



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

October 14, 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

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. Spain Trip 2025 Fundraiser Proposal

10. Discussion/Information/Action Items

10.a. MSHSL Form A Resolution

10.b. Resolution Ratifying Refunding Bond Sale

10.c. 2024 School Year MCA Data

10.d. Comprehensive Achievement and Civic Readiness (formerly WBWF)

10.e. Approval of Donations by Resolution

10.f. Policy Reading

10.f.1. First Policy Reading

Description:

203.1 - School Board Procedures

203.2 - Order of the Regular School Board Meeting

203.5 - School Board Meeting Agenda

203.6 - Consent Agendas
204 - School Board Meeting Minutes
207 - Public Hearings
613 - Graduation Requirements
618 - Assessment of Student Achievement
722 - Public Data Request Policy and Form
806 - Crisis Management Policy and Form

10.f.2.Second Policy Reading

Description:

610 - Field Trips
705 - Investments
708 - Transportation of Nonpublic School Students
710 - Extracurricular Transportation

10.f.3.Second and Final Policy Reading

Description:

611 - Homeschooling

10.f.4.Approval of Third Policy Reading

Description:

522 - Title IX Sex NonDiscrimination Policy, Grievance Procedure and Process
524 - Internet Acceptable Use and Safety Policy
706 - Acceptance of Gifts
707 - Transportation of Public School Students
902 - Use of School District Facilities and Equipment and Addendums A-C

11.Upcoming Meeting Schedule

Description:

1. Wednesday, October 23rd, 12:00 PM, Finance Committee Meeting
2. Wednesday, October 23rd, 1:00 PM, Policy Committee Meeting
3. Tuesday, November 12th, 6:00 PM, Strategic Planning Meeting
4. Thursday, November 14th, 6:00 PM Regular Board Meeting

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

13.Adjournment



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

FISCAL YEAR 2025
OCTOBER BUDGET UPDATE
REGULAR SCHOOL BOARD MEETING

ENROLLMENT

- Original 24-25 Adopted Budget: 910 ADM
 - September enrollment K-12 = 918
 - ADM's calculated based on weighted factor
 - K-6th Grade = 1.0
 - 7th-12th Grade = 1.20

- 23-24 School ADM Served Report: 907 ADM / 991 APU

- 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	12.68	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 AUGUST 2024

Revenues by Source	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
Local Revenues	1,168,520.00	67,419.32	1,268,663.26	67,265.17	1,164,522.27	52,539.83	5.77%	5.30%	4.51%
State Revenues	9,993,360.00	1,859,742.05	8,907,759.96	935,489.82	9,177,583.40	1,953,381.81	18.61%	10.50%	21.28%
Federal Revenues	120,000.00	24,926.45	162,840.44	150.00	820,435.19	(10,000.00)	20.77%	0.09%	-1.22%
Misc Local Revenues	3,000.00	-	29,923.56	21,820.81	22,207.66	1,000.00	0.00%	72.92%	4.50%
Total Revenues	11,284,880.00	1,952,087.82	10,369,187.22	1,024,725.80	11,184,748.52	1,996,921.64	17.30%	9.88%	17.85%

- Overall, on track as a % of the budget

GENERAL FUND EXPENDITURES - MONTH END AUGUST 2024

Expenditures by Object	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
Salaries & Wages	7,063,649.00	222,281.98	6,871,879.34	258,624.81	6,412,479.05	263,865.08	3.15%	3.76%	4.11%
Employee Benefits	1,964,817.00	122,343.94	1,912,415.18	93,619.14	1,756,061.32	82,254.95	6.23%	4.90%	4.68%
Purchased Services	1,438,836.00	490,847.02	1,897,502.60	321,691.52	1,665,327.83	257,281.92	34.11%	16.95%	15.45%
Supplies & Materials	742,273.00	175,664.25	791,518.11	174,989.31	855,399.51	190,700.42	23.67%	22.11%	22.29%
Capital Expenditures	265,000.00	93,010.42	245,778.48	92,975.47	1,014,689.22	380,253.95	35.10%	37.83%	37.47%
Other Expenditures	18,150.00	38,654.17	12,589.49	4,405.40	22,545.89	15,809.75	212.97%	34.99%	70.12%
Total Expenditures	11,492,725.00	1,142,801.78	11,731,683.20	946,305.65	11,726,502.82	1,190,166.07	9.94%	8.07%	10.15%

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



Thank you!

Regular Meeting

Wednesday, September 25, 2024 6:00 PM

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

Tyra Baumann: Present until 6:59pm
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 with Amendment Request by Director Baumann to move items, 10.b, 10.c and 10.d to earlier in the agenda. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

8.e. Athletic Director

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.**

Action(s):

Approval of All Items on Consent Agenda A-G with the exception of 9d. Approval of New Hires. This motion, made by Randy Hackett and seconded by Lucas Boyd, 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.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

Action(s):

Approval of New Hires. This motion, made by Rian Hofstad and seconded by Maria Traut, Passed.

Voting Detail:

Tyra Baumann: Absent
Lucas Boyd: Yea
Randy Hackett: Abstain (With Conflict)
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 1,
Abstain (With Conflict): 1

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**

Discussion: State of Transportation Presentation

10.a. State of Transportation Presentation

10.b. Approval of Cash Flow Investment

Action(s):

Motion to Approve. This motion, made by Tyra

Baumann and seconded by Angela Roering, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

10.c. Approval of Refunding Bonds

Action(s):

Approval of Bond Refunding. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Approval of Bond Refunding Resolution if: -
Establishes a minimum savings of \$100,000 -
Establishes a maximum par amount of \$16,650,000 -
Is executed prior to February 1, 2025. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

10.d. Approval of the Levy Certification

Action(s):

Approve 24 Pay 25 Levy to the Max without the Midstate Lease. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

10.e. Approval of Donations by Resolution

Action(s):

Approval of Donations by Resolution. 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

10.f. Policy Reading

10.f.1. First Policy Reading

10.f.2. Second Policy Reading

10.f.3. Rescind Policies

10.f.4. Approval Second and Final Reading

Action(s):

Approval Second and Final Reading. 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

10.f.5. Approval of Third Policy Reading

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 7:26pm. 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 7:36pm. 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

Motion to close the closed meeting at 8:28pm.

This motion, made by Rian Hofstad 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 8:28pm.

This motion, made by Lucas Boyd 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 adjourn the regular meeting at 8:29pm.

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

13. **Adjournment**

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77130	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	010 203 210 000 430	B0C1ZC45F5 Donner Mini MIDI Keyboard, N-2		\$899.75	
	PO#: 5803	Voucher #:	43202	Invoice	Invoice No: 1Q6T-6JFN-3NKK	9/9/2024	Paid Amt:	\$899.75	
				E 04	005 582 000 344 430	Pre School Supplies S Huls		\$196.45	
	PO#:	Voucher #:	43203	Invoice	Invoice No: 1VVJ-N667-WPPF	9/9/2024	Paid Amt:	\$196.45	
				E 04	005 582 000 344 430	Pre School Supplies K Kloss		\$197.48	
	PO#:	Voucher #:	43204	Invoice	Invoice No: 1MQR-6FGD-FJP4	9/9/2024	Paid Amt:	\$197.48	
				E 04	005 582 000 344 430	Pre School Supplies A Billig		\$197.06	
	PO#:	Voucher #:	43205	Invoice	Invoice No: 1RGV-WL6Q-DHDT	9/9/2024	Paid Amt:	\$197.06	
				E 04	005 582 000 344 430	Pre School Supplies A Billig		\$687.33	
	PO#:	Voucher #:	43206	Invoice	Invoice No: 1KDJ-7C3V-IMHL	9/9/2024	Paid Amt:	\$687.33	
							Check Amount:	\$2,178.07	
0485	PCB	77131	3142		ASSOCIATED BANK		Check		
				E 07	005 910 000 000 790	MAINTENANCE BONDS Series 2016A		\$475.00	
	PO#:	Voucher #:	43223	Invoice	Invoice No: 25925	9/9/2024	Paid Amt:	\$475.00	
							Check Amount:	\$475.00	
0485	PCB	77132	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 401	Filter Head & Filter		\$28.29	
	PO#:	Voucher #:	43221	Invoice	Invoice No: 5419409	9/9/2024	Paid Amt:	\$28.29	
							Check Amount:	\$28.29	
0485	PCB	77133	4961		Duckworth, Jerry		Check		
				E 01	020 294 054 000 305	FB OFFICIAL Rockford		\$125.00	
	PO#:	Voucher #:	43196	Invoice	Invoice No: 08.30.2024	9/9/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77134	1132		ECKROTH MUSIC CO		Check		
				E 01	020 258 000 000 350	Eastman Euphonium - Repair		\$168.00	
	PO#: 5722	Voucher #:	43200	Invoice	Invoice No: 5239943	9/9/2024	Paid Amt:	\$168.00	
				E 01	020 258 091 000 430	CX Air Frame 2 Snare Carrier		\$1,025.61	
	PO#:	Voucher #:	43201	Invoice	Invoice No: 5317329	9/9/2024	Paid Amt:	\$1,025.61	
							Check Amount:	\$1,193.61	
0485	PCB	77135	4485		EDMENTUM, INC.		Check		
				E 01	020 211 000 302 460	Apex Learning Courses Single enroll subscriptio		\$6,750.00	
	PO#:	Voucher #:	43222	Invoice	Invoice No: INV3229505	9/9/2024	Paid Amt:	\$6,750.00	
							Check Amount:	\$6,750.00	
0485	PCB	77136	2851		FARM-RITE EQUIPMENT INC.		Check		
				E 01	005 810 000 000 401	Cover, Air Clean & Fuel Filters Tool Cat		\$97.98	
	PO#:	Voucher #:	43207	Invoice	Invoice No: P82819	9/9/2024	Paid Amt:	\$97.98	
							Check Amount:	\$97.98	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77137	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	custodial supplies, floor wax		\$123.45	
	PO#: 5790	Voucher #:	43189	Invoice	Invoice No: 605569007	9/9/2024	Paid Amt:	\$123.45	
							Check Amount:	\$123.45	
0485	PCB	77138	4369		JOE OLKIVES		Check		
				E 01	020 294 054 000 305	FB OFFICIAL Rockford		\$125.00	
	PO#:	Voucher #:	43192	Invoice	Invoice No: 08.30.2024	9/9/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77139	1980		JOHN JENDERSECK		Check		
				E 01	020 294 054 000 305	FB OFFICIAL Rockford		\$125.00	
	PO#:	Voucher #:	43194	Invoice	Invoice No: 08.30.2024	9/9/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77140	2524		MIDCONTINENT COMMUNICATIONS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE & Internet		\$1,480.16	
	PO#:	Voucher #:	43187	Invoice	Invoice No: 14529320114238	9/9/2024	Paid Amt:	\$1,480.16	
							Check Amount:	\$1,480.16	
0485	PCB	77141	1754		MSBA		Check		
				E 01	005 020 000 000 366	Kristine attend MSBA Summer Seminar		\$295.00	
	PO#: 5747	Voucher #:	43208	Invoice	Invoice No: INV-10775-Z3T3N5	9/9/2024	Paid Amt:	\$295.00	
							Check Amount:	\$295.00	
0485	PCB	77142	4350		MSHSL		Check		
				E 01	020 292 000 000 820	Annunal Membership Fee		\$1,050.00	
	PO#:	Voucher #:	43219	Invoice	Invoice No: 042714	9/9/2024	Paid Amt:	\$1,050.00	
							Check Amount:	\$1,050.00	
0485	PCB	77143	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$54.00	
	PO#:	Voucher #:	43198	Invoice	Invoice No: 10000124242005	9/9/2024	Paid Amt:	\$54.00	
				E 02	005 770 000 701 490	BREAD		\$189.00	
	PO#:	Voucher #:	43197	Invoice	Invoice No: 10000124242006	9/9/2024	Paid Amt:	\$189.00	
				E 02	005 770 000 701 490	Credit on account		\$3.00	
	PO#:	Voucher #:	43199	Credit	Invoice No: 10000624149001C	9/9/2024	Paid Amt:	(\$3.00)	
							Check Amount:	\$240.00	
0485	PCB	77144	1981		PATRICK SHEPARD		Check		
				E 01	020 294 054 000 305	FB OFFICIAL Rockford		\$125.00	
	PO#:	Voucher #:	43193	Invoice	Invoice No: 08.29.2024	9/9/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77145	3053		PAUL GOEBEL		Check		
				E 01	020 294 054 000 305	FB OFFICIAL Rockford		\$125.00	
	PO#:	Voucher #:	43195	Invoice	Invoice No:	08.29.2024	9/9/2024	Paid Amt:	\$125.00
								Check Amount:	\$125.00
0485	PCB	77146	4954		Ratwik, Roszak & Maloney, P.A.		Check		
				E 01	005 110 000 000 366	Title IX Compliance Training		\$250.00	
	PO#: 5802	Voucher #:	43218	Invoice	Invoice No:	005	9/9/2024	Paid Amt:	\$250.00
								Check Amount:	\$250.00
0485	PCB	77147	3113		REPUBLIC SERVICES #891		Check		
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$819.10	
	PO#:	Voucher #:	43173	Invoice	Invoice No:	0891-001385137	9/9/2024	Paid Amt:	\$819.10
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$767.41	
	PO#:	Voucher #:	43174	Invoice	Invoice No:	0891-001385136	9/9/2024	Paid Amt:	\$767.41
								Check Amount:	\$1,586.51
0485	PCB	77148	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401	D-Ring W/Bracket & Liquid Wrench		\$18.96	
	PO#:	Voucher #:	43172	Invoice	Invoice No:	32449/3	9/9/2024	Paid Amt:	\$18.96
				E 01	005 810 000 000 401	Pex Pipe, Wire Conn, Cable Ties & Coupling		\$51.55	
	PO#:	Voucher #:	43213	Invoice	Invoice No:	32565/3	9/9/2024	Paid Amt:	\$51.55
								Check Amount:	\$70.51
0485	PCB	77149	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 810 000 000 401	Custodian Supplies		\$542.85	
	PO#:	Voucher #:	43211	Invoice	Invoice No:	871258	9/9/2024	Paid Amt:	\$542.85
								Check Amount:	\$542.85
0485	PCB	77150	4499		SCHOOL MATE		Check		
				E 01	010 203 000 000 430	Primary Student Planners		\$273.75	
				E 01	010 203 000 000 430	Shipping		\$37.50	
	PO#: 5710	Voucher #:	43216	Invoice	Invoice No:	IN000621434	9/9/2024	Paid Amt:	\$311.25
								Check Amount:	\$311.25
0485	PCB	77151	4131		SEESAW LEARNING, INC		Check		
				E 01	005 690 690 000 406	Seesaw Renewal		\$3,078.08	
	PO#: 5813	Voucher #:	43191	Invoice	Invoice No:	2024-96654	9/9/2024	Paid Amt:	\$3,078.08
								Check Amount:	\$3,078.08
0485	PCB	77152	1382		SOURCEWELL		Check		
				E 01	020 211 000 302 460	Prolific License		\$4,082.00	
	PO#:	Voucher #:	43176	Invoice	Invoice No:	INV00003042	9/9/2024	Paid Amt:	\$4,082.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77152	1382		SOURCEWELL		Check		
				E 01	005 690 690 000 406	2024-25 On To College Test Prep + MS		\$3,496.00	
	PO#:	Voucher #:	43175	Invoice	Invoice No: INV00002845	9/9/2024	Paid Amt:	\$3,496.00	
							Check Amount:	\$7,578.00	
0485	PCB	77153	2464		SPEER CHIROPRACTIC, PA		Check		
				E 01	005 760 000 720 305	DOT PHYSICAL K Presler		\$100.00	
	PO#:	Voucher #:	43188	Invoice	Invoice No: 08.21.2024	9/9/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	77154	1549		SUPREME SCHOOL SUPPLY		Check		
				E 01	020 050 000 000 401	Small Teacher Daily reference book		\$24.00	
				E 01	020 050 000 000 401	Large Teacher Daily reference book		\$40.00	
				E 01	020 050 000 000 401	Shipping		\$11.48	
	PO#: 5814	Voucher #:	43181	Invoice	Invoice No: 179871	9/9/2024	Paid Amt:	\$75.48	
							Check Amount:	\$75.48	
0485	PCB	77155	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	LUNCH		\$5,431.00	
				E 02	005 770 000 701 401	SUPPLIES		\$246.31	
	PO#:	Voucher #:	43179	Invoice	Invoice No: 253711864	9/9/2024	Paid Amt:	\$5,677.31	
				E 02	005 770 000 705 490	Gluten Free Muffins		\$74.55	
	PO#:	Voucher #:	43180	Invoice	Invoice No: 253616622	9/9/2024	Paid Amt:	\$74.55	
				E 02	005 770 000 701 490	LUNCH		\$930.19	
				E 02	005 770 000 701 401	SUPPLIES		\$170.99	
	PO#:	Voucher #:	43177	Invoice	Invoice No: 253711862	9/9/2024	Paid Amt:	\$1,101.18	
				E 02	005 770 000 701 491	Commodity		\$75.93	
	PO#:	Voucher #:	43178	Invoice	Invoice No: 253711863	9/9/2024	Paid Amt:	\$75.93	
							Check Amount:	\$6,928.97	
0485	PCB	77156	3439		SYSTEMATIC TECHNOLOGIES LLC		Check		
				E 01	005 690 690 000 455	Pull 2 cat6 wall phones for wood & Machine		\$312.52	
	PO#:	Voucher #:	43212	Invoice	Invoice No: 3.0934	9/9/2024	Paid Amt:	\$312.52	
							Check Amount:	\$312.52	
0485	PCB	77157	1559		TECH CHECK, LLC		Check		
				E 01	005 690 690 000 305	Helpdesk Support Server not working		\$185.00	
	PO#:	Voucher #:	43190	Invoice	Invoice No: 61276	9/9/2024	Paid Amt:	\$185.00	
							Check Amount:	\$185.00	
0485	PCB	77158	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$40.00	
	PO#:	Voucher #:	43182	Invoice	Invoice No: 08.22.2024	9/9/2024	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77159	4528		U.S. BANK		Check		
				E 07	005 910 000 000 790	BUILDING BONDS 2015A		\$550.00	
	PO#:	Voucher #:	43220	Invoice	Invoice No: 7370434	9/9/2024	Paid Amt:	\$550.00	
							Check Amount:	\$550.00	
0485	PCB	77160	1582		UHL COMPANY, INC		Check		
				E 01	005 810 000 000 350	HS HVAC Controls Repair		\$889.00	
	PO#:	Voucher #:	43215	Invoice	Invoice No: 63772A	9/9/2024	Paid Amt:	\$889.00	
				E 01	005 865 000 380 350	Yearly preventative maint contract		\$4,856.00	
	PO#: 5786	Voucher #:	43217	Invoice	Invoice No: 76198	9/9/2024	Paid Amt:	\$4,856.00	
							Check Amount:	\$5,745.00	
0485	PCB	77161	3486		UNIVERSAL ATHLETIC		Check		
				E 01	020 292 000 000 401	Embroidery		\$142.04	
	PO#:	Voucher #:	43210	Invoice	Invoice No: 10263099	9/9/2024	Paid Amt:	\$142.04	
							Check Amount:	\$142.04	
0485	PCB	77162	2338		VERNIER		Check		
				E 01	020 211 210 000 430	Go Direct Temperature Sensor		\$302.64	
				E 01	020 211 210 000 430	Go Direct CO2 gas sensor		\$873.00	
				E 01	020 211 210 000 430	Go Direct Tris-Compatible Flat PH Sensor		\$519.92	
				E 01	020 211 210 000 430	Shipping		\$19.84	
	PO#: 5757	Voucher #:	43224	Invoice	Invoice No: 5495783	9/9/2024	Paid Amt:	\$1,715.40	
							Check Amount:	\$1,715.40	
0485	PCB	77163	4964		Yale Mechanical LLC		Check		
				E 01	005 865 000 380 350	ES boiler line leak & HVAC Repair		\$2,933.63	
	PO#:	Voucher #:	43209	Invoice	Invoice No: 58453	9/9/2024	Paid Amt:	\$2,933.63	
							Check Amount:	\$2,933.63	
0485	PCB	77164	4483		5 STAR AUTO GLASS		Check		
				E 01	005 760 000 720 350	Bus # 4-22 Windshield		\$452.00	
	PO#:	Voucher #:	43356	Invoice	Invoice No: 13980	9/20/2024	Paid Amt:	\$452.00	
				E 01	005 760 000 720 350	Bus # 7-23 Windshield		\$452.00	
	PO#:	Voucher #:	43357	Invoice	Invoice No: 13963	9/20/2024	Paid Amt:	\$452.00	
							Check Amount:	\$904.00	
0485	PCB	77165	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	005 690 690 000 455	B0B3MTRWRK ORNARTO Compatible with iPI		\$15.99	
				E 01	005 690 690 000 455	Amazon Shipping Charge		\$0.00	
	PO#: 5844	Voucher #:	43253	Invoice	Invoice No: 17GM-MKFG-HCNG	9/20/2024	Paid Amt:	\$15.99	
				E 01	020 050 000 000 401	B00017IJO6 Fellowes Powershred Shredder Ba		\$28.43	
				E 01	020 050 000 000 401	B00G4CJ8GK Sharpie Permanent Markers Bulk		\$23.67	
				E 01	020 050 000 000 401	B00MNV8E0C Amazon Basics 48-Pack AA Alka		\$14.72	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77165	4295		AMAZON CAPITAL SERVICES		Check
				E 01	020 050 000 000 401	B073J31QW5 Comix Desktop Calculator, Large	\$18.99
				E 01	020 050 000 000 401	B09JNYRY8T Dicatlon 10-Count pack White Ou	\$8.89
				E 01	020 050 000 000 401	B0BKVTPT9C Mr. Pen- Sticky Notes, 3"x3", 12	\$7.85
				E 01	020 050 000 000 401	B0CPDBG77T 18 Pcs Sticky Notes 3"x3"Bright	\$4.99
				E 01	020 050 000 000 401	Amazon Shipping Charge	\$0.00
PO#: 5897	Voucher #:	43249	Invoice		Invoice No: 1TYX-Q7L6-9F9D	9/20/2024	Paid Amt: \$107.54
				E 01	010 203 000 000 430	B0002LCRMG Scotch Desktop Tape Dispenser,	\$6.98
				E 01	010 203 000 000 430	B0007L1W0E BIC White-Out Brand EZ Correct	\$5.99
				E 01	010 203 000 000 430	B00125V10U Scotch Contractor Grade Masking	\$35.80
				E 01	010 203 000 000 430	B002M7XYXE Universal UNV13420 1/3 Cut Tak	\$15.44
				E 01	010 203 000 000 430	B00304Z54Y EXPO : Dry Erase Precision Point	\$25.80
				E 01	010 203 000 000 430	B07RN4QGW2 Loose Leaf Binder Rings 1-Inch	\$7.99
				E 01	010 203 000 000 430	Amazon Shipping Charge	\$0.00
PO#: 5874	Voucher #:	43254	Invoice		Invoice No: 1YTV-HGMD-C6YD	9/20/2024	Paid Amt: \$98.00
				E 04	005 582 000 344 401	B00006IF67 Scotch Magic Tape, Invisible, Home	\$14.03
				E 04	005 582 000 344 401	B00027ZMDG Scotch Masking Tape, 6 Rolls, 0.	\$13.68
				E 04	005 582 000 344 401	B000J07BRQ Scotch Heavy Duty Shipping and	\$13.38
				E 04	005 582 000 344 401	B001FM66CI Swingline Staples, Standard Stapl	\$3.70
				E 04	005 582 000 344 401	B003VNENEM Business Source Fold-Back Binr	\$3.54
				E 04	005 582 000 344 401	B00TQ8FDB8 ACCO Binder Clips, Medium, Blc	\$5.81
				E 04	005 582 000 344 401	B00V5DGIL6 Amazon Basics #10 Security Tinte	\$13.54
				E 04	005 582 000 344 401	B07D4YF3K4 Neenah Index Cardstock, 8.5" x 1	\$12.99
				E 04	005 582 000 344 401	B07PHS9SX3 50 Pads Mini Sticky Notes 1.5X 2	\$13.59
				E 04	005 582 000 344 401	B07X11WZRJ Amazon Basics 9 x 12-Inch Clasj	\$14.50
				E 04	005 582 000 344 401	B0CMGJ6FRB Sticky Notes, 12 Pads, 3x3 inch	\$10.18
				E 04	005 582 000 344 401	Amazon Shipping Charge	\$0.00
PO#: 5872	Voucher #:	43247	Invoice		Invoice No: 1VCM-W6VM-HLYL	9/20/2024	Paid Amt: \$118.94
				E 01	010 203 000 000 430	B000CD0ZTG 2000Plus Refill Ink for Self-Inking	\$4.90
				E 01	010 203 000 000 430	Amazon Shipping Charge	\$0.00
PO#: 5892	Voucher #:	43255	Invoice		Invoice No: 1JG3-14L6-9FJR	9/20/2024	Paid Amt: \$4.90
				E 01	005 690 690 000 455	B07F7NBVJK Satechi USB C Hub Multiport Adc	\$289.25
				E 01	005 690 690 000 455	B08SGM6F79 STREBITO Electronics Precisiar	\$50.38
				E 01	005 690 690 000 455	B0BNMCMYNF AuviPal USB C 90 Degree Adap	\$138.80
				E 01	005 690 690 000 455	Amazon Shipping Charge	\$0.00
				E 01	005 690 690 000 455	Discount	(\$1.01)
PO#: 5823	Voucher #:	43250	Invoice		Invoice No: 1CCP-YHRP-9HGH	9/20/2024	Paid Amt: \$477.42
				E 04	005 582 000 344 430	Playground Ball Set	\$56.95
PO#:	Voucher #:	43257	Invoice		Invoice No: 1V3H-7HF6-91D6	9/20/2024	Paid Amt: \$56.95

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77165	4295		AMAZON CAPITAL SERVICES		Check
				E 04	005 582 000 344 430 Temera Paint		\$155.58
PO#:	Voucher #:	43258	Invoice		Invoice No: 1NWX-1LWG-7MGD	9/20/2024	Paid Amt: \$155.58
				E 01	005 690 690 000 455 B07WF96FY5 Apple USB-C Digital AV Multiport		\$293.85
PO#: 5854	Voucher #:	43360	Invoice		Invoice No: 1PQW-YCVH-RNJM	9/20/2024	Paid Amt: \$293.85
				E 01	005 690 690 000 455 B0BKLCGBX9 Eccliy 32 Pcs 8 oz Spray Bottles		\$29.99
				E 01	005 690 690 000 455 Amazon Shipping Charge		\$0.00
PO#: 5804	Voucher #:	43248	Invoice		Invoice No: 1P4Q-Y7YN-19Q4	9/20/2024	Paid Amt: \$29.99
				E 01	020 211 000 000 401 B00006JNU2 Bostitch Impulse Drive, 30 Sheet I		\$33.99
				E 01	020 211 000 000 401 B00008XPNE Southworth Parchment Specialty		\$26.45
				E 01	020 211 000 000 401 B000MK61ME Southworth@ Parchment Special		\$22.02
				E 01	020 211 000 000 401 B0013CIQCI Southworth@ 100% Cotton Resum		\$14.65
				E 01	020 211 000 000 401 B001GAOTSW Pilot, G2 Premium Gel Roller Pi		\$11.89
				E 01	020 211 000 000 401 Clorox Wipes		\$38.83
				E 01	020 211 000 000 401 Scissors		\$28.68
				E 01	020 211 000 000 401 B00G4CJ8GK SHARPIE Permanent Markers, F		\$67.47
				E 01	020 211 000 000 401 3 Ring Binders		\$22.99
				E 01	020 211 000 000 401 B00WKZ98ZG Staples 472993 Button-and-Strir		\$23.88
				E 01	020 211 000 000 401 B00X8BOUJK Trade Quest Letter Size Clipboard		\$28.88
				E 01	020 211 000 000 401 B0106I2JT0 Expo 81505 Block Eraser Dry Eras		\$98.61
				E 01	020 211 000 000 401 B011CLR89Q Expo 81803 Liquid Cleaner, Whit		\$81.98
				E 01	020 211 000 000 401 B0147GIMPC Southworth Parchment Specialty		\$37.07
				E 01	020 211 000 000 401 Southworth Gray Paper		\$24.20
				E 01	020 211 000 000 401 B079ZV4V3L Amazon Basics 25-Sheet Capacity		\$42.05
				E 01	020 211 000 000 401 B07BB7WSWY SKKSTATIONERY 576 Pack P		\$175.96
				E 01	020 211 000 000 401 B07C549L8X Spartan Industrial - 10" X 13" (50C		\$39.98
				E 01	020 211 000 000 401 B07QP9WYVM 3M Highland Economy Masking		\$39.99
				E 01	020 211 000 000 401 B086VZMQ5Y Packing Tape with Dispenser, 12		\$59.97
				E 01	020 211 000 000 401 B09TR78FZF Lanties 10 Pack Desktop Tape Di		\$33.99
				E 01	020 211 000 000 401 B0BZCW9235 (8 Pack) Pop-up Sticky Notes 3x		\$7.99
				E 01	020 211 000 000 401 B0C3GL8BRN JEFURE 30Pcs 39.4Ft White O		\$31.98
				E 01	020 211 000 000 401 B0C5CBMYDV Keebor Packing Tape with Dispe		\$59.97
				E 01	020 211 000 000 401 Amazon Shipping Charge		\$0.00
				E 01	020 211 000 000 401 Discount		(\$4.18)
				E 01	020 211 000 000 401 Desk Calendar		\$9.98
				E 01	020 211 000 000 401 Correction Tape Pen		\$14.99
				E 01	020 211 000 000 401 Tape		\$11.44
PO#: 5762	Voucher #:	43256	Invoice		Invoice No: 1XNC-QTPF-CMTW	9/20/2024	Paid Amt: \$1,085.70

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77165	4295		AMAZON CAPITAL SERVICES		Check		
				E 04	005 582 000 344 401	Small Wire Toggle Hooks		\$31.98	
PO#:	Voucher #:	43367	Invoice		Invoice No: 1PX9-76HC-QMGX	9/20/2024	Paid Amt:	\$31.98	
				E 01	005 810 000 000 401	B01MXWVQ1E Sargent 6 Pin Key Blank 6275 L		\$47.08	
				E 01	005 810 000 000 401	Amazon Shipping Charge		\$0.00	
PO#: 5873	Voucher #:	43251	Invoice		Invoice No: 1931-61GT-1DGW	9/20/2024	Paid Amt:	\$47.08	
				E 01	005 810 000 000 401	Custodial Supplies		\$78.60	
PO#:	Voucher #:	43259	Invoice		Invoice No: 1QKK-WGJM-T6N3	9/20/2024	Paid Amt:	\$78.60	
				E 01	010 412 000 740 433	B00141WFRA Halyard Health Purple Nitrile Exa		\$96.33	
				E 01	010 412 000 740 433	Amazon Shipping Charge		\$0.00	
PO#: 5882	Voucher #:	43246	Invoice		Invoice No: 1GMM-7GJT-4LLM	9/20/2024	Paid Amt:	\$96.33	
				E 01	005 690 690 000 455	B0BKLCGBX9 Eccliy 32 Pcs 8 oz Spray Bottles		\$29.99	
				E 01	005 690 690 000 455	Amazon Shipping Charge		\$0.00	
PO#: 5845	Voucher #:	43252	Invoice		Invoice No: 1LKF-PLKP-X6VR	9/20/2024	Paid Amt:	\$29.99	
				E 01	005 810 000 000 401	Wet Floor Signs		\$39.99	
PO#:	Voucher #:	43260	Invoice		Invoice No: 1MCP-M6T9-3RPW	9/20/2024	Paid Amt:	\$39.99	
							Check Amount:	\$2,768.83	
0485	PCB	77166	4300		BATTERIES PLUS BULBS #794		Check		
				E 01	005 810 000 000 401	new batteries for HS riding vacuum		\$869.97	
PO#: 5848	Voucher #:	43261	Invoice		Invoice No: P75821157	9/20/2024	Paid Amt:	\$869.97	
							Check Amount:	\$869.97	
0485	PCB	77167	1903		BECKER SCREENPRINTING		Check		
				E 01	020 296 058 000 401	Royal Invite T Shirts		\$360.00	
PO#:	Voucher #:	43262	Invoice		Invoice No: 6366	9/20/2024	Paid Amt:	\$360.00	
				E 04	005 505 000 321 401	Sport Grey Soccer Tshirt		\$126.00	
				E 04	005 505 000 321 401	Ash Volleyball Tshirt		\$210.00	
				E 04	005 505 000 321 401	Sport Grey Flag Football Tshirt		\$217.00	
				E 04	005 505 000 321 401	Black Tackle Football Tshirt		\$168.00	
PO#: 5922	Voucher #:	43346	Invoice		Invoice No: 6398	9/20/2024	Paid Amt:	\$721.00	
							Check Amount:	\$1,081.00	
0485	PCB	77168	4360		BENEFIT EXTRAS, INC.		Check		
				E 01	005 110 000 000 305	COBRA Administration Monthly Fee		\$85.00	
PO#:	Voucher #:	43263	Invoice		Invoice No: 124276	9/20/2024	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0485	PCB	77169	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 335	Toilet Rental		\$990.00	
PO#:	Voucher #:	43265	Invoice		Invoice No: 1707	9/20/2024	Paid Amt:	\$990.00	
							Check Amount:	\$990.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77170	4795		Cardio Partners Inc		Check		
				E 01	005 865 000 352 401	Electrodes Pediatric Padz		\$246.99	
	PO#:	Voucher #:	43283	Invoice	Invoice No:	INV3278154	9/20/2024	Paid Amt:	\$246.99
								Check Amount:	\$246.99
0485	PCB	77171	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,089.30	
				E 01	005 760 000 720 442	Discount		(\$38.71)	
	PO#:	Voucher #:	43354	Invoice	Invoice No:	5211813	9/20/2024	Paid Amt:	\$1,050.59
				E 01	005 760 000 720 442	UNLEADED		\$1,429.51	
				E 01	005 760 000 720 442	Discount		(\$50.80)	
	PO#:	Voucher #:	43353	Invoice	Invoice No:	5211740	9/20/2024	Paid Amt:	\$1,378.71
				E 01	005 760 000 720 442	Fieldmaster Diesel		\$2,443.20	
				E 01	005 760 000 720 442	Discount		(\$80.00)	
	PO#:	Voucher #:	43355	Invoice	Invoice No:	5211812	9/20/2024	Paid Amt:	\$2,363.20
								Check Amount:	\$4,792.50
0485	PCB	77172	4396		CHRIS VOSEN AUTO REPAIR		Check		
				E 01	005 760 000 720 350	Van #23 Battery		\$259.59	
	PO#:	Voucher #:	43358	Invoice	Invoice No:	7808	9/20/2024	Paid Amt:	\$259.59
				E 01	005 760 000 720 350	Van #25 Battery		\$145.81	
	PO#:	Voucher #:	43359	Invoice	Invoice No:	7812	9/20/2024	Paid Amt:	\$145.81
								Check Amount:	\$405.40
0485	PCB	77173	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$666.48	
	PO#:	Voucher #:	43266	Invoice	Invoice No:	08.01.2024	9/20/2024	Paid Amt:	\$666.48
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,084.18	
	PO#:	Voucher #:	43267	Invoice	Invoice No:	8.01.2024	9/20/2024	Paid Amt:	\$1,084.18
								Check Amount:	\$1,750.66
0485	PCB	77174	4778		Craig Brown		Check		
				E 01	020 294 054 000 305	Football Official Holdingford		\$90.00	
	PO#:	Voucher #:	43268	Invoice	Invoice No:	09.09.2024	9/20/2024	Paid Amt:	\$90.00
								Check Amount:	\$90.00
0485	PCB	77175	4119		DAKOTA TRUCK UNDERWRITERS		Check		
				E 01	005 930 000 000 270	Workers Comp Insurance		\$11,928.00	
	PO#:	Voucher #:	43269	Invoice	Invoice No:	3742679	9/20/2024	Paid Amt:	\$11,928.00
								Check Amount:	\$11,928.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77176	3709		DAVID ROZINKA		Check		
				E 01	020 294 054 000 305	FB OFFICIAL Maple Lake		\$125.00	
	PO#:	Voucher #:	43306	Invoice	Invoice No:	09.13.2024		9/20/2024	
							Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77177	4237		DSC Communications		Check		
				E 01	005 760 000 720 401	Antenna Rod		\$47.50	
	PO#:	Voucher #:	43350	Invoice	Invoice No:	2246932		9/20/2024	
				E 01	005 760 000 302 548	Radio for new bus		\$813.00	
	PO#:	Voucher #:	43351	Invoice	Invoice No:	2246384		9/20/2024	
							Paid Amt:	\$813.00	
							Check Amount:	\$860.50	
0485	PCB	77178	1132		ECKROTH MUSIC CO		Check		
				E 01	020 258 091 000 430	LP Tri-Bell Set with Vise-Clamp Mount		\$149.99	
				E 01	020 258 091 000 430	LP Agogo Bells		\$54.99	
				E 01	020 258 091 000 430	LP Session Shaker Large		\$22.99	
				E 01	020 258 091 000 430	LP Pro Maracas		\$29.99	
				E 01	020 258 091 000 430	LP Matador 14" and 15" Timbales Brass		\$559.99	
				E 01	020 258 091 000 430	LP Cyclops Handheld Tambourine White - Steel		\$39.99	
				E 01	020 258 091 000 430	LP Tambourine 10" Double Row w/head		\$19.99	
				E 01	020 258 091 000 430	LP Claves King		\$34.99	
	PO#: 5767	Voucher #:	43272	Invoice	Invoice No:	5328869		9/20/2024	
							Paid Amt:	\$912.92	
							Check Amount:	\$912.92	
0485	PCB	77179	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	July 8 Regular Minutes		\$96.00	
	PO#:	Voucher #:	43271	Invoice	Invoice No:	1014299		9/20/2024	
							Paid Amt:	\$96.00	
							Check Amount:	\$96.00	
0485	PCB	77180	4189		EDPUZZLE		Check		
				E 01	005 690 690 000 406	Edpuzzle Renewal		\$2,380.00	
	PO#: 5789	Voucher #:	43295	Invoice	Invoice No:	35595		9/20/2024	
							Paid Amt:	\$2,380.00	
							Check Amount:	\$2,380.00	
0485	PCB	77181	4673		FROG STREET PRESS, LLC		Check		
				E 04	005 582 000 344 430	Pre K English Kit		\$3,514.99	
				E 04	005 582 000 344 430	Shipping and Handling		\$421.80	
	PO#: 5906	Voucher #:	43366	Invoice	Invoice No:	0261472-IN		9/20/2024	
							Paid Amt:	\$3,936.79	
							Check Amount:	\$3,936.79	
0485	PCB	77182	4839		Gottwalt, Ashley		Check		
				R 02	005 770 000 701 601	Lunch Money refund		\$16.25	
	PO#:	Voucher #:	43273	Invoice	Invoice No:	09.18.2024		9/20/2024	
							Paid Amt:	\$16.25	
							Check Amount:	\$16.25	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77183	4959		GraceNotes LLC		Check		
				E 01	020 258 000 000 430	Sight Reading Factory Year Subscription		\$35.00	
	PO#: 5878	Voucher #:	43311	Invoice	Invoice No: tnur9e	9/20/2024	Paid Amt:	\$35.00	
							Check Amount:	\$35.00	
0485	PCB	77184	4426		GRAND RAPIDS PUBLIC SCHOOLS		Check		
				E 01	998 211 000 000 390	Tuition Billing 23-24		\$1,220.88	
	PO#:	Voucher #:	43276	Invoice	Invoice No: 08.01.2024	9/20/2024	Paid Amt:	\$1,220.88	
							Check Amount:	\$1,220.88	
0485	PCB	77185	4969		Hausenfluck, Ray		Check		
				R 02	005 770 000 701 601	Lunch Money refund		\$12.15	
	PO#:	Voucher #:	43274	Invoice	Invoice No: 09.18.2024	9/20/2024	Paid Amt:	\$12.15	
							Check Amount:	\$12.15	
0485	PCB	77186	1220		HOLDINGFORD PUBLIC SCHOOL		Check		
				E 01	020 292 052 000 369	Cross Country Entry Fee		\$125.00	
	PO#:	Voucher #:	43275	Invoice	Invoice No: 09.05.2024	9/20/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77187	1241		ISCORP		Check		
				E 01	005 110 000 000 305	Skyward hosting Student service for Oct 2024		\$157.50	
	PO#:	Voucher #:	43277	Invoice	Invoice No: 09.01.2024	9/20/2024	Paid Amt:	\$157.50	
							Check Amount:	\$157.50	
0485	PCB	77188	1423		ISD #484		Check		
				E 01	020 292 052 000 369	CC Entry Fee		\$125.00	
	PO#:	Voucher #:	43301	Invoice	Invoice No: 09.06.2024	9/20/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77189	3724		JEFF ECKES		Check		
				E 01	020 294 054 000 305	FB Official Maple Lake		\$125.00	
	PO#:	Voucher #:	43270	Invoice	Invoice No: 09.13.2024	9/20/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77190	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 495	MILK		\$466.90	
	PO#:	Voucher #:	43279	Invoice	Invoice No: 5339688	9/20/2024	Paid Amt:	\$466.90	
				E 02	005 770 000 701 495	MILK		\$241.50	
	PO#:	Voucher #:	43278	Invoice	Invoice No: 5327860	9/20/2024	Paid Amt:	\$241.50	
				E 02	005 770 000 701 495	MILK		\$483.00	
	PO#:	Voucher #:	43281	Invoice	Invoice No: 5357545	9/20/2024	Paid Amt:	\$483.00	
				E 02	005 770 000 701 495	MILK		\$354.20	
	PO#:	Voucher #:	43280	Invoice	Invoice No: 5352031	9/20/2024	Paid Amt:	\$354.20	
				E 02	005 770 000 701 490	MILK		\$418.60	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	77190	1267		KEMPS, LLC		Check	
				E 02	005 770 000 701 490			MILK (\$418.60)
				E 02	005 770 000 701 495			MILK \$418.60
PO#:	Voucher #:	43282	Invoice	Invoice No:	5356196	9/20/2024	Paid Amt:	\$418.60
							Check Amount:	\$1,964.20
0485	PCB	77191	4970		Klosowski, Amy		Check	
				R 02	005 770 000 701 601			Lunch Money refund \$24.85
PO#:	Voucher #:	43284	Invoice	Invoice No:	09.18.2024	9/20/2024	Paid Amt:	\$24.85
							Check Amount:	\$24.85
0485	PCB	77192	3595		LIZ MERTEN PHOTOGRAPHY		Check	
				E 01	020 292 000 000 305			Hallway posters SB, BB, Track, Golf \$520.00
PO#:	Voucher #:	43285	Invoice	Invoice No:	0137	9/20/2024	Paid Amt:	\$520.00
							Check Amount:	\$520.00
0485	PCB	77193	1292		LONG PRAIRIE GREY EAGLE SCHOOLS		Check	
				E 01	020 292 052 000 369			CC Entry Fee \$150.00
PO#:	Voucher #:	43286	Invoice	Invoice No:	09.05.2024	9/20/2024	Paid Amt:	\$150.00
							Check Amount:	\$150.00
0485	PCB	77194	4540		MARCO		Check	
				E 01	005 110 690 000 580			Copiers \$1,976.60
PO#:	Voucher #:	43368	Invoice	Invoice No:	37383716	9/20/2024	Paid Amt:	\$1,976.60
							Check Amount:	\$1,976.60
0485	PCB	77195	3023		MATBOSS, LLC		Check	
				E 01	020 294 056 000 305			Wrestling Stats Subscription \$599.00
PO#:	Voucher #:	43287	Invoice	Invoice No:	21214650531	9/20/2024	Paid Amt:	\$599.00
							Check Amount:	\$599.00
0485	PCB	77196	4931		Mielke Oil Co., INC		Check	
				E 01	005 760 000 720 401			Bulk oil for buses \$381.00
PO#:	Voucher #:	43288	Invoice	Invoice No:	354479	9/20/2024	Paid Amt:	\$381.00
							Check Amount:	\$381.00
0485	PCB	77197	3258		MINNESOTA CLAY USA		Check	
				E 01	020 212 000 000 430			SPLIT ROCK STONEWARE CONE 6-10-WET \$260.00
				E 01	020 212 000 000 430			MB 6 WHITE STONEWARE CONE 6-WET \$299.70
				E 01	020 212 000 000 430			SC-16 COTTON TAIL PINT MAYCO \$71.40
				E 01	020 212 000 000 430			SC-15 TUXEDO PINT MAYCO \$71.40
				E 01	020 212 000 000 430			SW-155 WINTER WOOD PINT MAYCO \$28.90
				E 01	020 212 000 000 430			SW-194 NIMBUS PINT MAYCO \$12.96
				E 01	020 212 000 000 430			SW-122 MAYCOSHINO PINT MAYCO \$14.45
				E 01	020 212 000 000 430			SW-108 GREEN TEA PINT MAYCO \$11.26

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77197	3258		MINNESOTA CLAY USA		Check
				E 01	020 212 000 000 430	SW-115 MIDNIGHT RAIN PINT MAYCO	\$14.45
				E 01	020 212 000 000 430	SW-120 NORTHERN WOODS PINT MAYCO	\$11.26
				E 01	020 212 000 000 430	KIT 2 STROKE AND COAT 2 OZ MAYCO	\$44.20
				E 01	020 212 000 000 430	PALLETIZE & SHRINKWRAP CHARGE	\$17.50
				E 01	020 212 000 000 430	FREIGHT	\$148.72
	PO#: 5925	Voucher #: 43361		Invoice	Invoice No: 148669	9/20/2024	Paid Amt: \$1,006.20
							Check Amount: \$1,006.20
0485	PCB	77198	4458		MOSYLE CORPORATION		Check
				E 01	005 690 690 000 406	Subscription 8-01-2024 to 7-31-2025	\$26.00
	PO#:	Voucher #: 43290		Invoice	Invoice No: 2484865	9/20/2024	Paid Amt: \$26.00
							Check Amount: \$26.00
0485	PCB	77199	1833		NICK BERSCHIED		Check
				E 01	020 294 054 000 305	JV Football Official Holdingford	\$90.00
	PO#:	Voucher #: 43291		Invoice	Invoice No: 09.09.2024	9/20/2024	Paid Amt: \$90.00
							Check Amount: \$90.00
0485	PCB	77200	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
				E 01	005 760 000 720 401	Kit, Plate & Shock Absorber	\$345.65
	PO#:	Voucher #: 43293		Invoice	Invoice No: 315506	9/20/2024	Paid Amt: \$345.65
				E 01	005 760 000 720 401	Kit, DCM, Brush, Hor	\$32.62
	PO#:	Voucher #: 43294		Invoice	Invoice No: 315522	9/20/2024	Paid Amt: \$32.62
				E 01	005 760 000 720 401	Bracket Assy, Rear, Bronze Flanged BU	\$37.86
	PO#:	Voucher #: 43369		Invoice	Invoice No: 314999	9/20/2024	Paid Amt: \$37.86
				E 01	005 760 000 302 548	Bus Purchase	\$120,277.63
	PO#:	Voucher #: 43292		Invoice	Invoice No: 9767	9/20/2024	Paid Amt: \$120,277.63
							Check Amount: \$120,693.76
0485	PCB	77201	1406		PAN-O-GOLD BAKING CO		Check
				E 02	005 770 000 701 490	BREAD	\$92.40
	PO#:	Voucher #: 43299		Invoice	Invoice No: 10000124253004	9/20/2024	Paid Amt: \$92.40
				E 02	005 770 000 701 490	BREAD	\$64.20
	PO#:	Voucher #: 43297		Invoice	Invoice No: 10000124261002	9/20/2024	Paid Amt: \$64.20
				E 02	005 770 000 701 490	BREAD	\$215.10
	PO#:	Voucher #: 43298		Invoice	Invoice No: 10000124261001	9/20/2024	Paid Amt: \$215.10
				E 02	005 770 000 701 490	BREAD	\$74.40
	PO#:	Voucher #: 43296		Invoice	Invoice No: 10000124253003	9/20/2024	Paid Amt: \$74.40
							Check Amount: \$446.10

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77202	3053		PAUL GOEBEL		Check		
				E 01	020 294 054 000 305	JV FB Official Holdingford		\$90.00	
	PO#:	Voucher #:	43300	Invoice	Invoice No:	09.09.2024		9/20/2024	
							Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	77203	4361		PHILIP BERG		Check		
				E 01	020 294 054 000 305	Football Official Maple Lake		\$125.00	
	PO#:	Voucher #:	43264	Invoice	Invoice No:	09.13.2024		9/20/2024	
							Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77204	4977		PowerSchool Holdings LLC		Check		
				E 01	005 690 690 000 405	School Messenger 9-01-2024 to 08-31-2024		\$3,190.96	
	PO#:	Voucher #:	43365	Invoice	Invoice No:	INV421322		9/20/2024	
							Paid Amt:	\$3,190.96	
							Check Amount:	\$3,190.96	
0485	PCB	77205	4972		Pump Solutions LLC		Check		
				E 01	005 810 000 000 401	Football Field Painter Repair		\$457.43	
	PO#:	Voucher #:	43302	Invoice	Invoice No:	24-2716		9/20/2024	
							Paid Amt:	\$457.43	
							Check Amount:	\$457.43	
0485	PCB	77206	1458		RENNEBERG HARDWOODS		Check		
				E 01	020 301 320 830 433	Woods 1 Supplies: Oak, Walnut, Birch, Cedar		\$2,514.25	
	PO#: 5834	Voucher #:	43303	Invoice	Invoice No:	00030353		9/20/2024	
							Paid Amt:	\$2,514.25	
							Check Amount:	\$2,514.25	
0485	PCB	77207	1460		RESOURCE TRAINING & SOL		Check		
				E 01	010 218 000 388 366	Gifted Network Registration - PD		\$228.00	
	PO#: 5735	Voucher #:	43370	Invoice	Invoice No:	41048		9/20/2024	
							Paid Amt:	\$228.00	
							Check Amount:	\$228.00	
0485	PCB	77208	1463		RICE HARDWARE HANK		Check		
				E 01	005 760 000 720 401	Garage Air Hose Supplies		\$55.50	
	PO#:	Voucher #:	43352	Invoice	Invoice No:	32603/3		9/20/2024	
							Paid Amt:	\$55.50	
							Check Amount:	\$55.50	
0485	PCB	77209	4965		Richard Gerard Rassier		Check		
				E 01	020 211 000 000 305	Rick Rassier Teamwork Motivation Training		\$500.00	
	PO#: 5916	Voucher #:	43304	Invoice	Invoice No:	09.04.2024		9/20/2024	
							Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
0485	PCB	77210	3896		RIVERSIDE INSIGHTS		Check		
				E 01	010 218 000 388 430	CogAT Online Testing Licenses		\$1,792.00	
	PO#: 5843	Voucher #:	43305	Invoice	Invoice No:	NV218471		9/20/2024	
							Paid Amt:	\$1,792.00	
							Check Amount:	\$1,792.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77211	3461		Saint John's Preparatory School		Check		
				E 01	020 292 052 000 369			CC ENTRY FEE	\$150.00
	PO#:	Voucher #:	43349	Invoice	Invoice No: 09.17.2024	9/20/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	77212	3916		SAUK CENTRE PUBLIC SCHOOLS		Check		
				E 01	020 296 058 000 369			Volleyball Entry Fee	\$150.00
	PO#:	Voucher #:	43307	Invoice	Invoice No: 09.16.2024	9/20/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	77213	4339		SCHOLASTIC Inc Magazines		Check		
				E 01	020 220 000 000 430			Action - Digital	\$89.90
	PO#:	Voucher #:	43308	Invoice	Invoice No: M7500263	9/20/2024	Paid Amt:	\$89.90	
							Check Amount:	\$89.90	
0485	PCB	77214	4232		SCHOOL NURSE SUPPLY		Check		
				E 01	005 720 000 000 401			23480 Economy intant cold pack 5x9	\$29.00
				E 01	005 720 000 000 401			23481 Instant Heat Pack 5X9 Large	\$38.50
				E 01	005 720 000 000 401			54201 Blood Glucose Monitoring System-Test S	\$19.95
				E 01	005 720 000 000 401			54202 Blood Glucose Monitoring System- Contr	\$13.90
				E 01	005 720 000 000 401			20210 ThermaKool reusable Hot/Cold Pack- 4x6	\$129.00
	PO#: 5851	Voucher #:	43362	Invoice	Invoice No: 1020287-IN	9/20/2024	Paid Amt:	\$230.35	
							Check Amount:	\$230.35	
0485	PCB	77215	4973		Segler, Nicole		Check		
				R 02	005 770 000 701 601			Lunch Money Refund	\$15.00
	PO#:	Voucher #:	43309	Invoice	Invoice No: 09.18.2024	9/20/2024	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
0485	PCB	77216	4974		Severtson, Mindy		Check		
				R 02	005 770 000 701 601			Lunch Money Refund	\$19.00
	PO#:	Voucher #:	43310	Invoice	Invoice No: 09.18.2024	9/20/2024	Paid Amt:	\$19.00	
							Check Amount:	\$19.00	
0485	PCB	77217	2550		SKYWARD USERS OF MINNESOTA		Check		
				E 01	005 690 690 000 366			SKYWARD CONFERENCE	\$500.00
	PO#:	Voucher #:	43347	Invoice	Invoice No: 09.17.2024	9/20/2024	Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
0485	PCB	77218	4755		SQUIRES, WALDSPURGER & MACE		Check		
				E 01	005 020 000 000 313			Legal	\$2,860.00
	PO#:	Voucher #:	43312	Invoice	Invoice No: 21126	9/20/2024	Paid Amt:	\$2,860.00	
							Check Amount:	\$2,860.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77219	3940		ST. CLOUD ORTHOPEDICS		Check		
				E 01	020 292 000 000 305	Athletic Traing Service 8-23-24 & 8-24-24		\$650.00	
	PO#:	Voucher #:	43313	Invoice	Invoice No: 1	9/20/2024	Paid Amt:	\$650.00	
							Check Amount:	\$650.00	
0485	PCB	77220	3707		STEPHEN MIKKELSON		Check		
				E 01	020 294 054 000 305	FB Official Maple Lake		\$125.00	
	PO#:	Voucher #:	43289	Invoice	Invoice No: 09.13.2024	9/20/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77221	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	Credit		\$12.16	
	PO#:	Voucher #:	43314	Credit	Invoice No: 253712324	9/20/2024	Paid Amt:	(\$12.16)	
				E 02	005 770 000 701 490	Credit		\$14.74	
	PO#:	Voucher #:	43315	Credit	Invoice No: 253718734	9/20/2024	Paid Amt:	(\$14.74)	
				E 02	005 770 000 701 490	LUNCH		\$88.90	
	PO#:	Voucher #:	43330	Invoice	Invoice No: 253723127	9/20/2024	Paid Amt:	\$88.90	
				E 02	005 770 000 701 491	Commodity		\$13.18	
	PO#:	Voucher #:	43317	Invoice	Invoice No: 253723125	9/20/2024	Paid Amt:	\$13.18	
				E 02	005 770 000 701 490	LUNCH		\$53.94	
	PO#:	Voucher #:	43319	Invoice	Invoice No: 253718755	9/20/2024	Paid Amt:	\$53.94	
				E 02	005 770 000 701 491	Commodity		\$46.02	
	PO#:	Voucher #:	43321	Invoice	Invoice No: 253716998	9/20/2024	Paid Amt:	\$46.02	
				E 02	005 770 000 705 490	Breakfast		\$144.76	
				E 02	005 770 000 701 401	Supplies		\$84.01	
	PO#:	Voucher #:	43322	Invoice	Invoice No: 253717001	9/20/2024	Paid Amt:	\$228.77	
				E 02	005 770 000 701 490	LUNCH		\$162.75	
	PO#:	Voucher #:	43325	Invoice	Invoice No: 253723132	9/20/2024	Paid Amt:	\$162.75	
				E 02	005 770 000 701 490	LUNCH		\$31.99	
				E 02	005 770 000 701 401	SUPPLIES		\$166.40	
	PO#:	Voucher #:	43327	Invoice	Invoice No: 253723130	9/20/2024	Paid Amt:	\$198.39	
				E 02	005 770 000 701 491	Commodity		\$37.96	
	PO#:	Voucher #:	43328	Invoice	Invoice No: 253723129	9/20/2024	Paid Amt:	\$37.96	
				E 02	005 770 000 705 490	Breakfast		\$760.58	
	PO#:	Voucher #:	43324	Invoice	Invoice No: 253717000	9/20/2024	Paid Amt:	\$760.58	
				E 02	005 770 000 701 491	Commodity		\$90.63	
	PO#:	Voucher #:	43323	Invoice	Invoice No: 253717003	9/20/2024	Paid Amt:	\$90.63	
				E 02	005 770 000 701 490	LUNCH		\$4,027.61	
				E 02	005 770 000 701 401	SUPPLIES		\$131.46	
	PO#:	Voucher #:	43326	Invoice	Invoice No: 253723131	9/20/2024	Paid Amt:	\$4,159.07	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77221	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 705 490 Breakfast			\$895.63	
PO#:	Voucher #:	43329	Invoice		Invoice No: 253723128	9/20/2024	Paid Amt:	\$895.63	
				E 02	005 770 000 701 490 LUNCH			\$2,699.91	
				E 02	005 770 000 701 401 SUPPLIES			\$182.83	
PO#:	Voucher #:	43320	Invoice		Invoice No: 253717002	9/20/2024	Paid Amt:	\$2,882.74	
				E 02	005 770 000 701 490 LUNCH			\$1,998.67	
PO#:	Voucher #:	43318	Invoice		Invoice No: 253716999	9/20/2024	Paid Amt:	\$1,998.67	
				E 02	005 770 000 701 490 LUNCH			\$2,736.55	
				E 02	005 770 000 701 401 SUPPLIES			\$208.41	
PO#:	Voucher #:	43316	Invoice		Invoice No: 253723126	9/20/2024	Paid Amt:	\$2,944.96	
							Check Amount:	\$14,535.29	
0485	PCB	77222	3706		THOMAS HIGHUM		Check		
				E 01	020 294 054 000 305 FB Official Maple Lake			\$125.00	
PO#:	Voucher #:	43331	Invoice		Invoice No: 09.13.2024	9/20/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	77223	3570		TPRS BOOKS		Check		
				E 01	020 230 000 000 430 books			\$59.00	
PO#: 5828	Voucher #:	43332	Invoice		Invoice No: 103771	9/20/2024	Paid Amt:	\$59.00	
							Check Amount:	\$59.00	
0485	PCB	77224	1592		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320 PHONE SERVICE			\$314.95	
PO#:	Voucher #:	43348	Invoice		Invoice No: 9973630462	9/20/2024	Paid Amt:	\$314.95	
							Check Amount:	\$314.95	
0485	PCB	77225	4975		Westby, Jessica		Check		
				R 02	005 770 000 701 601 Lunch Money refund			\$81.70	
PO#:	Voucher #:	43333	Invoice		Invoice No: 09.19.2024	9/20/2024	Paid Amt:	\$81.70	
							Check Amount:	\$81.70	
0485	PCB	77226	4353		WHA SCHOOLS		Check		
				E 01	020 296 058 000 369 VB TOURNAMENT ENTRY FEE			\$250.00	
PO#:	Voucher #:	43334	Invoice		Invoice No: 09.09.2024	9/20/2024	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0485	PCB	77227	1331		MID-STATE EDUCATION DIST		Check		
				E 01	005 420 450 740 396 Occupational/Physical Therapy			\$1,423.11	
				E 01	005 420 450 740 396 Psychological Service			\$42,635.90	
				E 01	005 420 450 740 397 Psychological Service			\$6,727.30	
				E 04	005 582 450 344 390 Preschool Screening			\$404.83	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77227	1331		MID-STATE EDUCATION DIST		Check
				E 01	020 211 390 000 391	Telecommunication Access	\$18,281.73
PO#:	Voucher #:	43390	Credit		Invoice No: 3893	9/30/2024	Paid Amt: (\$69,472.87)
				E 01	010 412 450 740 396	ECSE	\$13,578.27
				E 01	010 412 450 740 397	ECSE	\$1,318.57
				E 01	005 400 000 000 394	Business Manager	\$2,987.25
				E 01	005 405 450 740 396	HEAR IMPAIRED	\$1,207.24
				E 01	005 405 450 740 397	HEAR IMPAIRED	\$3,030.79
				E 01	005 420 450 740 396	OT/PT	\$946.89
				E 01	005 420 450 740 397	OT/PT	\$24,791.40
				E 01	005 420 450 740 396	APE	\$2,701.85
				E 01	005 420 450 740 397	APE	\$1,076.47
				E 04	005 580 450 325 390	ECFE	\$3,743.46
				E 04	005 582 450 344 390	PRESCHOOL SCREENING/School Readiness	\$679.17
				E 01	010 401 450 740 396	SPEECH/LANGUAGE	\$3,798.71
				E 01	010 401 450 740 397	SPEECH/LANGUAGE	\$16,113.62
				E 01	005 420 450 740 394	Psych Service	\$74,794.92
				E 01	005 420 450 740 396	Due Process	\$30,052.70
				E 01	005 420 450 740 397	Due Process	\$2,443.31
PO#:	Voucher #:	43391	Invoice		Invoice No: 3892	9/30/2024	Paid Amt: \$183,264.62
							Check Amount: \$113,791.75
							Report Total: \$353,499.93

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
12	Student Activities	\$8,455.57
Report Total		\$8,455.57

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$5,442.28	
				B 02	215 017	PERA		\$270.37	
				B 04	215 017	PERA		\$453.48	
PO#:	Voucher #:	43127	Invoice	Invoice No:	S2025040	9/3/2024	Paid Amt:	\$6,166.13	
							Check Amount:	\$6,166.13	
0485	PCB	1415			PERA		Wire		
				B 04	215 017	PERA		\$352.98	
PO#:	Voucher #:	43143	Invoice	Invoice No:	S2024244	9/3/2024	Paid Amt:	\$352.98	
							Check Amount:	\$352.98	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$26,559.51	
				B 04	215 018	TRA		\$448.87	
PO#:	Voucher #:	43146	Invoice	Invoice No:	S2024244	9/3/2024	Paid Amt:	\$27,008.38	
							Check Amount:	\$27,008.38	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$3,917.27	
				B 04	215 018	TRA		\$335.07	
PO#:	Voucher #:	43130	Invoice	Invoice No:	S2025040	9/3/2024	Paid Amt:	\$4,252.34	
				B 01	215 018	TRA Adjustment		\$236.83	
PO#:	Voucher #:	43171	Credit	Invoice No:	08-30-2024	9/3/2024	Paid Amt:	(\$236.83)	
							Check Amount:	\$4,015.51	
0485	PCB	1346			MINNESOTA POWER		Wire		
				E 01	020 810 000 000 331	Acct 811180000 Elect		\$455.00	
PO#:	Voucher #:	43185	Invoice	Invoice No:	811433841476	9/6/2024	Paid Amt:	\$455.00	
				E 01	010 810 000 000 331	Acct 4015125490 Electric		\$3,268.02	
PO#:	Voucher #:	43186	Invoice	Invoice No:	401175805947	9/6/2024	Paid Amt:	\$3,268.02	
				E 01	020 810 000 000 331	Acct 6691032130 Elect		\$91.06	
PO#:	Voucher #:	43183	Invoice	Invoice No:	669272393172	9/6/2024	Paid Amt:	\$91.06	
				E 01	020 810 000 000 331	Acct 5091115490 MS/HS		\$10,721.86	
PO#:	Voucher #:	43184	Invoice	Invoice No:	509547172502	9/6/2024	Paid Amt:	\$10,721.86	
							Check Amount:	\$14,535.94	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$36,088.08	
				B 02	215 010	FICA		\$491.86	
				B 04	215 010	FICA		\$1,955.26	
				B 01	215 011	Federal Tax		\$15,381.67	
				B 02	215 011	Federal Tax		\$107.11	

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 04	215 011	Federal Tax		\$297.65	
PO#:	Voucher #:	43244	Invoice	Invoice No:	S2025050	9/30/2024	Paid Amt:	\$54,321.63	
							Check Amount:	\$54,321.63	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$40,468.72	
				B 02	215 010	FICA		\$1,885.40	
				B 04	215 010	FICA		\$2,044.38	
				B 01	215 011	Federal Tax		\$16,264.62	
				B 02	215 011	Federal Tax		\$377.07	
				B 04	215 011	Federal Tax		\$370.80	
PO#:	Voucher #:	43388	Invoice	Invoice No:	S2025060	9/30/2024	Paid Amt:	\$61,410.99	
							Check Amount:	\$61,410.99	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$8,670.33	
				B 02	215 013	State Tax		\$65.83	
				B 04	215 013	State Tax		\$316.93	
PO#:	Voucher #:	43235	Invoice	Invoice No:	S2025050	9/30/2024	Paid Amt:	\$9,053.09	
							Check Amount:	\$9,053.09	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$9,448.39	
				B 02	215 013	State Tax		\$246.27	
				B 04	215 013	State Tax		\$354.90	
PO#:	Voucher #:	43379	Invoice	Invoice No:	S2025060	9/30/2024	Paid Amt:	\$10,049.56	
							Check Amount:	\$10,049.56	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$1,312.82	
PO#:	Voucher #:	43384	Invoice	Invoice No:	S2025060	9/30/2024	Paid Amt:	\$1,312.82	
				B 01	215 005	Tax Ann		\$9,706.76	
				B 04	215 005	Payroll Deductions		\$228.93	
PO#:	Voucher #:	43385	Invoice	Invoice No:	S2025060	9/30/2024	Paid Amt:	\$9,935.69	
				B 01	215 005	Tax Ann		\$145.84	
PO#:	Voucher #:	43386	Invoice	Invoice No:	S2025060	9/30/2024	Paid Amt:	\$145.84	
				B 01	215 005	Tax Ann		\$237.50	
PO#:	Voucher #:	43387	Invoice	Invoice No:	S2025060	9/30/2024	Paid Amt:	\$237.50	
				B 01	215 005	Tax Ann		\$680.72	
PO#:	Voucher #:	43382	Invoice	Invoice No:	S2025060	9/30/2024	Paid Amt:	\$680.72	

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		\$150.00	
	PO#:	Voucher #:	43383	Invoice	Invoice No: S2025060			Paid Amt:	\$150.00
						9/30/2024		Check Amount:	\$12,462.57
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$1,322.19	
	PO#:	Voucher #:	43240	Invoice	Invoice No: S2025050			Paid Amt:	\$1,322.19
				B 01	215 005	Tax Ann		\$9,992.48	
				B 04	215 005	Payroll Deductions		\$223.23	
	PO#:	Voucher #:	43241	Invoice	Invoice No: S2025050			Paid Amt:	\$10,215.71
				B 01	215 005	Tax Ann		\$145.84	
	PO#:	Voucher #:	43242	Invoice	Invoice No: S2025050			Paid Amt:	\$145.84
				B 01	215 005	Tax Ann		\$237.50	
	PO#:	Voucher #:	43243	Invoice	Invoice No: S2025050			Paid Amt:	\$237.50
				B 01	215 005	Adjustment		\$257.84	
	PO#:	Voucher #:	43392	Credit	Invoice No: 09-13-2024			Paid Amt:	(\$257.84)
				B 01	215 005	Tax Ann		\$682.37	
	PO#:	Voucher #:	43238	Invoice	Invoice No: S2025050			Paid Amt:	\$682.37
				B 01	215 005	Tax Ann		\$152.18	
	PO#:	Voucher #:	43239	Invoice	Invoice No: S2025050			Paid Amt:	\$152.18
						9/30/2024		Check Amount:	\$12,497.95
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$32,275.37	
				B 04	215 018	TRA		\$907.19	
	PO#:	Voucher #:	43237	Invoice	Invoice No: S2025050			Paid Amt:	\$33,182.56
						9/30/2024		Check Amount:	\$33,182.56
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$7,623.44	
				B 02	215 017	PERA		\$474.40	
				B 04	215 017	PERA		\$913.97	
	PO#:	Voucher #:	43234	Invoice	Invoice No: S2025050			Paid Amt:	\$9,011.81
						9/30/2024		Check Amount:	\$9,011.81
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$12,744.45	
				B 02	215 084	HSA		\$45.00	
				B 04	215 084	Payroll Deductions		\$188.54	
	PO#:	Voucher #:	43231	Invoice	Invoice No: S2025050			Paid Amt:	\$12,977.99
				B 01	215 084	Adjustment		\$6,175.00	
						9/30/2024			

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	4614			WEX		Wire
				B 01	215 084		
					Adjustment		(\$13.34)
PO#:	Voucher #:	43394	Credit	Invoice No:	09-13-2024	9/30/2024	Paid Amt: (\$6,161.66)
							Check Amount: \$6,816.33
0485	PCB	4614			WEX		Wire
				B 01	215 082		
					Daycare		\$416.68
PO#:	Voucher #:	43396	Invoice	Invoice No:	09-16-2024	9/30/2024	Paid Amt: \$416.68
							Check Amount: \$416.68
0485	PCB	4614			WEX		Wire
				B 01	215 082		
					Daycare		\$416.68
PO#:	Voucher #:	43397	Invoice	Invoice No:	09.09.2024	9/30/2024	Paid Amt: \$416.68
							Check Amount: \$416.68
0485	PCB	4614			WEX		Wire
				E 01	005 110 000 000 305		
					WEX monthly service fee		\$215.00
PO#:	Voucher #:	43402	Invoice	Invoice No:	0002018793-IN	9/30/2024	Paid Amt: \$215.00
							Check Amount: \$215.00
0485	PCB	4518			POSTALIA		Wire
				E 01	005 105 000 000 329		
					Sep 2024 Postage		\$500.00
PO#:	Voucher #:	43523	Invoice	Invoice No:	Sep 2024	9/30/2024	Paid Amt: \$500.00
							Check Amount: \$500.00
0485	PCB	4806			REVTRK		Wire
				E 01	005 110 000 000 305		
					Sep 2024 Fees		\$900.32
PO#:	Voucher #:	43524	Invoice	Invoice No:	Sep 2024	9/30/2024	Paid Amt: \$900.32
							Check Amount: \$900.32
							Report Total: \$263,334.11

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$249,978.62
02	Food Service	\$3,963.31
04	Community Service	\$9,392.18
Report Total		\$263,334.11

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19704	4370		CAPITAL ONE		Check		
				E 12	020 292 020 301 401	Cross Country Snacks		\$22.86	
	PO#:	Voucher #:	43227	Invoice	Invoice No: 6179574	9/9/2024	Paid Amt:	\$22.86	
							Check Amount:	\$22.86	
0485	ACT	19705	4963		Chirhart, Andrea		Check		
				R 12	020 298 048 301 060	Spanish Trip Refund		\$200.00	
	PO#:	Voucher #:	43225	Invoice	Invoice No: 07.17.2024	9/9/2024	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	ACT	19706	3634		MINNESOTA HISTORICAL SOCIETY		Check		
				E 12	020 298 051 301 369	6th Grade Field Trip		\$568.00	
	PO#:	Voucher #:	43226	Invoice	Invoice No: 31052	9/9/2024	Paid Amt:	\$568.00	
							Check Amount:	\$568.00	
0485	ACT	19707	4295		AMAZON CAPITAL SERVICES		Check		
				E 12	020 298 018 301 401	Concession Stand Items		\$446.94	
	PO#:	Voucher #:	43336	Invoice	Invoice No: 16JN-V76G-D1DP	9/20/2024	Paid Amt:	\$446.94	
				E 12	020 296 045 301 401	B006X0XIQO Tachikara Volley-Lite Additional Cr		\$28.13	
				E 12	020 296 045 301 401	Amazon Shipping Charge		\$0.00	
	PO#: 5890	Voucher #:	43335	Invoice	Invoice No: 1WSQ-JDRR-9HKD	9/20/2024	Paid Amt:	\$28.13	
							Check Amount:	\$475.07	
0485	ACT	19708	2133		BERNICK'S		Check		
				E 12	020 298 018 301 401	POP PAYMENT		\$722.40	
	PO#:	Voucher #:	43337	Invoice	Invoice No: 10257380	9/20/2024	Paid Amt:	\$722.40	
				E 12	020 298 018 301 401	POP PAYMENT		\$504.00	
	PO#:	Voucher #:	43338	Invoice	Invoice No: 10255697	9/20/2024	Paid Amt:	\$504.00	
							Check Amount:	\$1,226.40	
0485	ACT	19709	4904		Bishop, Damien		Check		
				E 12	020 298 041 301 401	Reimbursement Student Council Color Run		\$23.88	
	PO#:	Voucher #:	43363	Invoice	Invoice No: 09.18.2024	9/20/2024	Paid Amt:	\$23.88	
							Check Amount:	\$23.88	
0485	ACT	19710	2135		GRANITE CITY JOBBING		Check		
				E 12	020 298 018 301 401	CONCESSIONS PRODUCTS		\$490.58	
	PO#:	Voucher #:	43340	Invoice	Invoice No: 407760	9/20/2024	Paid Amt:	\$490.58	
				E 12	020 298 018 301 401	CONCESSIONS PRODUCTS		\$643.40	
	PO#:	Voucher #:	43339	Invoice	Invoice No: 409698	9/20/2024	Paid Amt:	\$643.40	
							Check Amount:	\$1,133.98	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19711	3120		GREAT RIVER BOWL		Check
				E 12	020 296 045 301 401	Volleyball Team Bowling	\$415.84
	PO#:	Voucher #:	43341	Invoice	Invoice No: 20241608	9/20/2024	Paid Amt: \$415.84
							Check Amount: \$415.84
0485	ACT	19712	4357		JON KOENIG		Check
				E 12	020 298 041 301 401	Homecoming Banners	\$145.54
	PO#:	Voucher #:	43342	Invoice	Invoice No: 09.09.2024	9/20/2024	Paid Amt: \$145.54
							Check Amount: \$145.54
0485	ACT	19713	2929		MASC		Check
				E 12	020 298 041 301 820	Student Council Membership	\$85.00
	PO#:	Voucher #:	43343	Invoice	Invoice No: 3095	9/20/2024	Paid Amt: \$85.00
							Check Amount: \$85.00
0485	ACT	19714	3956		RANGE PRINTING		Check
				E 12	020 292 020 301 401	T-Shirts for 5k run Platte River	\$524.00
	PO#:	Voucher #:	43344	Invoice	Invoice No: 102853	9/20/2024	Paid Amt: \$524.00
							Check Amount: \$524.00
0485	ACT	19715	2300		TROBECS BUS SERVICE INC		Check
				E 12	020 298 093 301 305	Prom Busses	\$3,435.00
	PO#:	Voucher #:	43345	Invoice	Invoice No: 3734-0	9/20/2024	Paid Amt: \$3,435.00
							Check Amount: \$3,435.00
0485	ACT	19716	4976		Zimny, Peggy		Check
				R 12	020 298 048 301 060	Spanish Trip Refund	\$200.00
	PO#:	Voucher #:	43364	Invoice	Invoice No: 09.16.2024	9/20/2024	Paid Amt: \$200.00
							Check Amount: \$200.00
Report Total:							\$8,455.57

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
12	Student Activities	\$8,455.57
Report Total		\$8,455.57

Resignations 10.14.24

Dubbin	Robert	Cook	Elementary
Sevens	Michelle	Secretary	DO
Wentland	Jake	Trap Coach	MS/HS
Bean	Randy	Van Driver	DO
Koepp	Jacqlyn	MS/HS Para	MS/HS
Larson	Cindy	MS/HS Para	MS/HS

New Hires 10.14.24

Witucki	Patricia	Preschool Para	ECC
Benner	Kaci	CE/DO Secretary	DO

Spain Trip 2025 Fundraiser Proposal

Partner:

Mickman Brothers, Christmas Wreath Fundraisers

What is the Fundraiser?

Selling wreaths and holiday evergreen decorations. Spain trip students will do a pre-order. Wreaths will be delivered around Thanksgiving and students will deliver them to the homes.

Proceeds:

Each wreath will be sold for \$30-\$40 and provide a profit of \$6-9. Profits will go towards paying the trip costs for the 2025 Spain trip.

Fundraising goal:

\$1000

Proposed date of fundraiser:

October 15th - October 28th, 2024

Cost to us:

Nothing. Students will advertise and sell the wreaths in the local community. Orders will be paid to Royalton Public Schools to the Spanish Club, which will pay Mickman Brothers for the wreaths and retain the profit in the activity account.

**Thank you,
Lake Mathison
Spanish Teacher**

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Royalton Public Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Royalton Public Schools supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Rian Hofstad
October 14, 2024

Board Chair/Head of School

Maria Traut
October 14, 2024

Board Clerk – Treasurer/ Finance Director



PMATM
SECURITIES

ISD 485, Royalton Public Schools

Sale Summary

General Obligation School Building Refunding Bonds,
Series 2024A

Michael Hart

Vice President, Managing Director
PMA Securities, LLC

Steve Pumper

Senior Vice President
PMA Securities, LLC

October 14, 2024



G.O. School Building Refunding Bonds, Series 2024A

- ▶ Purpose:
 - ▶ Refund 2/1/2026 through 2/1/2036 maturities of Series 2015A School Building Bonds to achieve debt service savings

- ▶ Mechanism
 - ▶ Current refunding (Call Date = 2/1/2025)
 - ▶ Investment in State and Local Government Securities (SLGS) to fund escrow
 - ▶ Level Debt Service Savings

- ▶ Authority
 - ▶ MN Statute Chapter 475



Series 2015A

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	3.375% *	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

2026-2036 maturities
refunded with 2024A
Bonds

Original Principal	\$25,260,000	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.
Dated Date	06/24/15		
Call Date	02/01/25		



Bid Summary

Independent School District No. 485 (Royalton)

\$14,980,000

General Obligation School Building Refunding Bonds, Series 2024A

Date of Sale: October 10, 2024

Award: Fidelity Capital Markets

Bidder	True Interest Cost (TIC)
Fidelity Capital Markets	2.9477%
BOK Financial Securities, Inc.	2.9640%
Fifth Third Securities, Inc.	2.9781%
KeyBanc Capital Markets	3.0020%
TD Securities	3.0651%
Jefferies LLC	3.0720%
Robert W. Baird & Co., Inc.	3.0786%



Sale Summary

G.O. School Building Refunding Bonds, Series 2024A

	<u>Pre-Sale Finance Plan</u>	<u>Final</u>
Par Amount	\$14,900,000	\$14,765,000
Gross Savings	\$482,433	\$668,857
Present Value Savings	\$394,744	\$556,290
All Inclusive Cost	3.24%	3.07%

- ▶ Savings will be realized as a reduction to debt service levies for taxes payable in 2025 through 2035
- ▶ The par amount was adjusted due to reoffering premium included as a part of the most favorable bid.
- ▶ All Inclusive Cost includes all costs of issuance and interest cost on the bonds.



Savings Detail

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2025	-	1,528,731.25	1,524,402.55	1,528,731.25	4,328.70
02/01/2026	1,799,609.72	-	1,799,609.72	1,857,462.50	57,852.78
02/01/2027	1,799,000.00	-	1,799,000.00	1,859,462.50	60,462.50
02/01/2028	1,798,750.00	-	1,798,750.00	1,859,712.50	60,962.50
02/01/2029	1,795,750.00	-	1,795,750.00	1,857,056.26	61,306.26
02/01/2030	1,795,000.00	-	1,795,000.00	1,856,393.76	61,393.76
02/01/2031	1,796,250.00	-	1,796,250.00	1,857,456.26	61,206.26
02/01/2032	1,799,250.00	-	1,799,250.00	1,859,956.26	60,706.26
02/01/2033	1,798,750.00	-	1,798,750.00	1,860,531.26	61,781.26
02/01/2034	1,799,750.00	-	1,799,750.00	1,857,168.76	57,418.76
02/01/2035	1,797,000.00	-	1,797,000.00	1,856,812.50	59,812.50
02/01/2036	1,795,500.00	-	1,795,500.00	1,857,125.00	61,625.00
Total	\$19,774,609.72	\$1,528,731.25	\$21,299,012.27	\$21,967,868.81	\$668,856.54

PV Analysis Summary (Net to Net)

Net Present Value Benefit	\$556,289.61
Net PV Benefit / \$17,275,825.28 PV Refunded Debt Service	3.220%



Sources and Uses

Sources Of Funds

Par Amount of Bonds	\$14,765,000.00
Reoffering Premium	1,875,400.85
Total Sources	\$16,640,400.85

Uses Of Funds

Deposit to Current Refunding Fund	16,457,951.50
Total Underwriter's Discount (0.417%)	61,595.15
Financial Advisor (PMA Securities)	50,800.50
Bond Counsel (Dorsey & Whitney)	26,000.00
Rating Agency Fee (Moody's)	24,300.00
Underwriter's Counsel (Dorsey & Whitney)	10,000.00
Deposit to Debt Service Fund (Rounding Amount)	4,328.70
Paying Agent (U.S. Bank)	4,000.00
Escrow Agent/SLGS Subscription (U.S. Bank)	1,000.00
Auditor Certificate Fee (Benton County)	200.00
Auditor Certificate Fee (Morrison County)	175.00
Auditor Certificate Fee (Stearns County)	50.00
Total Uses	\$16,640,400.85



Tax Savings

Net FY 2026 Savings
District NTC Value (Prelim Pay 25)
Change in NTC Tax Rate

2015A Refunding
\$54,906
6,596,785
-0.83%
Estimated Annual Tax Decrease

Property Type Est. Market Value

Residential Homestead	\$100,000	-\$5
	200,000	-14
	250,000	-19
	300,000	-23
	350,000	-28
	400,000	-32
	500,000	-41



Rating

- ▶ Moody's Rating for Royalton ISD 485
 - ▶ Aa3
- ▶ Highlights from the Rating Report
 - ▶ The initial Aa3 issuer rating reflects the district's strong full value per capita and resident income ratio, and its relatively stable enrollment trend.
 - ▶ Available fund balance is solid at over 20% of revenue at the close of fiscal 2023, and year-end results for fiscal 2024 reflect balanced operations.
 - ▶ The district has a solid history of budgeting conservatively and maintaining a solid fund balance.



Bond Calendar

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 5, 2024	Bond Closing
February 1, 2025	Bond Call



Contact Us



Steve Pumper

Senior Vice President

612-509-2565

spumper@pmanetwork.com



Michael Hart

VP, Managing Director

612-509-2569

mhart@pmanetwork.com

Website:

www.pmanetwork.com



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CERTIFICATION OF MINUTES RELATING TO
\$14,765,000 GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS,
SERIES 2024A

Issuer: 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 October 14, 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 RATIFYING THE AWARD OF SALE, PRESCRIBING
THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$14,765,000
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS,
SERIES 2024A

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds 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 bonds; 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 14th day of October, 2024.

School District Clerk

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

RESOLUTION RELATING TO RATIFYING THE AWARD OF SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$14,765,000 GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2024A

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. AUTHORIZATION; SALE; RATIFICATION.

1.01. Authorization; Purpose. By resolution duly adopted on September 25, 2024 (the Authorizing Resolution), this Board hereby authorized 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, or next business day (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 Refunded Bonds). The purpose of the refunding of the Refunded Bonds is to achieve debt service savings. The Authorizing Resolution further authorized the Superintendent or Business Manager and any Board officer, in consultation with PMA Securities, LLC, in Albertville, Minnesota (PMA), 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.

1.02. Sale. The District has retained 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). A proposal that meets the requirements set forth in the Authorizing Resolution has been received from Fidelity Capital Markets, in Boston, Massachusetts, as purchaser (the Purchaser), to purchase the Bonds at a purchase price of \$16,578,805.70 (representing the principal amount of \$14,765,000, plus original issue premium of \$1,875,400.85, and less an underwriter's discount of \$61,595.15) plus accrued interest, if any, and upon the further terms and conditions set forth herein.

1.03. Ratification of Award. Pursuant to the Authorizing Resolution, the sale of the Bonds has been awarded by the Superintendent and Chairperson to the Purchaser. The sale of the Bonds to the Purchaser and the execution of the contract for the sale of the Bonds by the Superintendent and Chairperson are hereby ratified in all respects.

SECTION 2. BOND TERMS; REGISTRATION; EXECUTION AND DELIVERY.

2.01. Issuance of Bonds. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done prior to the issuance of the Bonds

having been done, existing and having happened, it is necessary for this Board to establish the form and terms of the Bonds, to provide for the security thereof, and to issue the Bonds forthwith.

2.02. Maturities, Interest Rates and Denominations. The Bonds shall be originally dated as of November 5, 2024, shall be in denominations of \$5,000 or any integral multiple thereof of single maturities, shall mature on February 1 in the years and amounts stated below and shall bear interest from date of issue until paid or duly called for redemption at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2026	\$885,000	5.000%	2032	\$1,410,000	5.000%
2027	1,105,000	5.000	2033	1,480,000	5.000
2028	1,160,000	5.000	2034	1,555,000	5.000
2029	1,215,000	5.000	2035	1,630,000	5.000
2030	1,275,000	5.000	2036	1,710,000	5.000
2031	1,340,000	5.000			

The Bonds shall be issuable only in fully registered form. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest thereon and, upon surrender of each Bond, the principal amount thereof, shall be payable by check or draft issued by the Registrar described herein; provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.08 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.03. Dates and Interest Payment Dates. Upon initial delivery of the Bonds pursuant to Section 2.07, and upon any subsequent transfer or exchange pursuant to Section 2.06, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. The interest on the Bonds shall be payable on February 1 and August 1, commencing August 1, 2025, to the owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day.

2.04. Redemption. The Bonds maturing on and after February 1, 2035 shall be subject to redemption and prepayment at the option of the District, in whole or in part, in such order as the District shall determine and within a maturity by lot as selected by the Registrar in multiples of \$5,000, on February 1, 2034, and on any date thereafter, at a price equal to the principal amount thereof and accrued interest to the date of redemption. The Clerk shall cause notice of the call for redemption thereof to be published as required by law and, at least thirty (30) days prior to the designated redemption date, shall cause notice of the call for redemption to be mailed, by first class mail, to the registered owners of any Bonds to be redeemed at their addresses as they appear on the bond register described in Section 2.06 hereof but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease

to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

2.05. Appointment of Initial Registrar. The District hereby appoints U.S. Bank Trust Company, National Association, in St. Paul, Minnesota, as the initial bond registrar, transfer agent and paying agent (the Registrar). The Chairperson and the Clerk are authorized to execute and deliver, on behalf of the District, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company organized under the laws of the United States or one of the states of the United States and authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment and acceptance of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the bond register to the successor Registrar.

2.06. Registration. The effect of registration and the rights and duties of the District and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal corporate trust office a bond register in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the District.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for

the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The District and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds, the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the District and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the District. If the mutilated, destroyed, stolen or lost Bond has already matured in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, subdivision 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the District, evidencing the same debt, and entitled to the same benefits under this resolution as the Bonds surrendered upon such transfer or exchange.

2.07. Execution; Authentication and Delivery. The Bonds shall be prepared under the direction of the Clerk and shall be executed on behalf of the District by the signatures of the Chairperson and the Clerk, provided that all signatures may be printed, engraved, or lithographed facsimiles of the originals. In case any officer whose signature, or a facsimile of whose signature, shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be

valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on such Bond has been duly executed by the manual signature of the Registrar. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so delivered and authenticated, they shall be delivered by the Clerk to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.08. Securities Depository. (a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the District agrees to comply with DTC’s Operational Arrangements.

(b) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this resolution, registering the transfer of Bonds, and for all other purposes whatsoever; and neither the Registrar nor the District shall be affected by any notice to the contrary. Neither the Registrar nor the District shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the bond register as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of

and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC's Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the District to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the District determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the District may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the District and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (e) hereof.

(d) The execution and delivery of the Representation Letter to DTC by the Chairperson or Deputy Clerk, if not previously filed with DTC, or if required to be re-filed, is hereby authorized and directed.

(e) In the event that any transfer or exchange of Bonds is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

2.09. Form of Bonds. The Bonds shall be prepared in substantially the form found at EXHIBIT B.

SECTION 3. USE OF PROCEEDS. Upon payment for the Bonds by the Purchaser, Bond proceeds shall be used as follows: (a) \$16,457,951.50 shall be deposited in a special escrow account with U.S. Bank Trust Company, National Association, as escrow agent (the "Escrow Agent") to be applied as directed by the Escrow Agreement (defined below); (b) \$116,525.50 shall be used to pay costs of issuance of the Bonds; and (c) \$4,328.70 shall be deposited in the Debt Service Fund created in Section 4.01 hereof.

The Clerk and the Chairperson are hereby authorized to enter into an escrow agreement with the Escrow Agent establishing the terms and conditions for the escrow account (the "Escrow Agreement").

The Clerk is hereby directed to advise U.S. Bank Trust Company, National Association, St. Paul, Minnesota, as paying agent for the Refunded Bonds, to call the Refunded Bonds for redemption and prepayment on the Redemption Date, and to give thirty (30) days mailed Notice of Redemption, substantially in the form attached hereto as Exhibit A, all in accordance with the provisions of the resolution authorizing the issuance of the Refunded Bonds.

SECTION 4. DEBT SERVICE FUND AND TAX LEVIES.

4.01. General Obligation School Building Refunding Bonds, Series 2024A Debt Service Fund. The Bonds shall be payable from a separate General Obligation School Building Refunding Bonds, Series 2024A Debt Service Fund (the Debt Service Fund) of the District, which Debt Service Fund the District agrees to maintain until the Bonds have been paid in full. If the money in the Debt Service Fund should at any time be insufficient to pay principal and interest due on the Bonds, such amounts shall be paid from other moneys on hand in other funds of the District, which other funds shall be reimbursed therefor when sufficient money becomes available in the Debt Service Fund. The moneys on hand in the Debt Service Fund from time to time shall be used only to pay the principal of and interest on the Bonds. Into the Debt Service Fund shall be paid: (a) any amount appropriated thereto pursuant to Section 3 hereof; (b) all amounts on deposit in the debt service fund maintained for the payment of the Refunded Bonds upon the retirement of the Refunded Bonds; (c) all taxes collected pursuant to Section 4.02 hereof; and (d) any other funds appropriated by the Board for the payment of the Bonds. If any payment of principal of and interest on the Bonds shall become due when there is not sufficient money in the Debt Service Fund to make such payment, the Clerk shall pay the same from any other available fund of the District, and such other fund shall be reimbursed for such advances out of the proceeds of the taxes levied for the payment of the Bonds when available.

4.02. Tax Levies. For the prompt and full payment of the principal of and interest on the Bonds as the same respectively become due, the full faith, credit and taxing power of the District shall be and are hereby irrevocably pledged. To provide moneys for the payment of principal of and interest on the Bonds as required by Minnesota Statutes, Section 475.61, Subdivision 1, there is hereby levied on all taxable property in the District a direct, annual ad valorem tax which shall be spread upon the tax rolls for collection in the years and amounts as follows, as a part of other general taxes of the District, as follows:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
-------------------	-------------------------	---------------

(See attached levy computation)

The taxes shall be irrepealable as long as any of the Bonds are outstanding and unpaid; provided that the District reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61. It is estimated that the ad valorem taxes will be collected in amounts not less than five percent in excess of the annual principal and interest requirements of the Bonds. If, as of the date tax levies are certified in any year, the sum of the balance in the Debt Service Fund plus any ad valorem taxes theretofore levied for the payment of Bonds payable therefrom and collectible through the end of the following calendar year is not sufficient to pay when due all principal and interest to become due on all Bonds payable therefrom in said following calendar year, or the Debt Service Fund has incurred a deficiency in the manner

provided in Section 4.01, an additional direct, irrevocable, ad valorem tax shall be levied on all taxable property within the corporate limits of the District for the purpose of restoring such accumulated or anticipated deficiency in accordance with the provisions of this resolution.

4.03. Debt Service Fund Balance Restriction. In order to ensure compliance with the Code, and applicable Treasury Regulations (the Regulations), upon allocation of any funds to the Debt Service Fund, the balance then on hand in the Fund shall be ascertained. If it exceeds the amount of principal and interest on the Bonds to become due and payable through February 1 next following, plus a reasonable carryover equal to 1/12th of the debt service due in the following bond year, the excess shall (unless an opinion is otherwise received from bond counsel) be used to prepay or purchase Bonds, or invested at a yield which does not exceed the yield on the Bonds calculated in accordance with Section 148 of the Code.

SECTION 5. DEFEASANCE. When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the registered owners of the Bonds shall cease. The District may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The District may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal and interest to become due thereon to maturity. Provided, however, that if such deposit is made more than ninety days before the maturity date of the Bonds to be discharged, the District shall have received a written opinion of Bond Counsel to the effect that such deposit does not adversely affect the exemption of interest on any Bonds from federal income taxation and a written report of an accountant or investment banking firm verifying that the deposit is sufficient to pay when due all of the principal and interest on the Bonds to be discharged on and before their maturity dates.

SECTION 6. CERTIFICATION OF PROCEEDINGS.

6.01. Filing with County Auditors. The Clerk is hereby authorized and directed to file with the County Auditors of Morrison, Benton, and Stearns Counties (the County Auditors), a certified copy of this resolution together with such other information as the County Auditors shall require and to obtain from each the County Auditors a certificate that the Bonds have been entered upon the bond registers and that the tax for the payment of the Bonds has been levied as required by law.

6.02. Certification of Proceedings. The officers of the District and the County Auditors are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the District relating to the Bonds and to the financial condition and affairs of the District, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as they appear from the books and records under the officer's custody

and control or as otherwise known to the them. All such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the District to the correctness of all statements contained herein.

6.03 Official Statement. The Superintendent and Business Manager are hereby authorized and directed to review and approve all necessary disclosures in connection with the issuance of the Bonds. The Municipal Advisor is hereby authorized, on behalf of the District, to prepare and distribute to the Purchaser of the Bonds, within seven business days from the sale date of the Bonds, a final official statement (the “Final Official Statement”) listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Bonds required to be included in the Final Official Statement by the Rule, in the form approved by Superintendent and Business Manager. The Purchaser is hereby authorized to use and distribute the Final Official Statement in connection with the offering of the Bonds. The Superintendent and Business Manager hereby authorized and directed to sign such certifications as may be necessary or required by counsel or the purchaser(s) with respect to the completeness and accuracy of the Preliminary Official Statement dated October 3, 2024, and the Final Official Statement to be dated on or around October 10, 2024. All actions heretofore or hereafter taken by District officers and staff, or by others acting on behalf of the District, with respect to the project to be financed with proceeds of the Bonds, the structuring of the financing, the marketing and sale of the Bonds, the preparation of legal documents and the consummation of the transaction contemplated by this resolution, including but not limited to the engagement of third-party advisors and counsel, are hereby ratified and approved in full.

SECTION 7. TAX COVENANTS, ARBITRAGE MATTERS, AND CONTINUING DISCLOSURE.

7.01. Restrictive Action. The District covenants and agrees with the registered owners of the Bonds, that it will not take or permit to be taken by any of its officers, employees or agents any actions that would cause interest on the Bonds to become includable in gross income of the recipient under the Code and applicable Regulations, and covenants to take any and all actions within its powers to ensure that the interest will not become includable in gross income of the recipient under the Code and the Regulations. It is hereby certified that the proceeds of the Refunded Bonds were used to finance or refinance the acquisition and betterment of school facilities owned and operated by the District and the District covenants and agrees that, so long as the Bonds are outstanding, the District shall not enter into any lease, management agreement, use agreement or other contract with any nongovernmental entity relating to the school facilities so financed or refinanced which would cause the Bonds to be considered “private activity bonds” or “private loan bonds” pursuant to Section 141 of the Code.

7.02. Arbitrage Certification. The Chairperson and Clerk being the officers of the District charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations stating the facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be “arbitrage bonds” within the meaning of the Code and the Regulations.

7.03. Arbitrage Rebate Exemption. (a) It is hereby determined that the District will qualify for the exception from arbitrage rebate for the Bonds provided by Section 148(f)(4)(B)(i) of the Code.

(b) Notwithstanding the provisions of paragraph (a) of this Section 7.03, if the arbitrage rebate provisions of Section 148(f) of the Code apply to the Bonds, the District hereby covenants and agrees to make the determinations, retain records and rebate to the United States the amounts at the times and in the manner required by said Section 148(f) and applicable Regulations.

7.04. Not Qualified Tax-Exempt Obligations. The Bonds will not be designated as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code.

7.05. Continuing Disclosure. (a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the Rule), which will enhance the marketability of the Bonds, the District hereby makes the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the outstanding Bonds. The District is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the District fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein, Beneficial Owner means, in respect of a Bond, any person or entity which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond (including persons or entities holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The District will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the District, the following information at the following times:

- (1) on or before twelve (12) months after the end of each fiscal year of the District, commencing with the fiscal year ending June 30, 2024, the following financial information and operating data in respect of the District (the Disclosure Information):

- (A) the audited financial statements of the District for such fiscal year, prepared in accordance with generally accepted accounting principles in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the District, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the District; and
- (B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under the headings: “SOCIO-ECONOMIC CHARACTERISTICS – Major/Leading Employers;” “FINANCIAL INFORMATION;” and “SUMMARY OF DEBT AND DEBT STATISTICS,” which information may be unaudited.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the District shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the District shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is updated as required hereby, from other documents, including official statements, which have been submitted to the Municipal Securities Rulemaking Board (the MSRB) through its Electronic Municipal Market Access System (EMMA) or the SEC. The District shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the District have materially changed or been discontinued, such Disclosure Information need no longer be provided if the District includes in the Disclosure Information a statement to such effect; provided, however, if such operations have been replaced by other District operations in respect of which data is not included in the Disclosure Information and the District determines that certain specified data regarding such replacement operations would be a Material Fact (as defined in paragraph (2) hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the District shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary, an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner, not in excess of 10 business days, to the MSRB through EMMA, notice of the occurrence of any of the following events (each a “Material Fact,” as hereinafter defined):
 - (A) principal and interest payment delinquencies;
 - (B) non-payment related defaults, if material;
 - (C) unscheduled draws on debt service reserves reflecting financial difficulties;
 - (D) unscheduled draws on credit enhancements reflecting financial difficulties;

- (E) substitution of credit or liquidity providers, or their failure to perform;
- (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Bonds or other material events affecting the tax status of the Bonds;
- (G) modifications to rights of Bond holders, if material;
- (H) Bond calls, if material and tender offers;
- (I) defeasances;
- (J) release, substitution, or sale of property securing repayment of the Bonds if material;
- (K) rating changes;
- (L) bankruptcy, insolvency, receivership, or similar event of the obligated person;
- (M) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (N) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (O) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; “financial obligation” means a (a) debt obligation; (b) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) guarantee of a debt obligation or any such derivative instrument; provided that “financial obligation” shall not include municipal securities as to which a final official statement (as defined in the Rule) has been provided to the MSRB consistent with the Rule; and
- (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

As used herein, for those events that must be reported if material, a “Material Fact” is a fact as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, a Material Fact is also a fact that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under

state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

For purposes of the events identified in paragraphs (O) and (P) above, the term “financial obligation” means (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

- (3) In a timely manner, to the MSRB through EMMA, notice of the occurrence of any of the following events or conditions:
 - (A) the failure of the District to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;
 - (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the District under subsection (d)(2);
 - (C) the termination of the obligations of the District under this section pursuant to subsection (d);
 - (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
 - (E) any change in the fiscal year of the District.

(c) Manner of Disclosure.

- (1) The District agrees to make available to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

- (1) The covenants of the District in this section shall remain in effect so long as any Bonds are outstanding. Notwithstanding the preceding sentence, however, the obligations of the District under this section shall terminate and be without further effect as of any date on which the District delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the District to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in

violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.

- (2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the District from time to time, without notice to (except as provided in paragraph (c)(2) hereof) or the consent of the Owners of any Bonds, by a resolution of this Board filed in the office of the recording officer of the District accompanied by an opinion of Bond Counsel, who may rely on certificates of the District and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the District or the type of operations conducted by the District, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and (iii) such amendment or supplement does not materially impair the interests of the Bondowners under the Rule.

If the Disclosure Information is so amended, the District agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

- (3) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

SECTION 8. STATE PAYMENT; DISTRICT AND REGISTRAR OBLIGATIONS. The District hereby covenants and obligates itself to notify the Commissioner of Education (the Commissioner) of any potential default in the payment of the principal of or interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the State Payment Law), to guarantee, to the extent permitted by law, payment of the principal of and interest on the Bonds when due. The District further covenants to deposit with the Registrar not less than three business days prior to each February 1 and August 1 as set forth in Section 2.03 hereof, an amount sufficient to make that payment or to notify the Commissioner as provided in the State Payment Law that it will be unable to make all or a portion of such payment. The Registrar will notify the Commissioner if it becomes aware of a potential default in the payment of principal of and interest on the Bonds on any payment date or if, on the date two business days prior to the date on which a payment is due, there are insufficient funds on deposit with the Registrar to make the required payment on such date. The Registrar will cooperate with the District, the Commissioner and the Commissioner of Management and Budget in implementing the provisions of the State Payment Law. In the event that amounts sufficient to make any such interest or principal payment are held by an escrow or paying agent and invested as authorized by Minnesota Statutes, Chapter 475 and

such escrow or paying agent is required to use proceeds from such investment to pay to the Registrar the amount necessary to pay such interest or principal on such payment date, then the requirements of the State Payment Law relating to the deposit of such amounts with the Registrar prior to the payment date of such interest or principal shall be deemed satisfied and neither the District nor the Registrar shall be required to notify the Commissioner that insufficient funds are available to pay such interest or principal on such payment date. The District shall do all other things which may be necessary to perform the Bonds hereby undertaken under the State Payment Law, including any requirements hereafter adopted by the Commissioner of Management and Budget or the Commissioner.

Upon vote being taken on the foregoing resolution, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

Tax Levies

ISD No. 485 (Royalton Public Schools)

\$14,765,000

General Obligation School Building Refunding Bonds, Series 2024A

11/05/24

Levy Computation Sheet

Assessment Year	Collection Year	Amount
2024	2025	\$ 1,889,590.21
2025	2026	\$ 1,888,950.00
2026	2027	\$ 1,888,687.50
2027	2028	\$ 1,885,537.50
2028	2029	\$ 1,884,750.00
2029	2030	\$ 1,886,062.50
2030	2031	\$ 1,889,212.50
2031	2032	\$ 1,888,687.50
2032	2033	\$ 1,889,737.50
2033	2034	\$ 1,886,850.00
2034	2035	\$ 1,885,275.00

EXHIBIT A

NOTICE OF REDEMPTION

\$25,260,000 GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2015A

Dated June 24, 2015

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

NOTICE IS HEREBY GIVEN THAT there have been called for redemption and prepayment on February 1, 2025, or next business day, a portion of the outstanding Bonds of the above referenced issue which mature on February 1 in the following years and amounts and having the interest rates and CUSIP numbers listed below:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP Number®</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP Number®</u>
*2026	\$1,260,000	5.000%	780776 FK1	*2031	\$1,500,000	3.500%	780776 FQ8
*2027	1,325,000	3.000	780776 FL9	*2032	1,555,000	3.500	780776 FR6
*2028	1,365,000	3.125	780776 FM7	*2034	3,275,000	3.625	780776 FT2
*2029	1,405,000	3.250	780776 FN5	*2036	3,515,000	3.750	780776 FV7
*2030	1,450,000	3.375	780776 FP0				

*indicates full call.

The Bonds will be redeemed at a price of 100% of their principal amount plus accrued interest to the date of redemption. Holders of the Bonds should present them for payment to U.S. Bank Trust Company, National Association, St. Paul, Minnesota, on or before said date, when they will cease to bear interest, in the following manner:

If by Mail:

U.S. Bank Trust Company, National
Association
Corporate Trust
P.O. Box 64111
St. Paul, MN 55164-0111

If by Hand or Overnight Mail:

U.S. Bank Trust Company, National
Association
Corporate Trust
111 Fillmore Avenue East
St. Paul, MN 55107

Important Notice: In compliance with the Economic Growth and Tax Relief Reconciliation Act of 2001, federal backup withholding tax will be withheld at the applicable backup withholding rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

The Paying Agent shall not be responsible for the selection of or use of the CUSIP number, nor is any representation made as to its correctness indicated in this Notice of Redemption. It is included solely for the convenience of the Holders.

Additional information may be obtained from the undersigned or from PMA Securities, Inc., 5928 Kyler Avenue NE, 2nd Floor, Albertville, Minnesota 55301, (763) 497-1490, municipal advisor to the District.

Dated: October 14, 2024.

BY ORDER OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 485
(ROYALTON PUBLIC SCHOOLS), MINNESOTA

/s/ _____
School District Clerk

EXHIBIT B

UNITED STATES OF AMERICA
STATE OF MINNESOTA
MORRISON, BENTON, AND STEARNS COUNTIES

INDEPENDENT SCHOOL DISTRICT NO. 485 (ROYALTON PUBLIC SCHOOLS)

GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BOND, SERIES 2024A

R-1 \$ _____

Interest Rate	Maturity Date	Date of Original Issue	CUSIP No.
__%	February 1, 20__	November 5, 2024	

REGISTERED OWNER:

PRINCIPAL AMOUNT: THOUSAND DOLLARS

INDEPENDENT SCHOOL DISTRICT NO. 485 (ROYALTON PUBLIC SCHOOLS), MORRISON, BENTON, AND STEARNS COUNTIES, STATE OF MINNESOTA (the District), acknowledges itself to be indebted and for value received hereby promises to pay to the registered owner specified above, or registered assigns, the principal sum specified above on the maturity date specified above, and to pay interest thereon from the date of original issue specified above, or from the most recent interest payment date to which interest has been paid or duly provided for, at the annual rate specified above, payable on February 1 and August 1 in each year, commencing August 1, 2025, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month, all subject to the provisions referred to herein with respect to the redemption of the principal of this Bond prior to its stated maturity. The interest hereon and, upon presentation and surrender hereof at the office of the U.S. Bank Trust Company, National Association in St. Paul, Minnesota, as Registrar and Paying Agent (the Registrar), or its successor designated under the bond resolution described herein, the principal hereof, are payable in lawful money of the United States of America by check or draft, or other agreed means of payment, of the District or of the Registrar if a successor to the Registrar has been designated under the bond resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the District have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$14,765,000 (the Bonds), issued by the District to provide funds to refund certain outstanding general obligation school building refunding bonds of the District, and is issued pursuant to and in full conformity with a bond resolution adopted by the School Board on October 14, 2024 (the Bond Resolution), pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Chapter 475. The Bonds are issuable only in fully registered form, in denominations of \$1,000 or any integral multiple thereof, of single maturities.

The Bonds maturing on and after February 1, 2035 are each subject to redemption and prepayment at the option of the District, in whole or in part, in such order as the District shall determine and, within a maturity, by lot as selected by the Registrar in multiples of \$5,000, on February 1, 2034, and on any date thereafter, at a price equal to the principal amount thereof plus interest accrued to the date of redemption. The District will cause notice of the call for redemption to be published as required by law and, at least thirty (30) days prior to the designated redemption date, will cause notice of the call thereof to be mailed by first class mail to the registered owner of any Bond to be redeemed at the owner's address as it appears on the bond register maintained by the Registrar, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

The District and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the District nor the Registrar shall be affected by any notice to the contrary.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the District.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen, to exist and to be performed precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the District according to its terms have been done, have happened, do exist and have been performed in regular and due form, time and manner as so required; that, prior to the issuance hereof, a direct, annual, ad valorem tax has been duly levied upon all taxable property in the District for the years and in amounts not less than five percent in excess of sums sufficient to pay the interest hereon and the principal hereof as the same respectively become due; that additional taxes, if needed to meet the principal and interest requirements of the Bonds, shall be levied upon all such property without limitation as to rate or amount; and that the issuance of the Bonds does not cause the indebtedness of the District to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Independent School District No. 485 (Royalton Public Schools), Morrison, Benton, and Stearns Counties, State of Minnesota, by its School Board, has caused this Bond to be executed on its behalf by the facsimile signatures of the Chairperson and Clerk.

INDEPENDENT SCHOOL DISTRICT NO. 485
(ROYALTON PUBLIC SCHOOLS), MINNESOTA

(Facsimile Signature - Chairperson)

(Facsimile Signature - Clerk)

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

Date of Authentication: _____

U.S. BANK TRUST COMPANY, NATIONAL
ASSOCIATION, as Registrar

By _____
Authorized Representative

CERTIFICATE OF MORRISON COUNTY
AUDITOR AS TO REGISTRATION OF BONDS AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Morrison County, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on October 14, 2024, by the School Board of Independent School District No. 485 (Royalton Public Schools), Minnesota, setting forth the form and details of an issue of \$14,765,000 General Obligation School Building Refunding Bonds, Series 2024A, dated as of November 5, 2024, and levying taxes for their payment.

I further certify that the issue has been entered on my bond register and the tax required by law for their payment has been levied and filed as required by Minnesota Statutes, Sections 475.61 to 475.63.

WITNESS my hand and official seal this _____ day of _____, 2024.

Morrison County Auditor

(SEAL)

CERTIFICATE OF BENTON COUNTY
AUDITOR AS TO REGISTRATION OF BONDS AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Benton County, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on October 14, 2024, by the School Board of Independent School District No. 485 (Royalton Public Schools), Minnesota, setting forth the form and details of an issue of \$14,765,000 General Obligation School Building Refunding Bonds, Series 2024A, dated as of November 5, 2024, and levying taxes for their payment.

I further certify that the issue has been entered on my bond register and the tax required by law for their payment has been levied and filed as required by Minnesota Statutes, Sections 475.61 to 475.63.

WITNESS my hand and official seal this ____ day of _____, 2024.

Benton County Auditor

(SEAL)

CERTIFICATE OF STEARNS COUNTY
AUDITOR AS TO REGISTRATION OF BONDS AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Stearns County, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on October 14, 2024, by the School Board of Independent School District No. 485 (Royalton Public Schools), Minnesota, setting forth the form and details of an issue of \$14,765,000 General Obligation School Building Refunding Bonds, Series 2024A, dated as of November 5, 2024, and levying taxes for their payment.

I further certify that the issue has been entered on my bond register and the tax required by law for their payment has been levied and filed as required by Minnesota Statutes, Sections 475.61 to 475.63.

WITNESS my hand and official seal this ____ day of _____, 2024.

Stearns County Auditor

(SEAL)



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

MCA Results

Royalton School District
2019-2024

Appropriate and Inappropriate Uses of Minnesota Comprehensive Assessment (MCA) Results

Appropriate



Look at overall proficiency for a grade, school and/or district

Why: To evaluate equitable opportunities for all students to learn the Minnesota Academic Standards



Compare results across student groups

Why: To help determine where there may be underlying inequities and highlight promising instructional practices



Look at changes in achievement level results over time

Why: To support the evaluation of curriculum and district/classroom assessments that reflect the rigor of the standards



Use as one of multiple data points for school and district decision-making

Why: To strengthen the connection between the district's comprehensive assessment system and evidence-based decision making

Questions?

Contact Academic Standards, Instruction and Assessment at mde.testing@state.mn.us.



Inappropriate



Use as a mandatory indicator for program placement

For example: Making decisions about gifted and talented programming



Focus only on individual student scores for planning and instruction

For example: Making a decision based on an individual student's results and not the group as a whole



Use scale scores to calculate individual student growth

For example: Subtracting scale scores and interpreting the differences as a measure of progress



Use results, in isolation, to prioritize which students receive instructional support

For example: Using results as the only criteria for decisions like intervention programming



Use in isolation to evaluate teacher effectiveness

For example: Only using MCA scores and no local considerations or data

The document can be found at testing123.education.mn.gov

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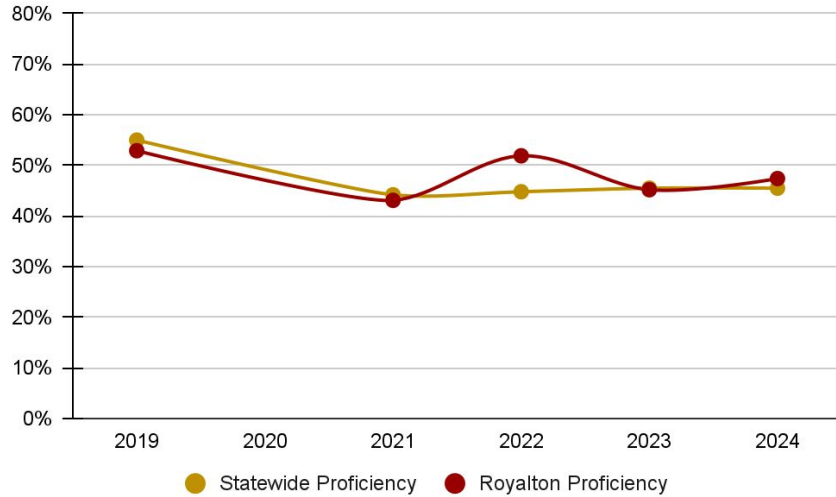
District Results

(All students in grades tested in district)

ROYALTON DISTRICT

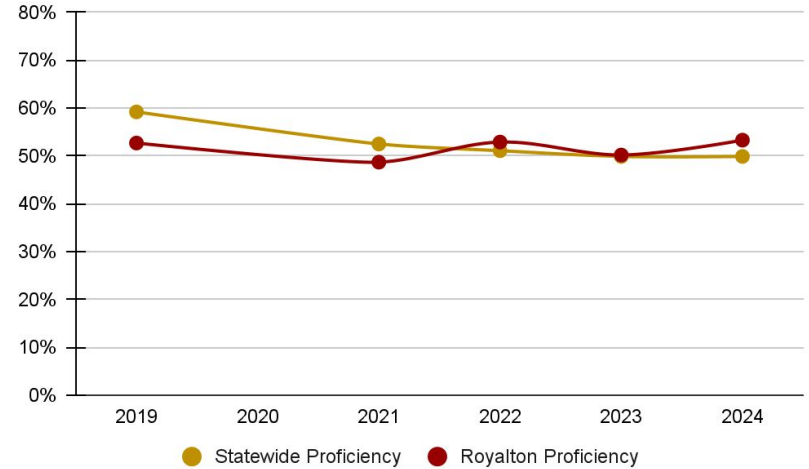
(all students tested- grades 3-8, 10 (reading only) and 11 (math only))

MATH



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	55.0		44.2	44.8	45.5	45.5
Royalton Proficiency	52.9		43.1	51.9	45.2	47.4

READING

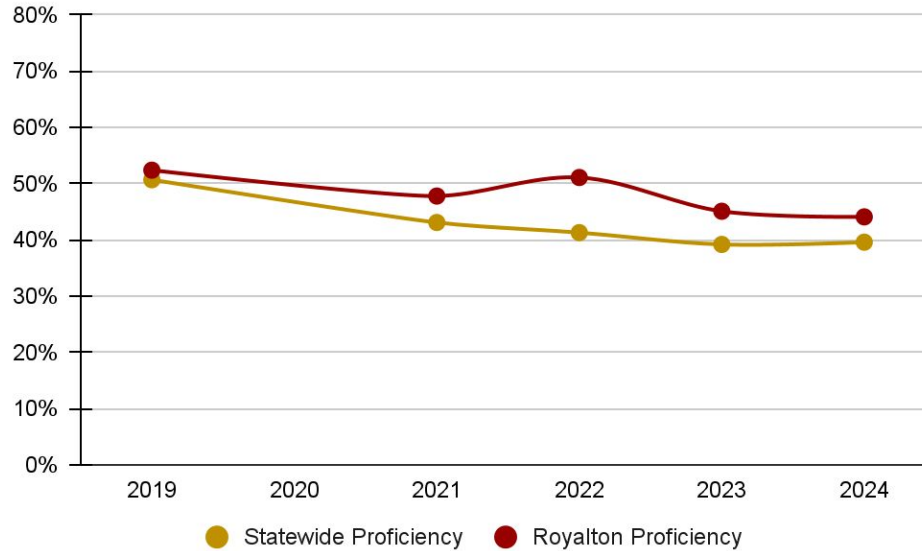


	2019	2020	2021	2022	2023	2024
Statewide Proficiency	59.2		52.5	51.1	49.9	49.9
Royalton Proficiency	52.7		48.7	52.9	50.2	53.3

ROYALTON DISTRICT

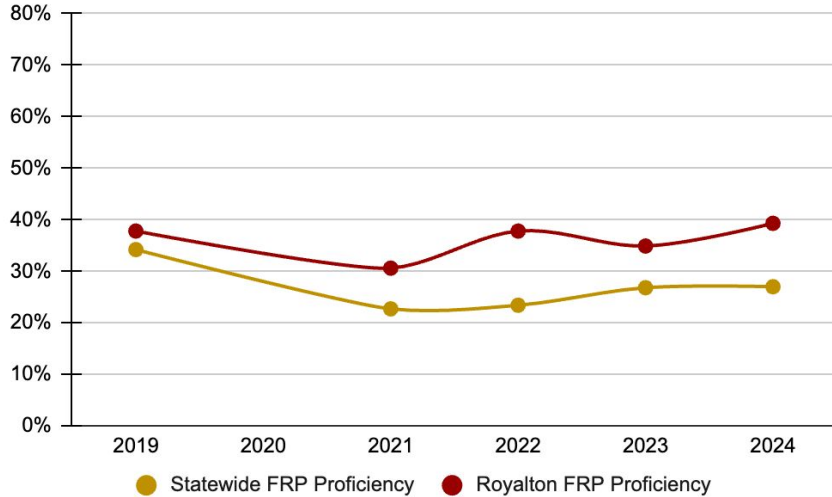
(all students tested- GRADES 5, 8, 10)

SCIENCE



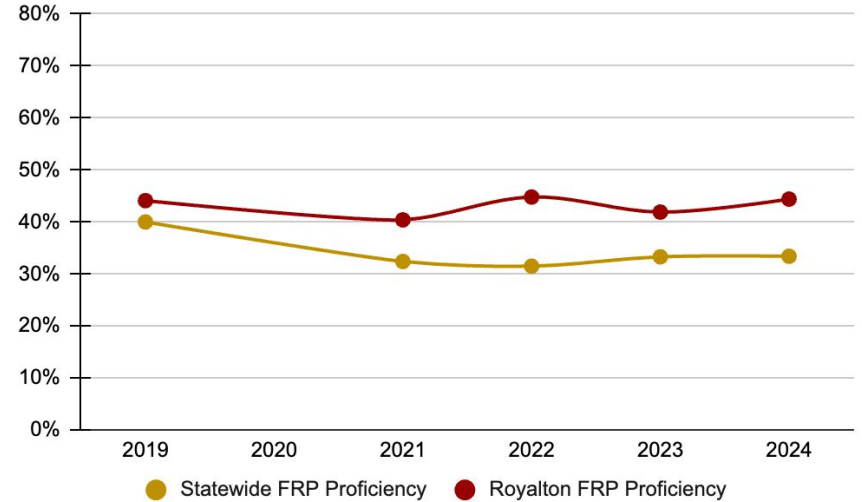
	2019	2020	2021	2022	2023	2024
Statewide Proficiency	50.7		43.1	41.3	39.2	39.6
Royalton Proficiency	52.4		47.8	51.1	45.1	44.1

MATH- FRP (free/reduced)



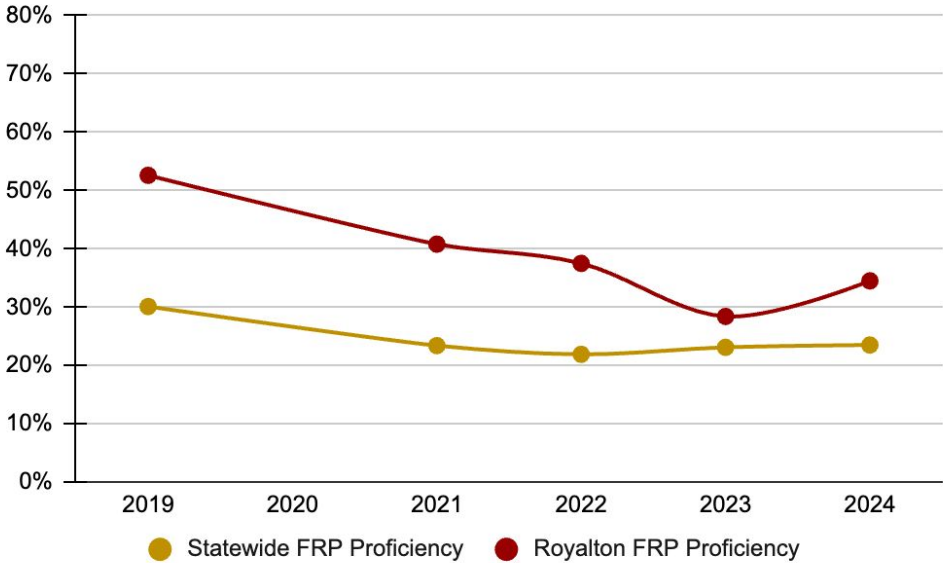
	2019	2020	2021	2022	2023	2024
Statewide FRP Proficiency	34.2		22.7	23.4	26.8	27
Royalton FRP Proficiency	37.8		30.6	37.8	34.9	39.3

Reading- FRP (free/reduced)



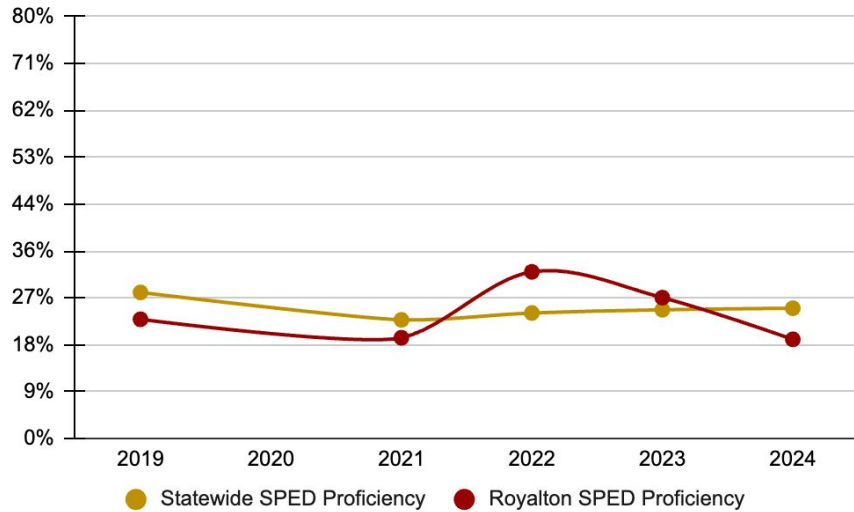
	2019	2020	2021	2022	2023	2024
Statewide FRP Proficiency	40		32.4	31.5	33.3	33.4
Royalton FRP Proficiency	44.1		40.4	44.8	41.9	44.4

Science- FRP (free/reduced)



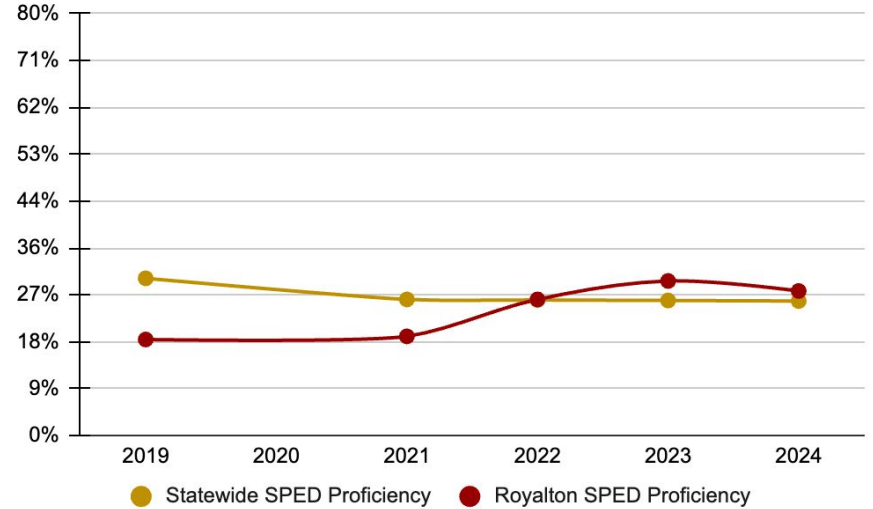
	2019	2020	2021	2022	2023	2024
Statewide FRP Proficiency	30.1		23.4	21.9	23.1	23.5
Royalton FRP Proficiency	52.6		40.8	37.5	28.4	34.5

MATH- Special Education



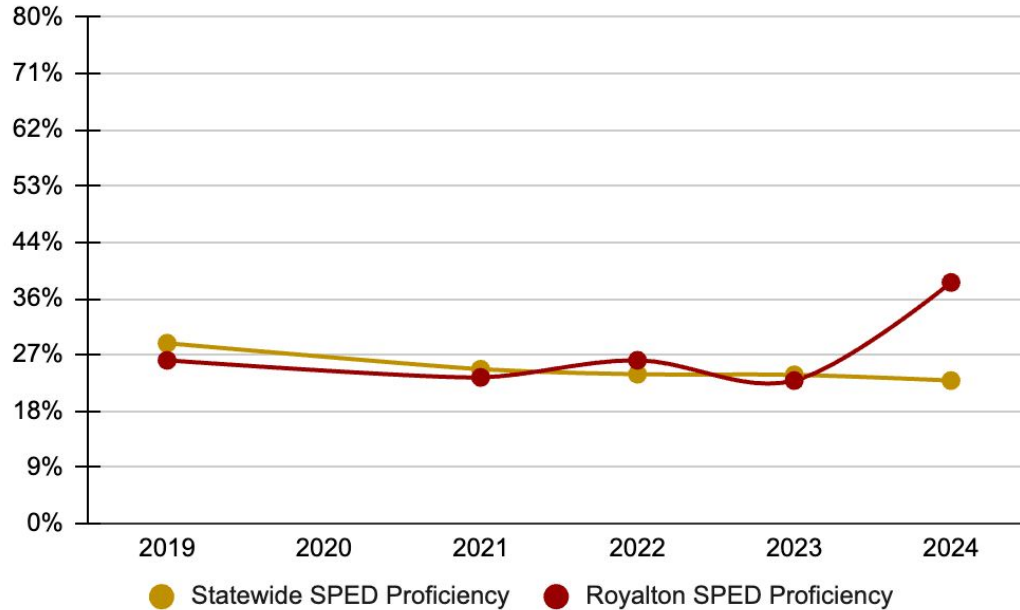
	2019	2020	2021	2022	2023	2024
Statewide SPED Proficiency	27.7		22.5	23.8	24.4	24.7
Royalton SPED Proficiency	22.6		19.1	31.6	26.7	18.8

READING- Special Education



	2019	2020	2021	2022	2023	2024
Statewide SPED Proficiency	29.8		25.8	25.7	25.6	25.5
Royalton SPED Proficiency	18.2		18.8	25.8	29.3	27.4

SCIENCE- Special Education



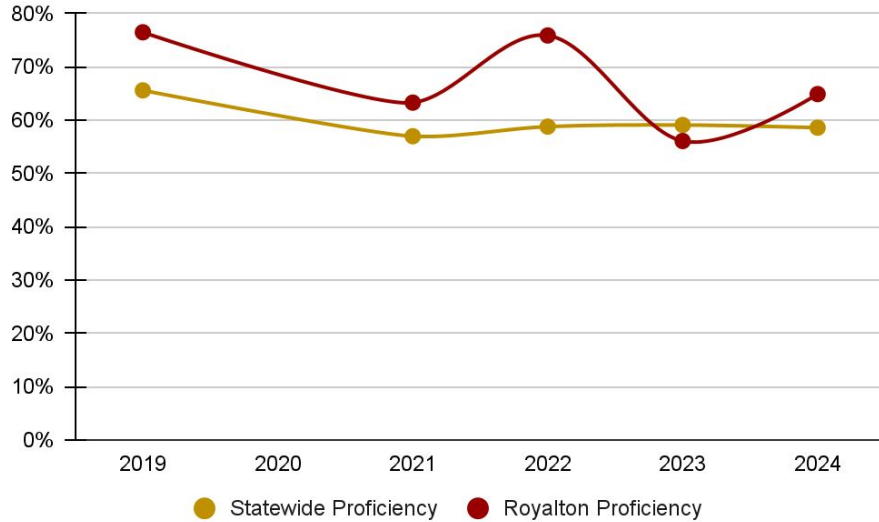
	2019	2020	2021	2022	2023	2024
Statewide SPED Proficiency	28.5		24.4	23.6	23.5	22.6
Royalton SPED Proficiency	25.8		23.1	25.8	22.6	38.1

Results by Grade

(Each year represents a different group of students)

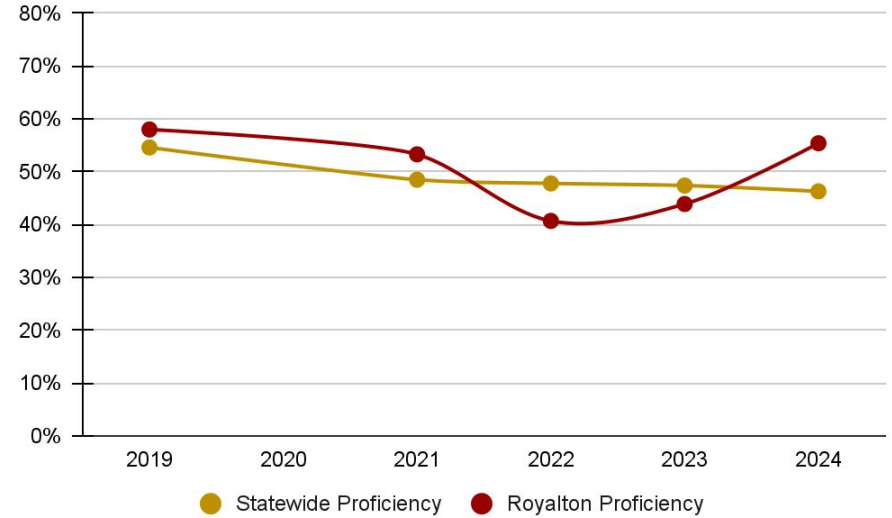
GRADE 3

MATH



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	65.6		57	58.8	59.1	58.6
Royalton Proficiency	76.5		63.3	75.9	56.1	64.9

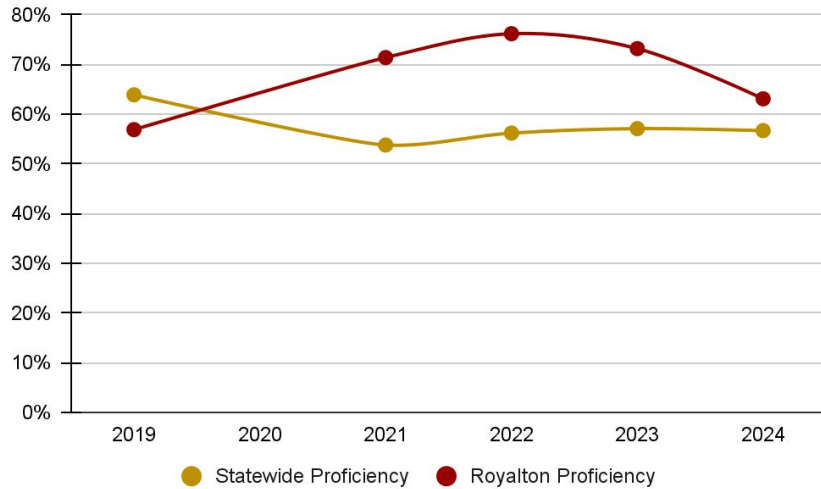
READING



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	54.6		48.5	47.8	47.4	46.3
Royalton Proficiency	58.0		53.3	40.7	43.9	55.4

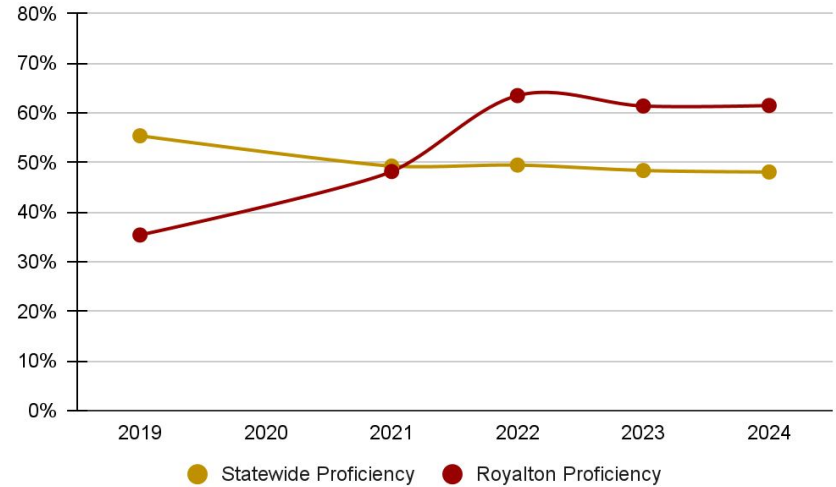
GRADE 4

MATH



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	63.9		53.8	56.2	57.1	56.7
Royalton Proficiency	56.9		71.4	76.2	73.2	63.1

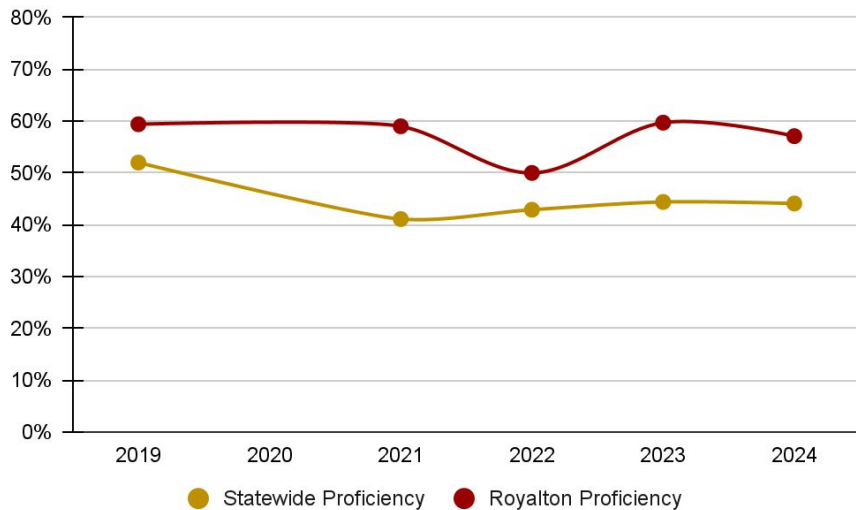
READING



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	55.4		49.3	49.5	48.4	48.1
Royalton Proficiency	35.4		48.2	63.5	61.4	61.5

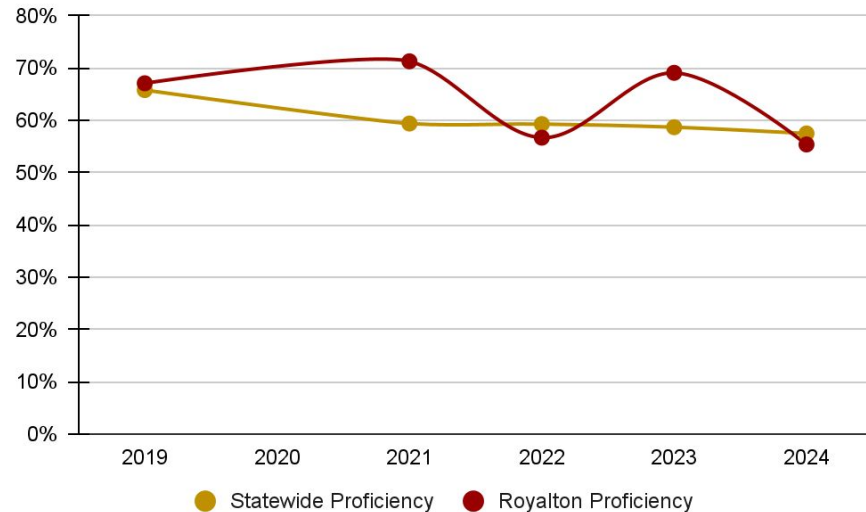
GRADE 5

MATH



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	52.0		41.1	42.9	44.4	44.1
Royalton Proficiency	59.4		59.0	50.0	59.7	57.1

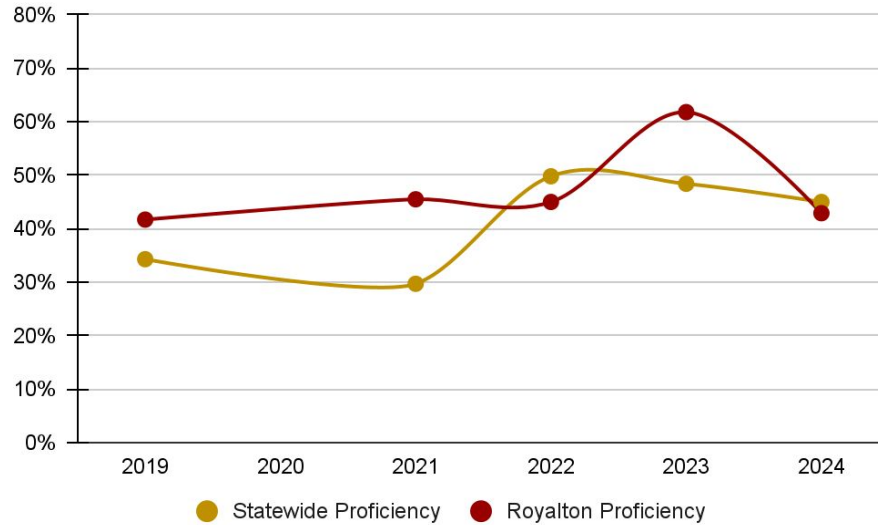
READING



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	65.8		59.4	59.3	58.7	57.5
Royalton Proficiency	67.1		71.3	56.7	69.1	55.4

GRADE 5

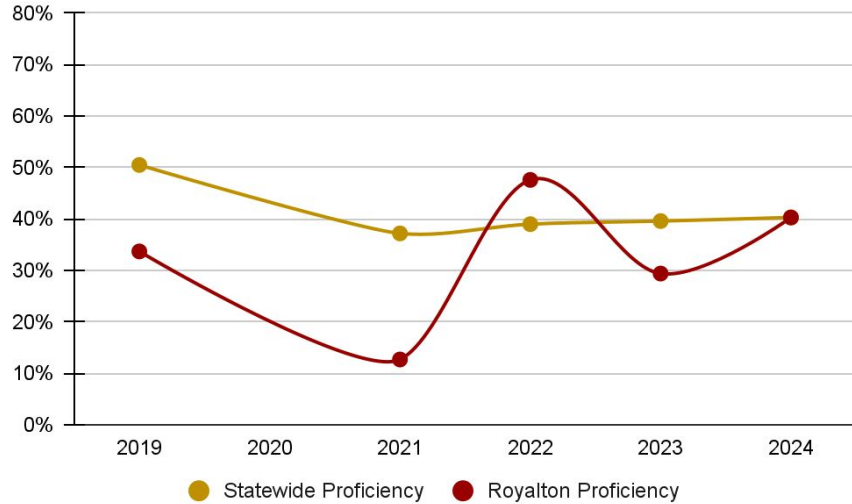
SCIENCE



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	34.3		29.7	49.8	48.4	45
Royalton Proficiency	41.7		45.5	45.0	61.8	42.9

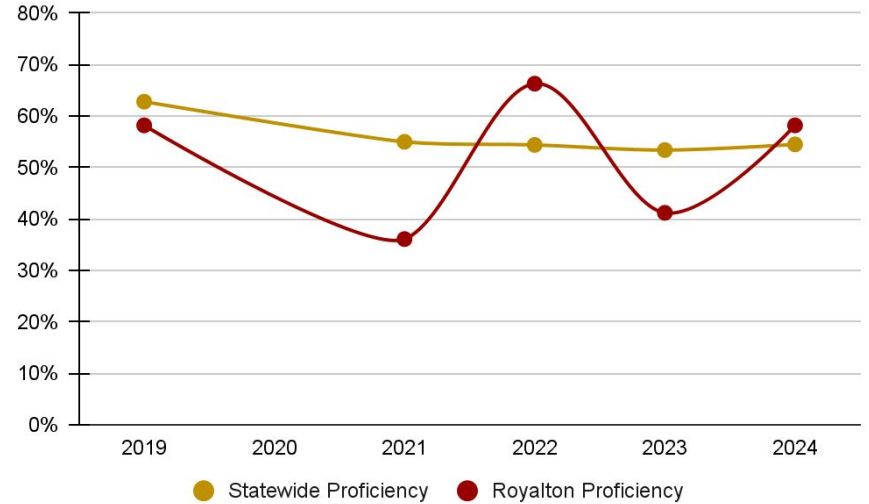
GRADE 6

MATH



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	50.5		37.2	39.0	39.6	40.3
Royalton Proficiency	33.7		12.7	47.6	29.4	40.3

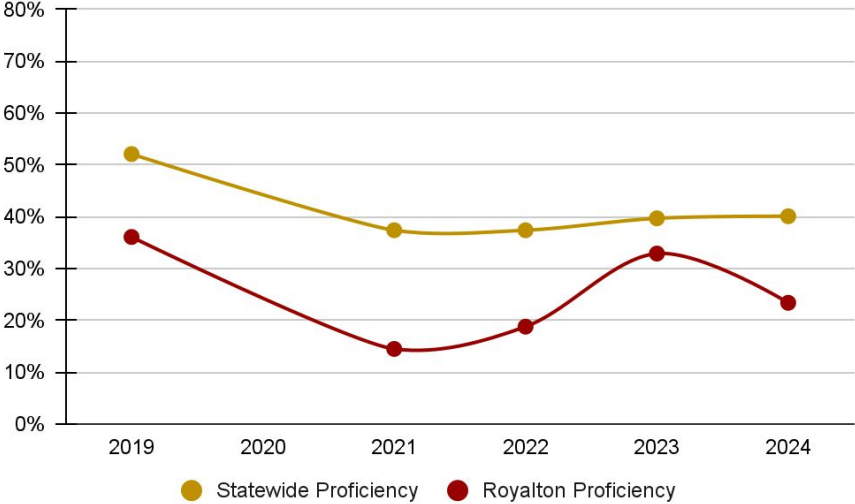
READING



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	62.8		55.0	54.4	53.4	54.5
Royalton Proficiency	58.2		36.1	66.3	41.2	58.2

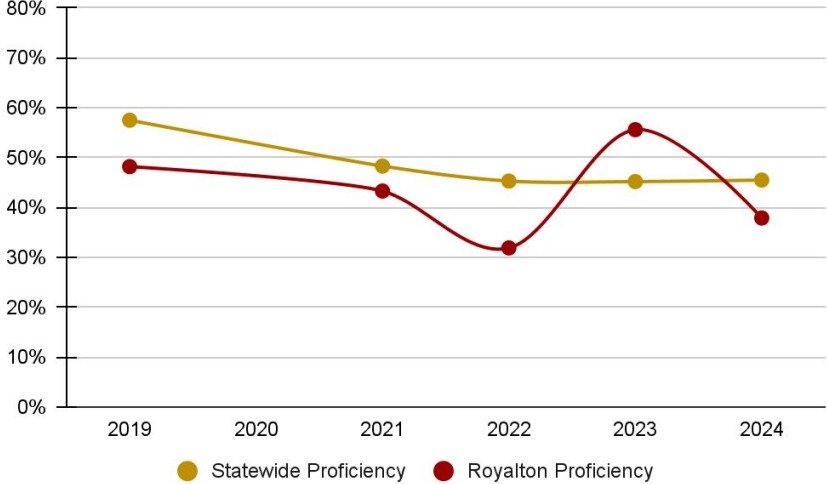
GRADE 7

MATH



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	52.1		37.4	37.4	39.7	40.1
Royalton Proficiency	36.1		14.5	18.8	32.9	23.4

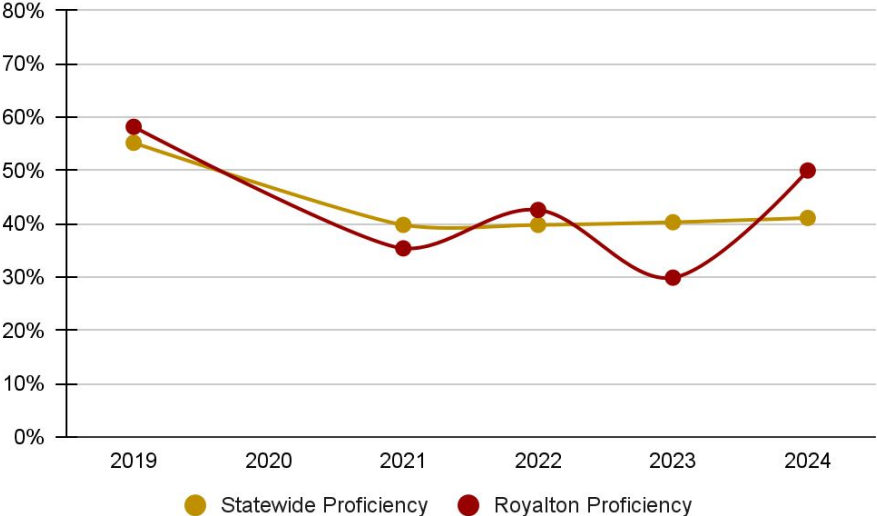
READING



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	57.5		48.3	45.3	45.2	45.5
Royalton Proficiency	48.2		43.3	31.9	55.6	37.9

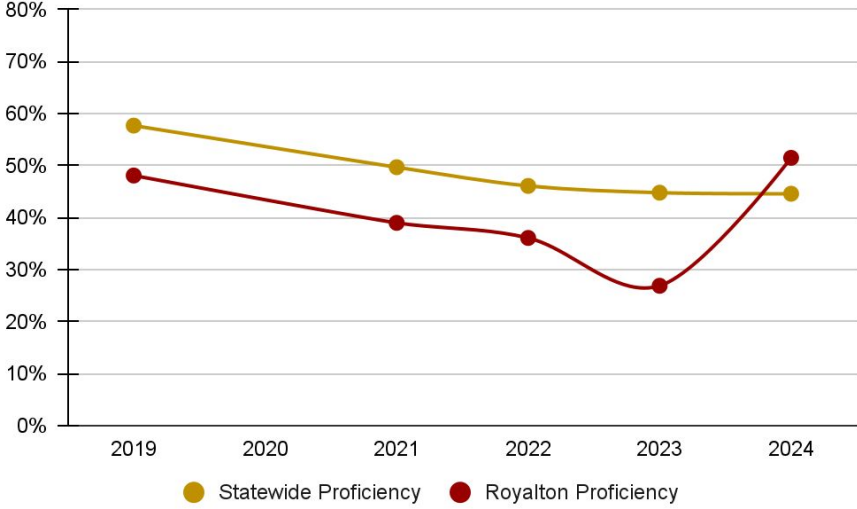
GRADE 8

MATH



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	55.2		39.8	39.8	40.3	41.1
Royalton Proficiency	58.2		35.4	42.6	29.9	50

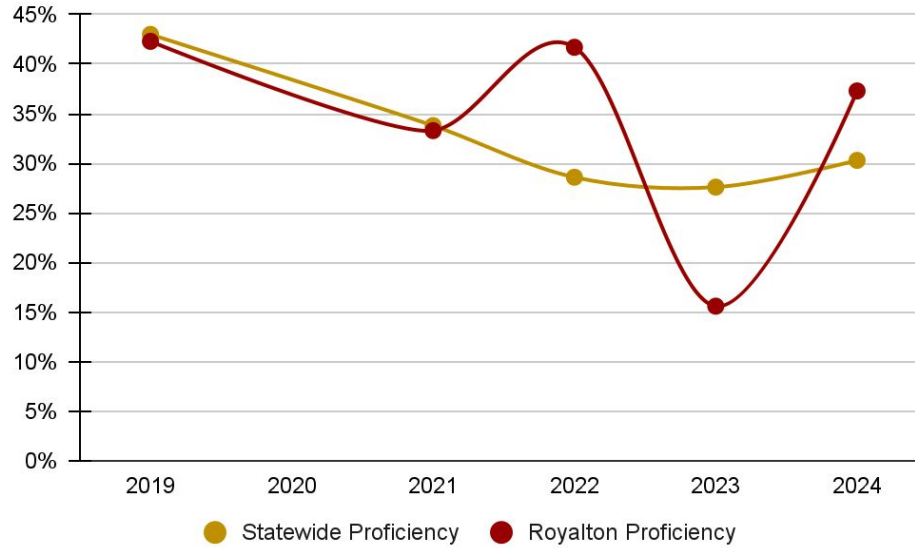
READING



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	57.7		49.7	46.1	44.8	44.6
Royalton Proficiency	48.1		39.0	36.1	26.9	51.5

GRADE 8

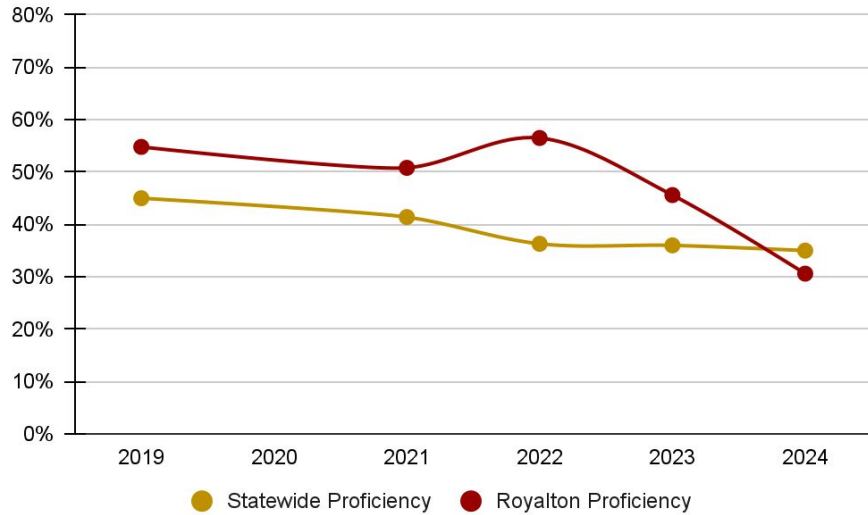
SCIENCE



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	43.0		33.8	28.6	27.6	30.3
Royalton Proficiency	42.3		33.3	41.7	15.6	37.3

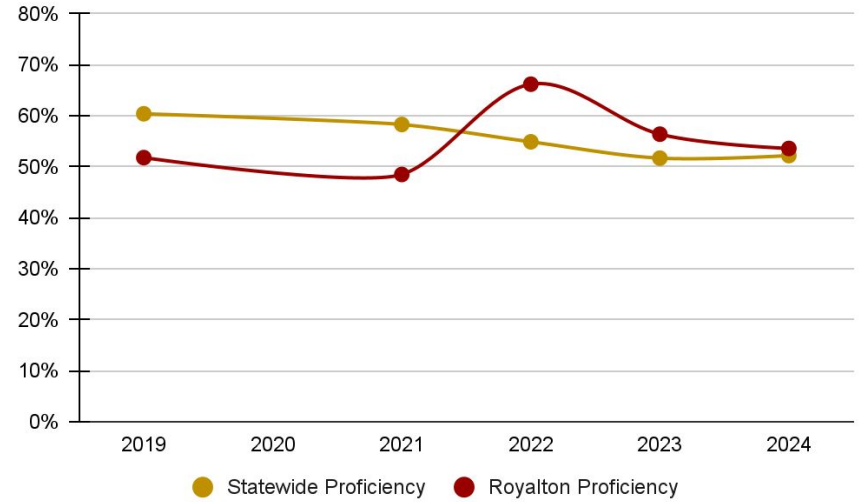
GRADE 10/11

MATH-GRADE 11



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	45.0		41.4	36.3	36	35
Royalton Proficiency	54.8		50.8	56.5	45.6	30.6

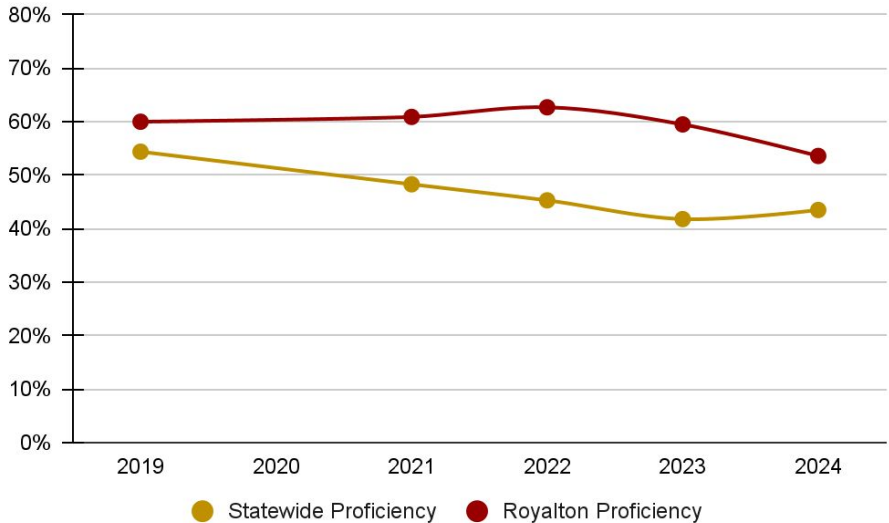
READING-GRADE 10



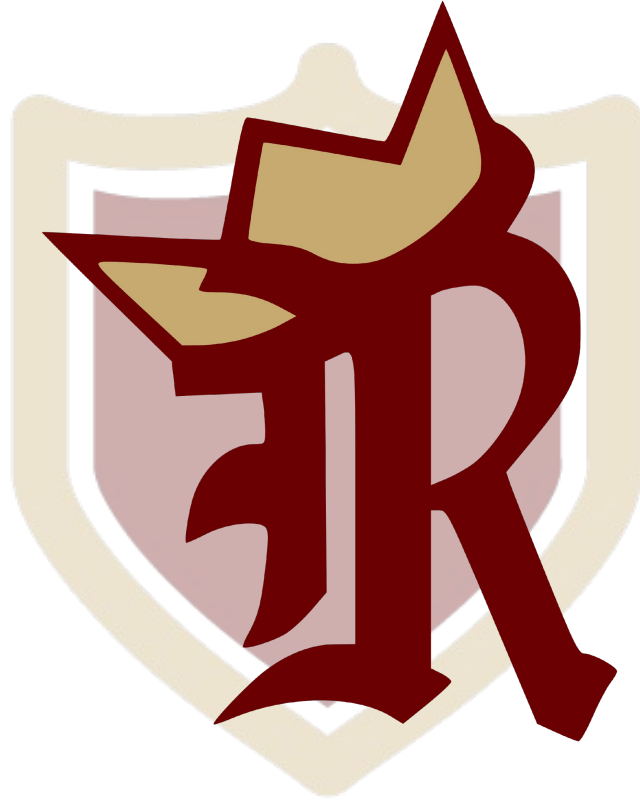
	2019	2020	2021	2022	2023	2024
Statewide Proficiency	60.4		58.3	54.9	51.7	52.2
Royalton Proficiency	51.8		48.5	66.2	56.4	53.6

GRADE 10/11

SCIENCE-GRADE 10



	2019	2020	2021	2022	2023	2024
Statewide Proficiency	54.4		48.3	45.3	41.8	43.5
Royalton Proficiency	60.0		60.9	62.7	59.5	53.6



Thank you!



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

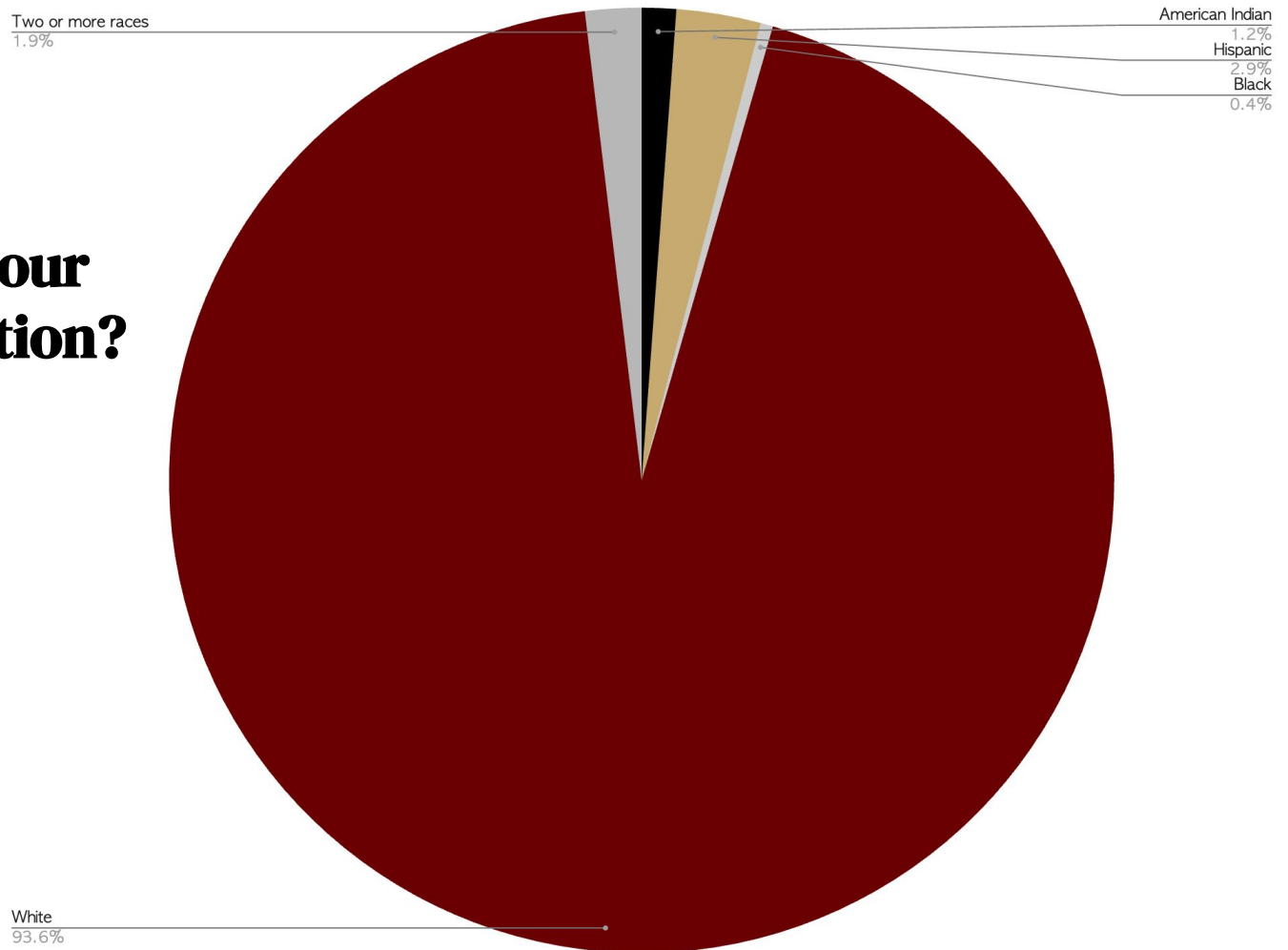
RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

Comprehensive Achievement and Civic Readiness

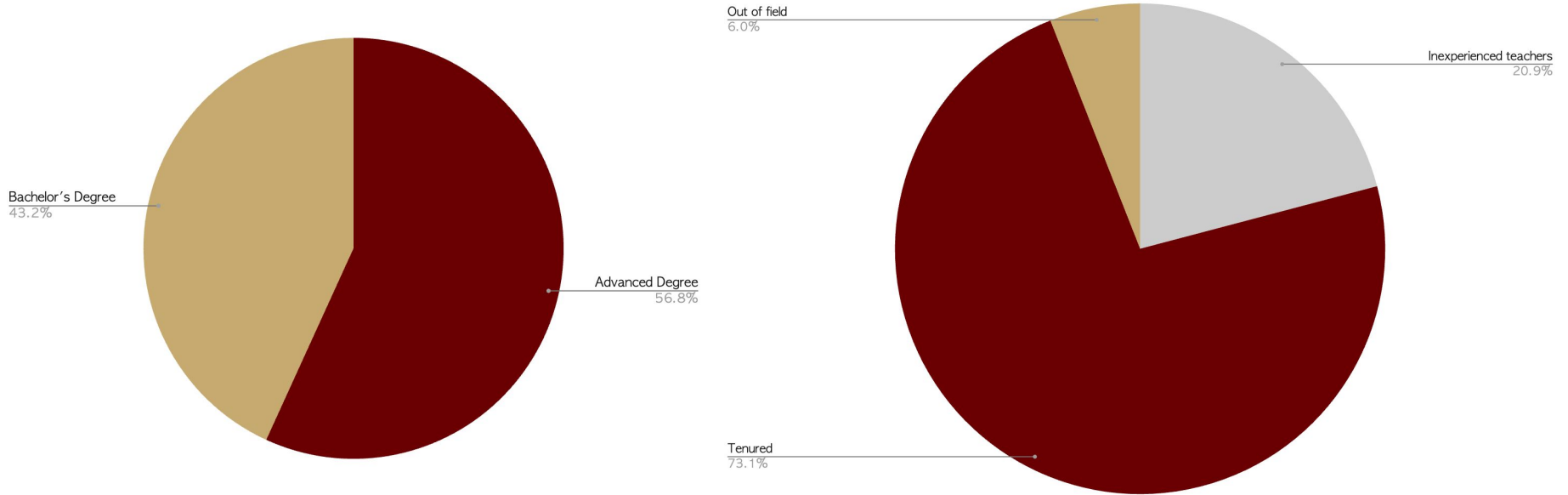
(Previously World's Best Workforce - WBWF)

2024-2025

Who makes up our student population?



Who makes up our teaching population?



Ineffective: defined as a teacher who is not meeting professional standards as defined in the local teacher development and evaluation system

Inexperienced: licensed teacher who has taught for three or fewer years

Out of Field: licensed teacher who is providing instruction in an area that they are not licensed in

Tenured: licensed teacher who has successfully completed a three-year probationary period

Kindergarten Readiness

(24-25 CACR: All children are ready for school.)

Goal 23-24

At the end of the 2023-2024 school year, 80% of preschool students attending the 4-year-old program will score at a proficient level on the 9 identified social-emotional progressions as indicated by the FrogStreet AIM assessment.

Result

At the end of the 23-24 school year, 74% of the preschool students who attended the 4-year-old program identified as proficient on the 9 identified social-emotional progressions as indicated by the FrogStreet AIM assessment.

Goal Recommendation for 24-25

By the end of the 2024-2025 school year, all preschoolers in the 4 year old program will achieve proficiency (score of 6.4 or greater) or one year's worth of growth in their social/emotional skills (Objective 1a-3b) as measured by the Preschool Assessment Data.

Third Grade Literacy Proficiency

(24-25 CACR: No longer used.)

Goal 23-24

The percentage of 3rd grade students meeting or exceeding the standards in reading on all state accountability tests (MCA, MTAS) will be above 50%.

Result

The percentage of 3rd grade students who met or exceeded the standards in reading on all state accountability tests (MCA, MTAS) increased to 55.4%.

Goal Recommendation for 24-25

N/A

Closing the Achievement Gap

(24-25 CACR: All racial and economic achievement gaps between students are closed.)

Goal 23-24

The percent of students receiving special education services at Royalton Public Schools who earn meets or exceeds the standards in mathematics as measured by MCAs will be above **50%**.

Result

The percent of students receiving special education services at Royalton Public schools who earned an achievement level of meets or exceeds the standards in mathematics on MCA tests decreased to **18.8%**.

State: **24.7%**

Goal Recommendation for 24-25

The percent of students receiving special education services at Royalton Public Schools who earn meets or exceeds the standards in reading as measured by MCA/MTAS will be above **50%**.

Closing the Achievement Gap

(24-25 CACR: All racial and economic achievement gaps between students are closed.)

Goal 23-24

Students who qualify for Free and Reduced Priced lunch services at Royalton Public Schools who earn an achievement level of meets or exceeds the standards in mathematics on MCA tests will be above **50%**.

Result

All students who qualify for Free and Reduced Priced lunch services at Royalton Public Schools who earn an achievement level of meets or exceeds the standards in mathematics on the MCAs decreased to **39.3%**.

State: **27%**

Goal Recommendation for 24-25

No goal for 24-25

College and Career Ready

(24-25 CACR: All students are ready for career and college.)

Goal 23-24

By the time of graduation, 100% of Seniors will develop a post-graduation plan demonstrating career and college readiness and present it to a graduation committee in the spring of 2024.

Result

The percent of Senior students that met with the Graduation Committee this past Spring was **42.9%** (30 out of 70 students) demonstrating career and college readiness.

Goal Recommendation for 24-25

By the time of graduation, 50% of Seniors will develop a post-graduation plan demonstrating career and college readiness and present it to a graduation committee in the spring of 2025.

Graduation Rates

(24-25 CACR: All students graduate from high school.)

Goal 23-24

All students who are eligible to graduate at Royalton Public Schools in four years will remain above **90%**.

Result

The percent of students who successfully graduated in four years was **93.1%**.

State: **83.3%**

Goal Recommendation for 24-25

All students who are eligible to graduate at Royalton Public Schools in four years will remain above 90%.

NEW FOR 24-25: Prepare students to be lifelong learners.

Goal 24-25

All students will participate in an elective and/or enrichment opportunity that promotes lifelong learning as measured by student participation data.

Result

Goal Recommendation for 25-26



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;

MARCO has generously donated \$450 to the Royalton School District to be used toward uniforms for the Girls Basketball team.

The Royalton School District has received a generous donation of \$600 from an anonymous donor to be used towards varsity volleyball uniforms.

The families of the Volleyball Team have generously donated \$1025 to be used toward the purchase of varsity uniforms.

The families of the Volleyball Team have generously donated \$790 to be used toward the purchase of varsity uniforms.

The Royalton Lions Club has generously donated \$200 to the Royalton School District to be used by the FFA.

The Royalton Education Foundation (REF) has generously donated \$3500 to the Royalton School District to go towards the purchase of two Communication Boards for playgrounds at the Early Childhood Center.

The Innovative Schools Project has donated two (2) Social Emotional Learning baskets to be used at the Elementary School and Early Childhood Center. The value of each basket is approximately \$750.

WHEREAS the conditions on this gift(s) are included in the packet.

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

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

_____ and upon a roll call vote being taken thereon, the following voted

in favor thereof:

following voted against:

and the following abstained:

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

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.
12. Adjournment.

[Note: The school board should incorporate its preferred order of business into this policy.]

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

Adopted: _____

MSBA/MASA Model Policy 203.5

Orig. 1997

Rev. 2022

Revised: _____

Deleted: 12

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members _____ (____) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

Minn. Stat. § 123B.09, Subd. 7 ([Boards of Independent School Districts](#))

Deleted: School Board Powers

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
[Dept. of Admin. Advisory Op. No. 13-015 \(December 23, 2013\)](#)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: _____

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: _____

Rev. 1999

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: _____

MSBA/MASA Model Policy 204

Orig. 1995

Revised: _____

Rev. 2024

204 SCHOOL BOARD MEETING MINUTES

[NOTE: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law must be recorded in a journal or minutes kept for that purpose. Public records maintained by the school district must be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the school district's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

- e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

[NOTE: In 2024, the Minnesota legislature enacted two laws regarding publication of school board minutes. Under Chapter 109 (2024), five school districts are authorized to publish their minutes on their websites; this section expires on August 1, 2026.

Under Chapter 115 (2024), the Minnesota legislature enacted the following:

(a) Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026.

(b) If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.

[NOTE: MSBA has not inserted paragraph (a) into this model policy because its application is limited to specific circumstances and for a defined period. School districts that meet the conditions in paragraph (a) may choose to publish on the school district's website.]

- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)

Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definitions)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

Deleted: Open Meeting Law

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 207
Orig. 1995
Rev. 2024

Deleted: 22

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minnesota Statutes, section 123B.51), education district establishment (Minnesota Statutes, section 123A.15), and agreements for secondary education (Minnesota Statutes, section 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

Deleted: and address

[NOTE: The word 'address' is removed here to align this provision with the removal of 'address' from Model Policy 206.]

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.
4. Privilege to Speak: A school board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

Legal References: Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: _____

MSBA/MASA Model Policy 613

Orig. 1997

Revised: _____

Rev. 2024

Deleted: 2

613 GRADUATION REQUIREMENTS

[NOTE: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

Deleted: entering grade 8 in the 2012-2013 school year and later

III. DEFINITIONS

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

Moved (insertion) [1]

C. Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

Deleted: Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

Moved up [1]: "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

Deleted: : (1)

Deleted: , and (2) a locally adopted expectation for student learning in health.

[NOTE: The 2024 Minnesota legislature enacted this change. Paragraphs B and C are flipped to create alphabetical order.]

E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

(_____ *Position Title* _____) shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

Deleted: GRADUATION

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

Deleted: For students enrolled in grade 8 in the 2012-2013 school year and later, s

1. ~~Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and~~

2. Consistent with this paragraph and Minnesota Statutes, section 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.

3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

Deleted: Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data;

B. Targeted Instruction Plan

1. ~~A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.~~

2. Consistent with Minnesota Statutes, sections ~~120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.~~

Deleted: s
Deleted: meeting the state graduation requirements under this section

3. ~~As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.~~

[NOTE: The revisions in Paragraphs A and B align the model policy language with Minnesota Statutes 120B.303.]

Deleted: Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.

C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

Deleted: beginning 8th grade in the 2012-2013 school year and later

A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;

2. Three credits of mathematics, sufficient to satisfy all of the academic standards in mathematics;

3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;

4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

[NOTE: This revision includes the 2024 change on implementation of the government and citizenship requirement to the 2025-26 school year.]

5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;

6. Credit sufficient to satisfy the state standards in physical education; and

7. A minimum of seven elective credits.

8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

[Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature concerning physical education credit and state standards in health. Paragraph 8 was enacted in 2023; it affects students who begin grade 9 in the 2024-25 school year.]

B. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph D., above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the

Deleted: , including an algebra II credit or its equivalent,

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Deleted: An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;

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elective science credit required under Paragraph C., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry ~~academic standards or all of the physics academic standards~~ prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C., above.

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3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph E., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph C., above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature. Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;

2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social

Deleted: the World's Best Workforce)

Deleted: Statewide Testing and Reporting System

Deleted: Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)¶

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Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 618

Orig. 1998

Revised: _____

Rev. 2023

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

A. "Academic standard" means a summary description of student learning in a required content area or elective content area.

B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.

D. "Cultural competence," for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.

E. "Elective standards" means a locally adopted expectation for student learning in career and technical education and world languages.

F. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.

G. "Required standard" means (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in

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Deleted: "Above-grade level" test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student's grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

Deleted: "Below-grade level" test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student's current grade level. Notwithstanding the student's grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

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Deleted: "Computer-adaptive assessments" means fully adaptive assessments.

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Deleted: "Fully adaptive assessments" include on-grade level test items and items that may be above or below a student's grade level. **[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]**

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Deleted: "On-grade level" test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.

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health,

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IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The **[school board/superintendent/director of instruction]** shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.

4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The [Minnesota](#) Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:

1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

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To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.3520 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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Orig. 2017

Revised: _____

Rev. 2022

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. ▼
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

Deleted: A requestor is not required to explain the reason for the data request.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
 - 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

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Data Practices Contacts

Responsible Authority:

[Name]
[Location]
[Phone number; email address]

Deleted: ¶

Data Practices Compliance Official:

[Name]
[Location]
[Phone number; email address]

Data Practices Designee(s):

[Name]
[Location]
[Phone number; email address]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. § 13.01 \(Government Data\)](#)
[Minn. Stat. § 13.02 \(Definitions\)](#)
Minn. Stat. § 13.025 (Government Entity Obligation)
[Minn. Stat. § 13.03 \(Access to Government Data\)](#)
[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)
[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)
[Minn. Stat. § 13.32 \(Educational Data\)](#)
[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)
[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: _____
Revised: _____

MSBA/MASA Model Policy 806
Rev. 2024

806 CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education (**Commissioner**) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education’s document entitled, “Practical Information on Crisis Planning, a Guide for Schools and Communities.” A website link is provided in the resource section of this Policy.]

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[NOTE: Minnesota, law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

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b. Evacuation Procedures

Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building’s crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific

procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[NOTE: Minnesota law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes, section 121A.035.]

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c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board "may adopt the model cardiac emergency response plan provided by" the Commissioner (as of June 4, 2024, a response plan is not yet available.)

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the

resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area

where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[NOTE: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

[NOTE: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[NOTE: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[NOTE: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees

of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves

multiple agencies, jurisdictions, organizations, and real-time movement of resources.

5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be

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appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and

2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

- A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[NOTE: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[NOTE: The Every Student Succeeds Act, 20 United States Code, section 6301, et seq.; Title IX, 20 United States Code, section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code, section 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to
Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](https://www.mn.gov)

Adopted: August 8, 2011
Revised: October 2, 2024

Royalton School District Policy 610
Reviewed October 14, 2024

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

The general expectation of the school board is 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. (Minnesota Statutes section 123B.37)

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 activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

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., tournament competition).

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 with the group presenting a travel request.

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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 organizations, does 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. Trip advisors should not purchase tickets, make travel deposits, secure hotel rooms, fundraise, 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 summer months. Exceptions, see Section II.D.1.D.

3. Travel Process

A. Students must have parent permission for any school-related trips.

B. School trips are not vacations, they are academic experiences, and the goal of any student travel is to give the students 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 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 in the trip.

E. Students who are suspended from school and in violation of MSHSL rules during the time period between trip sign-up and departure of the trip, may not be allowed to participate at the discretion of the building principal.

- i. 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 exception of those referenced in Section II.D.1.D) incurred on the trip must not be charged to the school district. (Ex: parking fees, tolls, subways, etc.)

G. Student travel expenses 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(s) and students participating in 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 trips. High school graduates are not considered current students.

5. Planning for the Trip

A. Parents/Guardians and student must attend ALL planning meetings. Failure to attend planning meetings may prohibit the student from participating in the trip.

B. There will be major meetings to attend any school trip.

i. Sign-up/initial trip overview, goals, and expectations.

ii. Fundraising for the trip.

iii. Pre-departure meeting (packing, safety, emergency plans, etc.)

iv. Chaperone meeting – Chaperones will be required to attend to discuss supervisory roles and responsibilities while on the trip.

6. Fundraising

A. The building principal and lead teacher(s) will work together in coordinating fundraising efforts for the trip once board approval has been received.

i. The students will be presented with multiple, service-oriented fundraisers to help offset the costs of their trip.

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 During the Trip

A. All of the rules of conduct and discipline found in the school's student handbook, district policies, and MSHSL eligibility rules apply to all students will on the trip.

B. Students will automatically be sent home for the following:

i. Possession, use, or distribution of alcohol, controlled substances, and/or weapons with the exception of those

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explicitly used for competitions and are properly stored during travel (i.e., Royalton Clay Target Team).

ii. Fraternizing

C. The building principal will make the decision if someone is to be sent home for violating a student handbook or district policy or 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.

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III. REGULATIONS

A. 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.

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C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.~~

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

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Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities;

Cross References: [Royalton School District Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\) \(we currently don't have\)](#)
[Royalton School District Policy 423 \(Employee-Student Relationships\)](#)
[Royalton School District Policy 506 \(Student Discipline\)](#)
[Royalton School District Policy 707 \(Transportation of Public School Students\)](#)
[Royalton School District Policy 709 \(Student Transportation Safety Policy\)](#)
[Royalton School District Policy 710 \(Extracurricular Transportation\)](#)

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[Minn. Stat. § 169.011, Subd. 71\(a\) \(Definitions\)](#)

[Minn. Stat. § 169.454, Subd. 13 \(Type III Vehicle Standards\)](#) *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:

[Royalton School District](#) Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

[Royalton School District](#) Policy 423 (Employee – Student Relationships)

[Royalton School District](#) Policy 506 (Student Discipline)

[Royalton School District](#) Policy 707 (Transportation of Public School Students)

[Royalton School District](#) Policy 709 (Student Transportation Safety Policy)

[Royalton School District](#) Policy 710 (Extracurricular Transportation)

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Adopted: August 13, 2007
Revised: August 28, 2024

Royalton School District Policy 705
Reviewed October 14, 2024

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

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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.

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X. PORTFOLIO DIVERSIFICATION; MATURITIES

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- 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. 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

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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.

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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.

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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](#).

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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)

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Cross References:

- ~~Royalton School District~~ Policy 703 (Annual Audit) **(we do not have 703)**
- Minnesota Legal Compliance Audit Guide [for School Districts](#) Prepared by the Office of the State Auditor

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Adopted: ~~September 25, 2024~~
Revised: ~~October 2, 2024~~

~~Royalton School District Policy 708~~
~~Reviewed: October 14, 2024~~

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

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 school district student bus conduct and student bus discipline policies.

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

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- 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.

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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.

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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:

- ~~Royalton School District~~ Policy 707 (Transportation of Public School Students)
- ~~Royalton School District~~ Policy 709 (Student Transportation Safety Policy)

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Adopted: September 25, 2024
Revised: October 2, 2024

Royalton School District Policy 710
Reviewed: October 14, 2024

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.

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.

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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. ¶

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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

... [1]

Legal References:

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

Cross References:

[Royalton School District](#) Policy 610 (Field Trips)
[Royalton School District](#) Policy 709 (Student Transportation Safety)

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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 (Minnesota Statutes section 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.

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 Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 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.

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 under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law 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 under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

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.

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.

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 bylaws. 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 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
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 (Nonpublic Schools)

Cross References: Royalton School District Policy 509 (Enrollment of Nonresident Students)

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:

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

Secondary Coordinator:
 Dr. Kristine J. Wehrkamp Herman, Superintendent
 120 South Hawthorn St
 Royalton, MN 56373
kristine.wehrkamp@isd485.org
 320-584-4002

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 or remedies. The school district may choose to consult its legal counsel for district-specific sanctions and remedies.

1. 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 may include: 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 Royalton School District 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 Policy 506 (Student Discipline)

Grievance Procedures

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability.

If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or

continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Compliant Procedures."

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800.657.3704
651.296.5663
TDD 651.296.1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040
TDD 612.335.4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References:

34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:

<http://www2.ed.gov/about/offices/list/ocr/publications.html>

ROYALTON SCHOOL DISTRICT NO. 485

NONDISCRIMINATION REPORT FORM

General Statement of Policy Prohibiting Discrimination

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

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against because:

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

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

(Complainant Signature)

(Date)

Received by: _____

(Date)

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)

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.

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

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of 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.
- 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 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:

Royalton School District Policy 708 (Transportation of Nonpublic School Students)
Royalton School District Policy 709 (Student Transportation Safety)
Royalton School District Policy 710 (Extracurricular Transportation)

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

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

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

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

V. RULES FOR USE OF FACILITIES AND EQUIPMENT

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

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Non-school Purposes; Closings)

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

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.
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. All open gym times will be scheduled and managed by the Community Education Office.
16. 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.
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**If selecting a family membership, please include the names and DOBs for each family member, 16 years of age and older, living at the same address. Each family member will need a separate FOB.
