6. In loco parentis with respect to such a person; or
 - 7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
 - 1. Pregnancy, childbirth, termination of pregnancy, or lactation;
 - 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 - 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other

person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.

N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.

O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;

b. The type, frequency, and duration of the conduct;

c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

d. The location of the conduct and the context in which the conduct occurred; and

e. Other sex-based harassment in the school district's education program or activity; or

3. *Specific offenses.*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - b. Dating violence meaning violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship;
 - c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
 - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. shares a child in common with the victim; or
 - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
- Q. "Student" means a person who has gained admission.
- R. "Student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. "Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant

or respondent to:

1. Restore or preserve that party's access to the school district's education program or activity, including measures that are designed to protect the safety of the parties or the school district's educational environment; or
2. Provide support during the school district's grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the school district's education program or activity or provide support during the school district's Title IX grievance procedures or during the informal resolution process.

T. "Title IX" means Title IX of the Education Amendments of 1972, as amended.

III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district's consistent compliance with its responsibilities under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the

student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.

iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to

a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

V. REPORTING PROHIBITED CONDUCT

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.

C. Confidential Employee Requirements

1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:
 - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;

- b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
 - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT

A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:

- a. Treat the complainant and respondent equitably;
- b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
- c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
- d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
- e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
 - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
 - [a] The complainant's request not to proceed with initiation of a complaint;
 - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
 - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
 - [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
 - [e] The age and relationship of the parties, including whether the respondent is an employee of the school district;
 - [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
 - [g] The availability of evidence to assist a decisionmaker

in determining whether sex discrimination occurred;
and

[h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint

f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and

g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance

procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.

3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a

complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;
 - a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
 - b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
 - c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
 - d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
 - e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen

circumstances.

- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:
5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
 - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and
 - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and
8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
 - a. The school district's grievance procedures, and if applicable, any informal resolution process;
 - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;
 - c. A statement that retaliation is prohibited; and
 - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

- A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:

1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
 - a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
 - b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
 - c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case

the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.

2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and

2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

VIII. INFORMAL RESOLUTION OF A COMPLAINT

- A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
 1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
 2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.
- B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
 1. The allegations;
 2. The requirements of the informal resolution process;
 3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
 4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
 5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and

6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
 1. Restrictions on contact; and
 2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

IX. DISMISSAL OF A COMPLAINT

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
 1. The school district is unable to identify the respondent after taking reasonable steps to do so;
 2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
 3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
 4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and

will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:

1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
 2. Implement appeal procedures equally for the parties;
 3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
 2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
 3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

XI. APPEAL OF DETERMINATION

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.

- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

XII. SANCTIONS AND REMEDIES

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include **[INSERT LIST OR DESCRIBE RANGE]**. The school district may also provide remedies, which may include **[INSERT LIST OR DESCRIBE RANGE]**.

- 1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.**
- 2. If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]**

XIII. RETALIATION

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

XIV. TRAINING

- A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.

1. *All employees* must be trained on:
 - a. The school district's obligation to address sex discrimination in its education program or activity;
 - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
 - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.

2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's

compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

XV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
 - 1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.
 - 2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

 - a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
 - b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
 - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
 - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
 - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
 - 3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
 - 4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: "Royalton Public School District prohibits sex

discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.royaltonpublicschools.org/title-ix-section>."

5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

XVI. RECORDKEEPING

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: Royalton School District Policy 102 (Equal Educational Opportunity)
Royalton School District Policy 413 (Harassment and Violence)
Royalton School District 506 (Student Discipline)

524 INTERNET, TECHNOLOGY, AND CELL PHONE 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

See appropriate student handbook for details.

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. § 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)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
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. 180, 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 (8th 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:

Royalton School District Policy 406 (Public and Private Personnel Data)
Royalton School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Royalton School District Policy 506 (Student Discipline)
Royalton School District Policy 514 (Bullying Prohibition Policy)
Royalton School District Policy 515 (Protection and Privacy of Pupil Records)
Royalton School District Policy 519 (Interviews of Students by Outside Agencies)
Royalton School District Policy 521 (Student Disability Nondiscrimination)
Royalton School District Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
Royalton School District Policy 603 (Curriculum Development)
Royalton School District Policy 806 (Crisis Management Policy)
Royalton School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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, Minnesota Statutes chapter 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 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 other postemployment benefits (OPEB) trust or trust account established pursuant to 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 Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 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 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 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 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 Minnesota Statutes section 471.38.

Legal References:

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

Cross References:

Royalton School District Policy 703 (Annual Audit)

Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

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. 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 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)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Rev. 2024

Revised: _____

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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. ~~(Minnesota Statutes, section 124D.03, subdivision 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

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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)

Addendum A

Royalton Public Schools Independent School District #485

Facility Use Rules and Regulations

1. Requests for rental of district facilities must be made no later than a minimum of 3 business days prior to the date of the activity/event.
2. 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.
3. Materials placed on bulletin boards or written on blackboards should not be disturbed.
4. 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.
5. 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.
6. **Gambling on school grounds is only allowed in accordance with MN Statute 609.761.**
7. **Royalton School District Weapons Possession Policy 501 must be observed.**
8. No food or beverages are allowed in any ITV room, computer lab, or other specified areas.
9. All refuse and debris must be disposed of properly by the renter in designated receptacles.
10. Royalton Public Schools does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.
11. 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.**
12. 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.
13. Royalton School District kitchens cannot be rented or used.
14. Royalton School District 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.
15. Administration and the School Board reserves all rights to amend this policy as needed.

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.
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.

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.

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 (excludes kitchen) | Elementary | \$15 |
| Cafetorium (excludes kitchen) | 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**

| 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 Royalton school facility ONLY**

Groups/individuals using Royalton School District 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 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.**

Royalton School District has the right to waive or assess fees as deemed necessary.

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.

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

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

30% of participants must be 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 16; over 16 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.

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.

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

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

**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.

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 4th 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 3rd 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 4th 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 3rd 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.

424 LICENSE STATUS

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 (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