



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

November 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

8.e. Athletic Director

9. Consent Agenda Approval

Description: **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

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

9.c. Spain Trip 2025 Fundraiser Proposals

9.d. Memorandum of Understanding Between ISD #485 and Royalton Education Minnesota, Local #2341

10. Discussion/Information/Action Items

10.a. Canvass Returns and Declare Results

10.b. Sourcewell Board Election for the Board of Directors

10.c. Approval of Donations by Resolution

10.d. Policy Reading

10.d.1. First Policy Reading

Description:

203 Operation of the School Board - Governing Rules

10.d.2. Second Policy Reading

Description:

203.1 School Board Procedures; Rules of Order

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

806 Crisis Management

10.d.3.Second and Final Policy Reading

Description:

613 Graduation Requirements

618 Assessment of Student Achievement

722 Public Data Request and Form

10.d.4.Approval of Third Policy Reading

Description:

610 Field Trips

705 Investments

708 Transportation of Nonpublic School Students

710 Extracurricular Transportation

11.Upcoming Meeting Schedule

Description:

1. Tuesday, November 19th, 1:00 PM Policy Committee
2. Monday, November 25th, 12:00 PM Finance Committee Meeting
3. Monday, December 9th, 6:05 PM Truth in Taxation Meeting/Regular Board Meeting
4. Wednesday, December 25th, 12:00 PM Finance Committee Meeting (need to reschedule)
5. Wednesday, December 25th, 1:00 PM Policy Committee Meeting (need to reschedule)

12.Adjournment



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

FISCAL YEAR 2025
NOVEMBER BUDGET UPDATE
SCHOOL BOARD MEETING

ENROLLMENT

- Original 24-25 Adopted Budget: 910 ADM
 - October enrollment K-12 = 917
 - 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 SEPTEMBER 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	107,341.38	1,343,641.02	99,928.68	1,164,522.27	114,899.92	9.19%	7.44%	9.87%
State Revenues	9,993,360.00	2,016,607.79	9,710,925.70	1,950,801.36	9,177,583.40	2,410,871.16	20.18%	20.09%	26.27%
Federal Revenues	120,000.00	-	414,043.28	150.00	820,435.19	(9,372.00)	0.00%	0.04%	-1.14%
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	2,123,949.17	11,498,533.56	2,072,700.85	11,184,748.52	2,517,399.08	18.82%	18.03%	22.51%

- Overall, on track as a % of the budget

GENERAL FUND EXPENDITURES - MONTH END SEPTEMBER 2024

Expenditures by Object	FISCAL YEAR 2025		PRIOR FISCAL YEAR 2024		2ND PRIOR FISCAL YEAR 2023		2025	2024	2023
	Adopted	Year-to-Date	Total	Year-to-Date	Total	Year-to-Date	% of	% of	% of
	Budget	Actual	Actual	Actual	Actual	Actual	Budget	Total	Total
Salaries & Wages	7,063,649.00	754,546.37	6,871,879.34	781,966.69	6,412,479.05	745,919.09	10.68%	11.38%	11.63%
Employee Benefits	1,964,817.00	280,467.59	1,912,415.18	241,072.47	1,756,061.32	210,964.99	14.27%	12.61%	12.01%
Purchased Services	1,438,836.00	447,099.67	1,918,268.20	411,891.27	1,665,327.83	450,943.78	31.07%	21.47%	27.08%
Supplies & Materials	742,273.00	221,109.71	791,518.11	261,579.19	855,399.51	282,556.76	29.79%	33.05%	33.03%
Capital Expenditures	265,000.00	216,077.65	245,778.48	116,506.17	1,014,689.22	436,850.77	81.54%	47.40%	43.05%
Other Expenditures	18,150.00	40,479.67	12,589.49	7,229.94	22,545.89	18,358.05	223.03%	57.43%	81.43%
Total Expenditures	11,492,725.00	1,959,780.66	11,752,448.80	1,820,245.73	11,726,502.82	2,145,593.44	17.05%	15.49%	18.30%

- Overall, on track as a % of the budget

POST SECONDARY ENROLLMENT OPTIONS

Colleges Attended

- Alexandria Technical College
- Bemidji State
- Central Lakes College (only one we contract with)
- Ridgewater
- SCTCC
- SCSU

College in the Schools (CIS) Offered at RHS

- Comp I
- Comp II
- Intro to College Algebra
- College Algebra
- Precalculus (yearlong - but considered Fall)
- Wind Symphony
- Intermediate Spanish I (yearlong - but considered Fall)
- Intermediate Spanish II (yearlong - but considered Fall)
- Human Biology (yearlong - but considered Fall)

Total RHS Students / Total Credits

- 79 Students
- 510 Credits



Thank you!

Regular Meeting

Monday, October 14, 2024 6:00 PM

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

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

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Approval of Agenda. This motion, made by Tyra Baumann and seconded by Maria Traut, Passed.

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

Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

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

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

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea

Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

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

9.e. Spain Trip 2025 Fundraiser Proposal

10. Discussion/Information/Action Items

10.a. MSHSL Form A Resolution
Motion for Approval. This motion, made by
Randy Hackett and seconded by Rian Hofstad,
Passed.

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

10.b. Resolution Ratifying Refunding Bond Sale
Motion to Approve. This motion, made by
Tyra Baumann and seconded by Maria Traut,
Passed.

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

10.c. 2024 School Year MCA Data

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

10.e. Approval of Donations by Resolution
Motion to Approve. This motion, made by
Randy Hackett and seconded by Maria Traut,
Passed.

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

10.f. Policy Reading

10.f.1. First Policy Reading

10.f.2. Second Policy Reading

10.f.3. Second and Final Policy Reading
Approval of Second and Final Policy
Reading. This motion, made by Randy
Hackett and seconded by Tyra Baumann,
Passed.

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

10.f.4. Approval of Third Policy Reading
Approval of the Third Policy Reading.
This motion, made by Tyra Baumann and
seconded by Maria Traut, Passed.

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

11. Upcoming Meeting Schedule

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

Tyra Baumann: Present
Lucas Boyd: Present

Randy Hackett: Present
Rian Hofstad: Present
Angela Roering: Present
Maria Traut: Present

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

Motion to close the regular meeting at 6:53 pm. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.

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

Motion to open the closed meeting at 7:03 pm. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

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

Motion to close the closed meeting at 7:21 pm. This motion, made by Randy Hackett and seconded by Maria Traut, Passed.

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

Motion to open the regular meeting at 7:21 pm.
This motion, made by Tyra Baumann and seconded
by Angela Roering, Passed.

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

13. Adjournment

The meeting was adjourned at 7:22pm. This
motion, made by Tyra Baumann and seconded by
Angela Roering, Passed.

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

Board Secretary

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77228	3757		Blue Cross Blue Shield		Check		
				B 01	215 033	Vision Flex	\$183.91		
				B 02	215 033	Vision Flex	\$8.75		
				B 04	215 033	Vision Flex	\$9.29		
				B 01	215 033	Adjustment	(\$24.21)		
PO#:		Voucher #:	43389	Invoice	Invoice No: S2025060	10/1/2024	Paid Amt:	\$177.74	
				B 01	215 033	Vision Flex	\$185.34		
				B 02	215 033	Vision Flex	\$8.75		
				B 04	215 033	Vision Flex	\$9.30		
PO#:		Voucher #:	43245	Invoice	Invoice No: S2025050	10/1/2024	Paid Amt:	\$203.39	
							Check Amount:	\$381.13	
0485	PCB	77229	4665		HARTFORD INSURANCE		Check		
				B 01	215 031	LTD	\$972.87		
				B 02	215 031	LTD	\$58.14		
				B 04	215 031	LTD	\$75.22		
PO#:		Voucher #:	43233	Invoice	Invoice No: S2025050	10/1/2024	Paid Amt:	\$1,106.23	
				B 01	215 051	United Way	\$352.21		
				B 02	215 051	Payroll Deductions	\$22.82		
				B 04	215 051	Payroll Deductions	\$14.24		
PO#:		Voucher #:	43236	Invoice	Invoice No: S2025050	10/1/2024	Paid Amt:	\$389.27	
				B 01	215 032	Life	\$861.95		
				B 02	215 032	Life	\$60.62		
				B 04	215 032	Life	\$44.10		
				B 01	215 032	Adjustment	(\$383.24)		
PO#:		Voucher #:	43376	Invoice	Invoice No: S2025060	10/1/2024	Paid Amt:	\$583.43	
				B 01	215 031	LTD	\$835.16		
				B 02	215 031	LTD	\$58.14		
				B 04	215 031	LTD	\$15.08		
				B 01	215 031	Adjustment	(\$519.84)		
PO#:		Voucher #:	43377	Invoice	Invoice No: S2025060	10/1/2024	Paid Amt:	\$388.54	
				B 01	215 032	Life	\$856.61		
				B 02	215 032	Life	\$60.62		
				B 04	215 032	Life	\$44.10		
PO#:		Voucher #:	43232	Invoice	Invoice No: S2025050	10/1/2024	Paid Amt:	\$961.33	
				B 01	215 051	United Way	\$347.19		
				B 02	215 051	Payroll Deductions	\$22.82		
				B 04	215 051	Payroll Deductions	\$14.24		

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77229	4665		HARTFORD INSURANCE		Check		
				B 01	215 051	Adjustment		(\$1.72)	
PO#:		Voucher #:	43380	Invoice	Invoice No: S2025060	10/1/2024	Paid Amt:	\$382.53	
							Check Amount:	\$3,811.33	
0485	PCB	77230	4620		HealthPartners Inc		Check		
				B 01	215 035	Dental		\$1,350.85	
				B 02	215 035	Payroll Deductions		\$17.03	
				B 04	215 035	Payroll Deductions		\$58.90	
PO#:		Voucher #:	43229	Invoice	Invoice No: S2025050	10/1/2024	Paid Amt:	\$1,426.78	
				B 01	215 035	Dental		\$1,498.47	
				B 02	215 035	Payroll Deductions		\$17.03	
				B 04	215 035	Payroll Deductions		\$151.84	
				B 01	215 035	Adjustment		\$174.28	
PO#:		Voucher #:	43372	Invoice	Invoice No: S2025060	10/1/2024	Paid Amt:	\$1,841.62	
				B 01	215 030	Hospital		\$31,532.12	
				B 02	215 030	Hospital		\$875.88	
				B 04	215 030	Hospital		\$1,370.69	
				B 01	215 030	Adjustment		\$8,226.72	
PO#:		Voucher #:	43374	Invoice	Invoice No: S2025060	10/1/2024	Paid Amt:	\$42,005.41	
				E 01	005 110 000 000 305	EAP		\$151.80	
PO#:		Voucher #:	43395	Invoice	Invoice No: 09-30-2024	10/1/2024	Paid Amt:	\$151.80	
				B 01	215 030	Hospital		\$28,491.70	
				B 02	215 030	Hospital		\$720.81	
				B 04	215 030	Hospital		\$1,237.85	
PO#:		Voucher #:	43230	Invoice	Invoice No: S2025050	10/1/2024	Paid Amt:	\$30,450.36	
							Check Amount:	\$75,875.97	
0485	PCB	77231	1474		ROYALTON FED TEACHERS		Check		
				B 01	215 040	MFT		\$4,360.40	
				B 04	215 040	MFT		\$88.00	
PO#:		Voucher #:	43373	Invoice	Invoice No: S2025060	10/1/2024	Paid Amt:	\$4,448.40	
							Check Amount:	\$4,448.40	
0485	PCB	77232	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 211 210 000 430	B014EUQOGK Logitech K400 Plus Wireless Tc		\$26.98	
				E 01	020 211 210 000 430	B07S5BKBW1 GVM RGB LED Video Lighting P		\$359.00	
				E 01	020 211 210 000 430	B08TL1Q144 Cra-Z-art Colored Pencils Bulk Cl		\$41.71	
				E 01	020 211 210 000 430	B08ZXYRTZ8 Rarlan Washable Markers Bulk, M		\$42.96	
				E 01	020 211 210 000 430	Amazon Shipping Charge		\$0.00	
PO#: 5918		Voucher #:	43405	Invoice	Invoice No: 1DKG-1YL#-F474	10/7/2024	Paid Amt:	\$470.65	
				E 01	020 402 000 740 433	B09LQJJGFG maxtek 72 x 40 Double Sided Ro		\$249.69	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77232	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 402 000 740 433	B0C77TSSPY ExaDesk 55x30 Inch Electric Sta	\$259.99		
				E 01	020 402 000 740 433	B0CSJ3K6T3 Bonsai Paper Shredder for Office	\$127.49		
				E 01	020 402 000 740 433	Amazon Shipping Charge	\$0.00		
PO#:	5901	Voucher #:	43407	Invoice	Invoice No:	1YVR-KPTW-KJW4	10/7/2024	Paid Amt:	\$637.17
				E 01	020 301 320 830 433	B005YT111E Harper Trucks 142-86 46-Inch Hig	\$227.68		
				E 01	020 301 320 830 433	B0B8Q2GPR8 Klutch Heavy-Duty Tear Down Te	\$507.59		
				E 01	020 301 320 830 433	Amazon Shipping Charge	\$0.00		
PO#:	5886	Voucher #:	43408	Invoice	Invoice No:	1GYK-6N4J-C99L	10/7/2024	Paid Amt:	\$735.27
				E 02	005 770 000 701 401	B07RJ22CWP Pallet Jack/Truck Steering Whee	\$44.95		
				E 02	005 770 000 701 401	B088NGT5GK TIMKEN 6002-2RS 4PACK Dou	\$19.00		
				E 02	005 770 000 701 401	B0C14614FZ VEVOR 18 inch Wall Mount Fan (\$139.99		
				E 02	005 770 000 701 401	Amazon Shipping Charge	\$0.00		
PO#:	5880	Voucher #:	43488	Invoice	Invoice No:	1JWT-WR14-169T	10/7/2024	Paid Amt:	\$203.94
				E 01	020 301 321 830 433	B001GL1NXU Bissell Natural Sweep Carpet anc	\$30.89		
				E 01	020 301 321 830 433	B001IMJ168 Grodan HUGO 6x6x6 Hydroponics	\$42.16		
				E 01	020 301 321 830 433	B014EUQOGK Logitech K400 Plus Wireless Tc	\$26.98		
				E 01	020 301 321 830 433	B01KYYZDUS Mother Earth Hydroton Original C	\$54.83		
				E 01	020 301 321 830 433	B07W9H8ZRH xGarden - Lightweight Economy	\$21.90		
				E 01	020 301 321 830 433	B08BQW6SG3 SKINNYBUNNY Rockwool Cub	\$12.99		
				E 01	020 301 321 830 433	B09BZ8LQFB Techbee 1 s to 999 h Short/Long	\$33.10		
				E 01	020 301 321 830 433	B0BMQ4KLY2 2-in-1 USB Type C Wireless Pre	\$14.99		
				E 01	020 301 321 830 433	Amazon Shipping Charge	\$0.00		
PO#:	5900	Voucher #:	43406	Invoice	Invoice No:	1KNF-LNFX-VX3V	10/7/2024	Paid Amt:	\$237.84
				E 01	020 420 000 740 433	B0D7P7WFM8 Nillkin Carry Go Keyboard Case	\$137.99		
				E 01	020 420 000 740 433	Amazon Shipping Charge	\$0.00		
PO#:	5902	Voucher #:	43404	Invoice	Invoice No:	16YY-N949-4CHV	10/7/2024	Paid Amt:	\$137.99
								Check Amount:	\$2,422.86
0485	PCB	77233	1025		APPLE INC.		Check		
				E 01	005 690 690 000 466	MK2K3LL/A 10.2-inch iPad Wi-Fi 64GB - Space	\$1,495.00		
PO#:	5847	Voucher #:	43466	Invoice	Invoice No:	MB10173123	10/7/2024	Paid Amt:	\$1,495.00
				E 01	020 420 000 740 433	MVX23LL/A 13-inch iPad Pro WiFi 256GB with :	\$1,199.00		
PO#:	5903	Voucher #:	43481	Invoice	Invoice No:	MB12619477	10/7/2024	Paid Amt:	\$1,199.00
								Check Amount:	\$2,694.00
0485	PCB	77234	1859		BARRY BAYERL		Check		
				E 01	020 296 058 000 305	Volleyball Official Osakis	\$135.00		
PO#:		Voucher #:	43410	Invoice	Invoice No:	09.30.2024	10/7/2024	Paid Amt:	\$135.00
								Check Amount:	\$135.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77235	3845		BENCHMARK EDUCATION CO. LLC		Check		
				E 01	010 203 000 302 460	English Gr. K My Reading and Writing 10 Units,		\$220.00	
				E 01	010 203 000 302 460	Freight		\$22.00	
	PO#: 5911	Voucher #:	43411	Invoice	Invoice No: 548233	10/7/2024	Paid Amt:	\$242.00	
							Check Amount:	\$242.00	
0485	PCB	77236	3277		Capelle, Vernon		Check		
				E 01	020 294 054 000 305	Volleyball Official EVW		\$130.00	
	PO#:	Voucher #:	43412	Invoice	Invoice No: 09.27.2024	10/7/2024	Paid Amt:	\$130.00	
							Check Amount:	\$130.00	
0485	PCB	77237	4795		Cardio Partners Inc		Check		
				E 01	005 865 000 352 401	8900-0810-01 ZM-Electrodes Pediatric Padz II		\$440.31	
				E 01	005 865 000 352 401	Shipping Charges		\$11.37	
	PO#: 5924	Voucher #:	43413	Invoice	Invoice No: INV3469796	10/7/2024	Paid Amt:	\$451.68	
							Check Amount:	\$451.68	
0485	PCB	77238	4596		CENTRAL MCGOWAN, INC		Check		
				E 01	020 301 320 830 433	Open PO Welding Supplies		\$327.10	
	PO#: 5862	Voucher #:	43500	Invoice	Invoice No: 0000893710	10/7/2024	Paid Amt:	\$327.10	
				E 01	020 301 320 830 433	Co2, Acteylene, Oygen, Argon Tank Lease		\$1,110.00	
	PO#: 5868	Voucher #:	43501	Invoice	Invoice No: 0000893691	10/7/2024	Paid Amt:	\$1,110.00	
							Check Amount:	\$1,437.10	
0485	PCB	77239	3763		Cheeley, Pete		Check		
				E 01	020 294 054 000 305	JV FB Official Kimball		\$90.00	
	PO#:	Voucher #:	43414	Invoice	Invoice No: 09.23.2024	10/7/2024	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	77240	4411		CHELSEA SASSE		Check		
				R 04	000 505 000 321 040	REFUND FOR Tackle Football Registration		\$55.00	
	PO#:	Voucher #:	43436	Invoice	Invoice No: 08.26.2024	10/7/2024	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0485	PCB	77241	1104		CUSTOM PRINTING		Check		
				E 01	020 211 000 000 430	#10 Window envelopes		\$500.00	
	PO#: 5915	Voucher #:	43415	Invoice	Invoice No: 29822	10/7/2024	Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
0485	PCB	77242	3866		DARRYL EIYNCK		Check		
				E 01	020 294 054 000 305	JV FB Official Kimball		\$90.00	
	PO#:	Voucher #:	43418	Invoice	Invoice No: 09.23.2024	10/7/2024	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77243	2301		DEPARTMENT OF HUMAN SERVICES		Check		
				E 01	005 400 000 372 305 IEP ADMIN FEE			\$95.00	
	PO#:	Voucher #:	43503	Invoice	Invoice No: 00000819118	10/7/2024	Paid Amt:	\$95.00	
							Check Amount:	\$95.00	
0485	PCB	77244	2576		DOUG LUEPKE TROPHIES		Check		
				E 01	020 292 052 000 401 CC Meet Awards			\$311.48	
	PO#:	Voucher #:	43416	Invoice	Invoice No: 927607	10/7/2024	Paid Amt:	\$311.48	
							Check Amount:	\$311.48	
0485	PCB	77245	1132		ECKROTH MUSIC CO		Check		
				E 01	020 258 000 000 350 Yamaha Tuba Repair			\$253.00	
	PO#: 5879	Voucher #:	43499	Invoice	Invoice No: 5402014	10/7/2024	Paid Amt:	\$253.00	
							Check Amount:	\$253.00	
0485	PCB	77246	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380 September 25 Agenda			\$56.00	
	PO#:	Voucher #:	43417	Invoice	Invoice No: 1016566	10/7/2024	Paid Amt:	\$56.00	
							Check Amount:	\$56.00	
0485	PCB	77247	4124		EHLERS, INC.		Check		
				E 01	005 110 000 000 305 COUNTY AUDITOR FEE			\$3,575.00	
	PO#:	Voucher #:	43471	Invoice	Invoice No: 98323	10/7/2024	Paid Amt:	\$3,575.00	
							Check Amount:	\$3,575.00	
0485	PCB	77248	4664		FORK FARMS		Check		
				E 01	020 301 321 830 433 Misc. greenhouse supplies			\$139.95	
	PO#: 5935	Voucher #:	43497	Invoice	Invoice No: INV-1615	10/7/2024	Paid Amt:	\$139.95	
							Check Amount:	\$139.95	
0485	PCB	77249	1182		GOPHER		Check		
				E 01	020 240 000 000 430 GM10-726 12-Player Set, 12 Lacrosse sticks an			\$349.00	
				E 01	020 240 000 000 430 GM41-218 Rainbow Set Dodgeballs			\$94.95	
				E 01	020 240 000 000 430 GM16-860 Rainbow RallyPoint Paddles (Set of 6			\$59.95	
				E 01	020 240 000 000 430 Shipping			\$70.54	
	PO#: 5917	Voucher #:	43419	Invoice	Invoice No: IN402830	10/7/2024	Paid Amt:	\$574.44	
							Check Amount:	\$574.44	
0485	PCB	77250	1184		GOV CONNECTION		Check		
				E 01	005 690 690 000 455 910-006272 Logitech Signature M650 BSN Gra			\$34.29	
	PO#: 5838	Voucher #:	43482	Invoice	Invoice No: 75657329	10/7/2024	Paid Amt:	\$34.29	
							Check Amount:	\$34.29	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77251	4981		Gummert, Melissa		Check
				R 02	005 770 000 701 601 Lunch Money Refund		\$15.15
	PO#:	Voucher #:	43470	Invoice	Invoice No: 09.20.2024	10/7/2024	Paid Amt: \$15.15
							Check Amount: \$15.15
0485	PCB	77252	1206		HELENA AGRI-ENTERPRISES, LLC		Check
				E 01	005 865 000 384 350 Weed Control for Green Space		\$84.67
	PO#:	Voucher #:	43421	Invoice	Invoice No: 381056205	10/7/2024	Paid Amt: \$84.67
							Check Amount: \$84.67
0485	PCB	77253	1215		HILLYARD INC		Check
				E 01	005 810 000 000 401 custodial supplies		\$2,910.93
	PO#: 5923	Voucher #:	43473	Invoice	Invoice No: 605599890	10/7/2024	Paid Amt: \$2,910.93
				E 01	005 810 000 000 401 Wheel		\$530.92
	PO#:	Voucher #:	43474	Invoice	Invoice No: 700607877	10/7/2024	Paid Amt: \$530.92
							Check Amount: \$3,441.85
0485	PCB	77254	4789		Hinckley-Finlayson School District		Check
				E 01	020 292 052 000 369 CC Meet Entry Fee		\$200.00
	PO#:	Voucher #:	43422	Invoice	Invoice No: 09.20.2024	10/7/2024	Paid Amt: \$200.00
							Check Amount: \$200.00
0485	PCB	77255	3687		HOLDINGFORD HARDWARE		Check
				E 01	020 301 320 830 433 Open PO Engines Class Supplies		\$51.96
	PO#: 5864	Voucher #:	43498	Invoice	Invoice No: 53393	10/7/2024	Paid Amt: \$51.96
							Check Amount: \$51.96
0485	PCB	77256	1247		J W PEPPER & SON INC		Check
				E 01	020 211 000 302 530 Chairs		\$3,437.00
				E 01	020 211 000 302 530 Shipping		\$3,028.90
	PO#: 5801	Voucher #:	43521	Invoice	Invoice No: 366623014	10/7/2024	Paid Amt: \$6,465.90
				E 01	020 258 000 000 430 Music for 6th, JH, SH, Jazz and Pep Bands		\$110.00
				E 01	020 258 000 000 430 Shipping		\$17.99
	PO#: 5883	Voucher #:	43520	Invoice	Invoice No: 366778751	10/7/2024	Paid Amt: \$127.99
							Check Amount: \$6,593.89
0485	PCB	77257	2302		KEITH HAIDER		Check
				E 01	020 296 058 000 305 VB Official Osakis		\$135.00
	PO#:	Voucher #:	43420	Invoice	Invoice No: 09.30.2024	10/7/2024	Paid Amt: \$135.00
							Check Amount: \$135.00
0485	PCB	77258	1267		KEMPS, LLC		Check
				E 02	005 770 000 701 495 MILK		\$354.20
	PO#:	Voucher #:	43426	Invoice	Invoice No: 5363787	10/7/2024	Paid Amt: \$354.20

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77258	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 495 MILK			\$305.90	
	PO#:	Voucher #:	43425	Invoice	Invoice No: 5363972	10/7/2024		Paid Amt:	\$305.90
				E 02	005 770 000 701 495 MILK			\$483.00	
	PO#:	Voucher #:	43462	Invoice	Invoice No: 5369204	10/7/2024		Paid Amt:	\$483.00
				E 02	005 770 000 701 495 MILK			\$273.70	
	PO#:	Voucher #:	43423	Invoice	Invoice No: 5376394	10/7/2024		Paid Amt:	\$273.70
				E 02	005 770 000 701 495 MILK			\$305.90	
	PO#:	Voucher #:	43424	Invoice	Invoice No: 5376046	10/7/2024		Paid Amt:	\$305.90
				E 02	005 770 000 701 495 MILK			\$547.40	
	PO#:	Voucher #:	43463	Invoice	Invoice No: 5369642	10/7/2024		Paid Amt:	\$547.40
								Check Amount:	\$2,270.10
0485	PCB	77259	1764		Kimman, Scott		Check		
				E 01	020 294 054 000 305 V FB OOfficial EVW			\$130.00	
	PO#:	Voucher #:	43427	Invoice	Invoice No: 09.27.2024	10/7/2024		Paid Amt:	\$130.00
								Check Amount:	\$130.00
0485	PCB	77260	4983		Lanners, Nick		Check		
				E 04	005 505 000 321 305 Reimbursement for Coaching Tackle Football			\$55.00	
	PO#:	Voucher #:	43504	Invoice	Invoice No: 09.19.2024	10/7/2024		Paid Amt:	\$55.00
								Check Amount:	\$55.00
0485	PCB	77261	3682		Lincoln Electric Company		Check		
				E 01	020 301 320 830 433 Welding Electrodes			\$762.00	
	PO#: 5870	Voucher #:	43484	Invoice	Invoice No: 913289919	10/7/2024		Paid Amt:	\$762.00
				E 01	020 301 320 830 433 Welding Electrodes			\$225.00	
	PO#: 5870	Voucher #:	43485	Invoice	Invoice No: 913300789	10/7/2024		Paid Amt:	\$225.00
								Check Amount:	\$987.00
0485	PCB	77262	1314		MASSP		Check		
				E 01	020 050 000 000 366 2024-25 MASSP School Law Seminar J Swens			\$175.00	
	PO#:	Voucher #:	43483	Invoice	Invoice No: SLS769	10/7/2024		Paid Amt:	\$175.00
								Check Amount:	\$175.00
0485	PCB	77263	4351		MBCA CLINIC		Check		
				E 01	020 294 055 000 366 BBB COACHES CLINIC			\$260.00	
	PO#:	Voucher #:	43428	Invoice	Invoice No: 10.01.2024	10/7/2024		Paid Amt:	\$260.00
								Check Amount:	\$260.00
0485	PCB	77264	1326		MENARDS		Check		
				E 01	020 301 320 830 433 Shop Supplies			\$1,248.09	
	PO#: 5871	Voucher #:	43495	Invoice	Invoice No: 41067	10/7/2024		Paid Amt:	\$1,248.09

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77264	1326		MENARDS		Check		
				E 01	005 810 000 000 401	Grub Control, Mouse Traps & Glue Traps		\$487.93	
	PO#:	Voucher #:	43489	Invoice	Invoice No: 42993	10/7/2024	Paid Amt:	\$487.93	
				E 01	005 810 000 000 401	Custodial Supplies		\$351.00	
	PO#:	Voucher #:	43491	Invoice	Invoice No: 39619	10/7/2024	Paid Amt:	\$351.00	
				E 01	020 301 321 830 433	Misc. Class Supplies OPen PO		\$204.74	
	PO#: 5841	Voucher #:	43490	Invoice	Invoice No: 42268	10/7/2024	Paid Amt:	\$204.74	
				E 01	020 301 320 830 433	Open PO Wood Shop Supplies		\$128.69	
	PO#: 5865	Voucher #:	43494	Invoice	Invoice No: 42448	10/7/2024	Paid Amt:	\$128.69	
								Check Amount:	\$2,420.45
0485	PCB	77265	4390		NORTHLAND KART KOUNTRY, INC.		Check		
				E 04	005 570 000 000 369	Park Pass		\$630.00	
	PO#: 5839	Voucher #:	43496	Invoice	Invoice No: 232	10/7/2024	Paid Amt:	\$630.00	
								Check Amount:	\$630.00
0485	PCB	77266	4177		Olson, Nate		Check		
				E 01	020 294 054 000 305	FB Official EVW		\$130.00	
	PO#:	Voucher #:	43429	Invoice	Invoice No: 10.02.2024	10/7/2024	Paid Amt:	\$130.00	
								Check Amount:	\$130.00
0485	PCB	77267	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$210.60	
	PO#:	Voucher #:	43431	Invoice	Invoice No: 10000124267001	10/7/2024	Paid Amt:	\$210.60	
				E 02	005 770 000 701 490	BREAD		\$171.60	
	PO#:	Voucher #:	43432	Invoice	Invoice No: 10000124267002	10/7/2024	Paid Amt:	\$171.60	
				E 02	005 770 000 701 490	BREAD		\$103.60	
	PO#:	Voucher #:	43433	Invoice	Invoice No: 10000124274007	10/7/2024	Paid Amt:	\$103.60	
				E 02	005 770 000 701 490	BREAD		\$21.60	
	PO#:	Voucher #:	43430	Invoice	Invoice No: 10000124274006	10/7/2024	Paid Amt:	\$21.60	
				E 02	005 770 000 701 490	Bread Credit		\$151.20	
	PO#:	Voucher #:	43434	Credit	Invoice No: 10000124274032	10/7/2024	Paid Amt:	(\$151.20)	
								Check Amount:	\$356.20
0485	PCB	77268	2191		PATRICK SCHNEIDER		Check		
				E 01	020 296 058 000 305	VB REF KIMBALL		\$135.00	
	PO#:	Voucher #:	43438	Invoice	Invoice No: 09.26.2024	10/7/2024	Paid Amt:	\$135.00	
								Check Amount:	\$135.00
0485	PCB	77269	1981		PATRICK SHEPARD		Check		
				E 01	020 294 054 000 305	FB Official Kimball		\$90.00	
	PO#:	Voucher #:	43439	Invoice	Invoice No: 09.23.2024	10/7/2024	Paid Amt:	\$90.00	
								Check Amount:	\$90.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77270	3926		PIONEER ATHLETICS		Check		
				E 01	005 810 000 000 401	football field paint		\$1,359.00	
	PO#: 5907	Voucher #:	43465	Invoice	Invoice No: INV-222043	10/7/2024	Paid Amt:	\$1,359.00	
							Check Amount:	\$1,359.00	
0485	PCB	77271	1440		PROVANTAGE		Check		
				E 01	005 690 690 302 555	A6UC5UT#ABA HP Sbuy EliteBook 660 G11 UI		\$1,205.00	
				E 01	005 690 690 302 555	5TW10AA#ABA HP USB-C Dock G5		\$145.00	
	PO#: 5908	Voucher #:	43467	Invoice	Invoice No: 9746745	10/7/2024	Paid Amt:	\$1,350.00	
							Check Amount:	\$1,350.00	
0485	PCB	77272	4968		Pyramid Educational Consitants, LLC		Check		
				E 01	010 401 000 740 433	Large Communication Books		\$132.00	
				E 01	010 401 000 740 433	Communication Book Strap		\$27.00	
				E 01	010 401 000 740 433	Insert pages		\$39.00	
				E 01	010 401 000 740 433	Shipping		\$19.80	
	PO#: 5945	Voucher #:	43486	Invoice	Invoice No: 00167541	10/7/2024	Paid Amt:	\$217.80	
							Check Amount:	\$217.80	
0485	PCB	77273	4980		Reds Auto Electric		Check		
				E 01	005 760 000 720 350	Alternator Repair		\$280.09	
	PO#:	Voucher #:	43435	Invoice	Invoice No: E58304	10/7/2024	Paid Amt:	\$280.09	
							Check Amount:	\$280.09	
0485	PCB	77274	1452		REGION 1		Check		
				E 01	005 110 000 000 305	Quarter 1 FY25 Accounting & Payroll Support		\$4,430.40	
	PO#:	Voucher #:	43437	Invoice	Invoice No: 14508	10/7/2024	Paid Amt:	\$4,430.40	
							Check Amount:	\$4,430.40	
0485	PCB	77275	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401	Adapter & All Purpose Cement		\$11.48	
	PO#:	Voucher #:	43506	Invoice	Invoice No: 32906/3	10/7/2024	Paid Amt:	\$11.48	
							Check Amount:	\$11.48	
0485	PCB	77276	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	020 301 321 830 433	greenhouse Supplies		\$80.61	
	PO#: 5957	Voucher #:	43475	Invoice	Invoice No: 872187	10/7/2024	Paid Amt:	\$80.61	
							Check Amount:	\$80.61	
0485	PCB	77277	4339		SCHOLASTIC Inc Magazines		Check		
				E 01	010 203 000 000 460	Scholastic news 3, Beaman		\$143.76	
				E 01	010 203 000 000 460	Scholastic news 3, Scott		\$143.76	
				E 01	010 203 000 000 460	Scholastic news 3, Gangl		\$149.75	
				E 01	010 203 000 000 460	Scholastic news 2, Marschel		\$131.78	
				E 01	010 203 000 000 460	Scholastic news 2, Tonderum		\$137.77	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77277	4339		SCHOLASTIC Inc Magazines		Check		
				E 01	010 203 000 000 460	Scholastic news 1, Hamers		\$131.78	
				E 01	010 203 000 000 460	Scholastic news 1, Wiersgalla		\$143.76	
				E 01	010 203 000 000 460	Scholastic news 1, Hemminger		\$143.76	
				E 01	010 203 000 000 460	Let's Find Out K, Goulet		\$143.76	
				E 01	010 203 000 000 460	Let's Find Out K, Shaughnessy		\$137.77	
				E 01	010 203 000 000 460	Let's Find Out K, Seguin		\$143.76	
				E 01	010 203 000 000 460	Shipping		\$155.18	
	PO#: 5751	Voucher #:	43468	Invoice	Invoice No: M74979485	10/7/2024	Paid Amt:	\$1,706.59	
				E 01	020 220 000 000 430	MS SCOPE		\$109.89	
	PO#:	Voucher #:	43502	Invoice	Invoice No: M75087957	10/7/2024	Paid Amt:	\$109.89	
								Check Amount:	\$1,816.48
0485	PCB	77278	4979		SchooLinks, Inc		Check		
				E 01	005 690 690 000 406	SchooLinks Subscription Annual		\$826.18	
	PO#: 5933	Voucher #:	43487	Invoice	Invoice No: INV-1646	10/7/2024	Paid Amt:	\$826.18	
								Check Amount:	\$826.18
0485	PCB	77279	1503		SCRIPPS NATL SPELLING BEE, INC.		Check		
				E 01	020 218 000 388 369	Spelling Bee Enrollment		\$185.00	
				E 01	020 218 000 388 369	Spelling Bee Enrollment Check Fee		\$7.50	
	PO#: 5835	Voucher #:	43492	Invoice	Invoice No: SK32-0000003002	10/7/2024	Paid Amt:	\$192.50	
								Check Amount:	\$192.50
0485	PCB	77280	4006		Southern Minnesota Inspection		Check		
				E 01	005 865 000 352 305	annual inspection stage/rigging/smoke door insp		\$2,600.00	
	PO#: 5763	Voucher #:	43472	Invoice	Invoice No: 24122	10/7/2024	Paid Amt:	\$2,600.00	
				E 01	020 292 000 302 530	Basketball Hoops		\$4,975.00	
				E 01	020 292 000 302 530	Shipping & Handling		\$1,387.50	
				E 01	020 292 000 302 530	Installment		\$4,725.00	
	PO#: 5748	Voucher #:	43493	Invoice	Invoice No: 24074	10/7/2024	Paid Amt:	\$11,087.50	
								Check Amount:	\$13,687.50
0485	PCB	77281	4755		SQUIRES, WALDSPURGER & MACE		Check		
				E 01	005 020 000 000 313	Legal		\$1,424.41	
	PO#:	Voucher #:	43522	Invoice	Invoice No: 21616	10/7/2024	Paid Amt:	\$1,424.41	
								Check Amount:	\$1,424.41
0485	PCB	77282	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 491	Commodity		\$57.50	
	PO#:	Voucher #:	43442	Invoice	Invoice No: 253734066	10/7/2024	Paid Amt:	\$57.50	
				E 02	005 770 000 701 491	Commodity		\$26.54	
	PO#:	Voucher #:	43443	Invoice	Invoice No: 253728794	10/7/2024	Paid Amt:	\$26.54	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77282	2577		SYSCO WESTERN MN, INC.		Check
				E 02 005 770 000 701 491	Commodity		\$50.43
				E 02 005 770 000 701 401	Supplies		\$81.66
PO#:	Voucher #:	43444	Invoice	Invoice No:	253728790	10/7/2024	Paid Amt: \$132.09
				E 02 005 770 000 701 490	LUNCH		\$40.68
PO#:	Voucher #:	43445	Invoice	Invoice No:	253736233	10/7/2024	Paid Amt: \$40.68
				E 02 005 770 000 701 490	LUNCH		\$109.48
PO#:	Voucher #:	43446	Invoice	Invoice No:	253728792	10/7/2024	Paid Amt: \$109.48
				E 02 005 770 000 701 490	Lunch		\$83.01
PO#:	Voucher #:	43477	Invoice	Invoice No:	253725070	10/7/2024	Paid Amt: \$83.01
				E 02 005 770 000 701 490	LUNCH		\$54.01
PO#:	Voucher #:	43447	Invoice	Invoice No:	253729996	10/7/2024	Paid Amt: \$54.01
				E 02 005 770 000 701 490	LUNCH		\$63.98
PO#:	Voucher #:	43448	Invoice	Invoice No:	253729115	10/7/2024	Paid Amt: \$63.98
				E 02 005 770 000 701 490	LUNCH		\$3,190.18
				E 02 005 770 000 701 401	SUPPLIES		\$119.07
PO#:	Voucher #:	43453	Invoice	Invoice No:	253734064	10/7/2024	Paid Amt: \$3,309.25
				E 02 005 770 000 701 401	Supplies		\$16.74
PO#:	Voucher #:	43478	Invoice	Invoice No:	253719551	10/7/2024	Paid Amt: \$16.74
				E 02 005 770 000 701 490	LUNCH		\$3,466.59
				E 02 005 770 000 701 401	SUPPLIES		\$327.70
PO#:	Voucher #:	43451	Invoice	Invoice No:	253728795	10/7/2024	Paid Amt: \$3,794.29
				E 02 005 770 000 701 490	LUNCH		\$48.99
PO#:	Voucher #:	43450	Invoice	Invoice No:	253730112	10/7/2024	Paid Amt: \$48.99
				E 02 005 770 000 701 490	LUNCH		\$73.73
				E 02 005 770 000 701 401	SUPPLIES		\$50.32
PO#:	Voucher #:	43452	Invoice	Invoice No:	253734065	10/7/2024	Paid Amt: \$124.05
				E 02 005 770 000 701 490	LUNCH		\$51.55
PO#:	Voucher #:	43449	Invoice	Invoice No:	253729045	10/7/2024	Paid Amt: \$51.55
				E 02 005 770 000 701 490	LUNCH		\$2,491.07
				E 02 005 770 000 701 401	SUPPLIES		\$35.00
PO#:	Voucher #:	43454	Invoice	Invoice No:	253734060	10/7/2024	Paid Amt: \$2,526.07
				E 02 005 770 000 705 490	Breakfast		\$765.94
PO#:	Voucher #:	43455	Invoice	Invoice No:	253734063	10/7/2024	Paid Amt: \$765.94
				E 02 005 770 000 705 490	Breakfast		\$834.48
PO#:	Voucher #:	43456	Invoice	Invoice No:	253728793	10/7/2024	Paid Amt: \$834.48
				E 02 005 770 000 701 401	Supplies		\$36.33
PO#:	Voucher #:	43479	Invoice	Invoice No:	253719537	10/7/2024	Paid Amt: \$36.33

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77282	2577		SYSCO WESTERN MN, INC.		Check		
				E 04	005 570 000 000 490 MAP			\$229.91	
PO#:	Voucher #:	43457	Invoice		Invoice No: 253734061	10/7/2024	Paid Amt:	\$229.91	
				E 02	005 770 000 701 490 Credit			\$45.92	
PO#:	Voucher #:	43480	Credit		Invoice No: 253723380	10/7/2024	Paid Amt:	(\$45.92)	
				E 02	005 770 000 701 401 Supplies			\$103.27	
PO#:	Voucher #:	43476	Invoice		Invoice No: 253722440	10/7/2024	Paid Amt:	\$103.27	
				E 01	005 640 000 316 366 STAFF BREAKFAST			\$450.23	
PO#:	Voucher #:	43440	Invoice		Invoice No: 253700149	10/7/2024	Paid Amt:	\$450.23	
				E 02	005 770 000 701 491 Commodity			\$25.30	
PO#:	Voucher #:	43441	Invoice		Invoice No: 253734062	10/7/2024	Paid Amt:	\$25.30	
								Check Amount:	\$12,837.77
0485	PCB	77283	4535		TeamViewer Gmbh		Check		
				E 01	005 690 690 000 405 TeamViewer Premium			\$987.84	
PO#:	Voucher #:	43458	Invoice		Invoice No: R03303034	10/7/2024	Paid Amt:	\$987.84	
								Check Amount:	\$987.84
0485	PCB	77284	1559		TECH CHECK, LLC		Check		
				E 01	005 690 690 000 405 VCF-VSP-STD-8 VMware VSphere v. 8 Standar			\$1,600.00	
PO#: 5850	Voucher #:	43459	Invoice		Invoice No: 61443	10/7/2024	Paid Amt:	\$1,600.00	
								Check Amount:	\$1,600.00
0485	PCB	77285	2551		THOMAS RIITERS		Check		
				E 01	020 294 054 000 305 FB OFFICIAL EVW			\$130.00	
PO#:	Voucher #:	43460	Invoice		Invoice No: 09.27.2024	10/7/2024	Paid Amt:	\$130.00	
								Check Amount:	\$130.00
0485	PCB	77286	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320 Mobile Internet Acct 971799683			\$40.00	
PO#:	Voucher #:	43461	Invoice		Invoice No: 09.21.2024	10/7/2024	Paid Amt:	\$40.00	
								Check Amount:	\$40.00
0485	PCB	77287	4982		Valentine, Lance		Check		
				E 04	005 505 000 321 305 Reimbursement for Coaching Tackle Football			\$55.00	
PO#:	Voucher #:	43505	Invoice		Invoice No: 09.19.2024	10/7/2024	Paid Amt:	\$55.00	
								Check Amount:	\$55.00
0485	PCB	77288	4367		WARREN ARNOLD		Check		
				E 01	020 296 058 000 305 VB OFFICIAL Kimball			\$135.00	
PO#:	Voucher #:	43409	Invoice		Invoice No: 09.26.2024	10/7/2024	Paid Amt:	\$135.00	
								Check Amount:	\$135.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77289	1611		XCEL ENERGY		Check		
				E 01	005 810 000 000 440	Acct 51-4433400-5		\$340.45	
	PO#:	Voucher #:	43464	Invoice	Invoice No:	893775519	10/7/2024	Paid Amt:	\$340.45
								Check Amount:	\$340.45
0485	PCB	77290	4964		Yale Mechanical LLC		Check		
				E 01	005 865 000 380 350	ES HVAC Repair		\$759.71	
	PO#:	Voucher #:	43469	Invoice	Invoice No:	260982	10/7/2024	Paid Amt:	\$759.71
								Check Amount:	\$759.71
0485	PCB	77291	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	005 810 000 000 401	B07L8RY6PV HON 108E File Cabinet Replacer		\$14.95	
				E 01	005 810 000 000 401	B0C1YXWQFM Super Strong Adhesion, Made c		\$23.39	
				E 01	005 810 000 000 401	Amazon Shipping Charge		\$0.00	
	PO#: 5948	Voucher #:	43549	Invoice	Invoice No:	1141-XM6K-9GW3	10/18/2024	Paid Amt:	\$38.34
				E 01	020 301 322 830 433	B00BLJSMSQ Medline Sterile Non-Reinforced S		\$151.98	
				E 01	020 301 322 830 433	B00GS8W3T4 MedPride Powder-Free Nitrile Ex		\$15.46	
				E 01	020 301 322 830 433	B014EUQOGK Logitech K400 Plus Wireless Tc		\$26.98	
				E 01	020 301 322 830 433	B097PXTVFH 28 Pack Safety Glasses in 7 Col		\$52.98	
				E 01	020 301 322 830 433	B0C9S5PMSD Supmedic Nitrile Exam Glove, 3.		\$20.34	
				E 01	020 301 322 830 433	B0C9S932CQ Supmedic Nitrile Exam Glove, 3.f		\$16.74	
				E 01	020 301 322 830 433	B0C9SHW1VK Supmedic Nitrile Exam Glove, 3		\$17.96	
				E 01	020 301 322 830 433	Amazon Shipping Charge		\$0.00	
	PO#: 5893	Voucher #:	43557	Invoice	Invoice No:	117N-9W9T-64TM	10/18/2024	Paid Amt:	\$302.44
				E 01	020 710 000 000 430	B09WZH6GTP AdirOffice Classroom Mailbox - 1		\$429.90	
				E 01	020 710 000 000 430	Amazon Shipping Charge		\$0.00	
	PO#: 5921	Voucher #:	43656	Invoice	Invoice No:	1NJD-L6FN-W1MN	10/18/2024	Paid Amt:	\$429.90
				E 01	020 211 936 000 401	B0010JEJPC Scotch TL901X Thermal Laminatc		\$30.99	
				E 01	020 211 936 000 401	B08217WXN1 KTRIO Laminating Sheets, Hold		\$33.99	
				E 01	020 211 936 000 401	Amazon Shipping Charge		\$0.00	
	PO#: 5961	Voucher #:	43550	Invoice	Invoice No:	1F3N-43DR-NN1K	10/18/2024	Paid Amt:	\$64.98
				E 01	020 301 322 830 433	B0B4V4VZVJ Dealmed Fenestrated Sheets – 5f		\$19.99	
	PO#: 5894	Voucher #:	43559	Invoice	Invoice No:	1KFD-GKGQ-RCNR	10/18/2024	Paid Amt:	\$19.99
				E 01	005 720 000 000 401	B00DFL8RU6 1166223 Chart Eye Lea Symbols		\$120.91	
				E 01	005 720 000 000 401	B07JLY6FSH Nabisco Original Premium Saltine		\$17.58	
	PO#: 5891	Voucher #:	43560	Invoice	Invoice No:	1G1D-MH9N-FMP3	10/18/2024	Paid Amt:	\$138.49
				E 01	020 211 936 000 401	B07V38Z374 Adhesive Roller for Scrapbooking,		\$15.99	
				E 01	020 211 936 000 401	Amazon Shipping Charge		\$0.00	
	PO#: 5958	Voucher #:	43551	Invoice	Invoice No:	Roller for Scrapbook	10/18/2024	Paid Amt:	\$15.99
				E 01	005 720 000 000 401	B00004Z5SM Avery® Easy Peel® White Inkjet A		\$8.58	
				E 01	005 720 000 000 401	B0013Y6QWI Dynarex Non-Adherent Pads-Ster		\$33.66	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77291	4295		AMAZON CAPITAL SERVICES		Check
				E 01	005 720 000 000 401	B00141WFRA Halyard Health Purple Nitrile Exa	\$96.56
				E 01	005 720 000 000 401	B003RA67E8 Reliance Medical 901 Sterile Salir	\$20.65
				E 01	005 720 000 000 401	B00EALX660 Bausch & Lomb Sensitive Eyes C	\$7.75
				E 01	005 720 000 000 401	B00KM2P7K4 Lotion for Dry Skin by Caladryl, Tr	\$21.21
				E 01	005 720 000 000 401	B00LH3DMUO Amazon Basics AAA Alkaline Hiq	\$11.62
				E 01	005 720 000 000 401	B017ADYCZS Welch Allyn 05031-750 SureTem	\$15.68
				E 01	005 720 000 000 401	B017FC0ZNM 5 Pack Medical Grade Vaseline F	\$10.00
				E 01	005 720 000 000 401	B01C5RAC5I Good Thins Simply Salt Rice Sna	\$14.00
				E 01	005 720 000 000 401	B01ETFMLBC Surface Disinfectant CaviWipes	\$102.67
				E 01	005 720 000 000 401	B01N1RR7EA Safetec Lip Balm Pomegranate F	\$14.71
				E 01	005 720 000 000 401	B07BWV1Q4G ASA TECHMED 5 Pack Medica	\$25.82
				E 01	005 720 000 000 401	B07JMV5MLB Guard Your ID Advanced Security	\$28.08
				E 01	005 720 000 000 401	B07Z99NBQB Dukal Butterfly Closure Strips. Pz	\$4.74
				E 01	005 720 000 000 401	B08L35SL8M CareAll Hydrocortisone Cream 1%	\$13.85
				E 01	005 720 000 000 401	B0957ZX7WL Dealmed Fabric Fingertip Flexible	\$17.96
				E 01	005 720 000 000 401	B096K53CT3 UP ARESI Photo Case 5" x 7" Ph	\$71.98
				E 01	005 720 000 000 401	B09CKJFGJY LITOPAK 400 Pack 8 oz Disposz	\$57.96
				E 01	005 720 000 000 401	B0BF9JD2MQ 72 Pack Self Adhesive Bandage	\$35.19
				E 01	005 720 000 000 401	B0BGHVN4Z4 Leifide 2 Pack Money Bag with L	\$50.97
				E 01	005 720 000 000 401	B0BWSKYV63 Welch's Fruit Snacks, Mixed Fru	\$5.50
				E 01	005 720 000 000 401	B0CTM7ZPZF Turbo Bee 3oz Disposable Paper	\$42.99
				E 01	005 720 000 000 401	B0D9ZGK55T Honets Kidd Organic Juice Drink	\$36.95
				E 01	005 720 000 000 401	Amazon Shipping Charge	\$38.99
PO#: 5891	Voucher #:	43561	Invoice		Invoice No: 119C-L7TQ-XQ16	10/18/2024	Paid Amt: \$788.07
			E 01	020 212 000 000 430	B004GIIICW Prismacolor Scholar Colored Peni	\$112.80	
PO#: 5928	Voucher #:	43562	Invoice		Invoice No: 1TQN-DM6V-FXYF	10/18/2024	Paid Amt: \$112.80
			E 01	020 212 000 000 430	B000F8XHOI Pacon Drawing Paper P4742, Wh	\$85.02	
			E 01	020 212 000 000 430	B001UNPDGC Liquitex Professional Gesso Sur	\$67.97	
			E 01	020 212 000 000 430	B0042SR5TU Sax True Flow Heavy Body Acryli	\$66.65	
			E 01	020 212 000 000 430	B0042SSRYM Generals Drawing Pencils 4B Th	\$21.24	
			E 01	020 212 000 000 430	B017CQWUES 3 Pack -Sandisk MicroSD Micrc	\$5.98	
			E 01	020 212 000 000 430	B01D7GHEES 4 Tier Mini Greenhouse - Portabl	\$69.48	
			E 01	020 212 000 000 430	B073JWXGNT SanDisk 32GB Ultra microSDHC	\$9.30	
			E 01	020 212 000 000 430	B07VRB8WRX Dual Tip Alcohol Based Art Mark	\$9.98	
			E 01	020 212 000 000 430	B081VHSB2V uni SD Card Reader, High-Speec	\$28.95	
			E 01	020 212 000 000 430	B08BHK43BP Erasers, Shuttle Art 72 Pack Prer	\$22.98	
			E 01	020 212 000 000 430	B08HGN7MWV FEBSNOW 84 Pcs Blending S	\$61.25	
			E 01	020 212 000 000 430	B08NMNSWS6 June Gold Kneaded Rubber Er:	\$7.85	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77291	4295		AMAZON CAPITAL SERVICES		Check
				E 01	020 212 000 000 430	B0982P4ZQC ROYHOO 13PCS Wire Clay Cut	\$23.96
				E 01	020 212 000 000 430	B0BJF17JSB 20 Pcs 5.5" x 8.5" Top Spiral Bour	\$119.97
				E 01	020 212 000 000 430	B0BZPFTJ79 ESRICH 11x14 Canvases for Pai	\$168.75
				E 01	020 212 000 000 430	B0D7CD319L 6pcs Clay Needle Tools 5.3 Inch I	\$27.96
				E 01	020 212 000 000 430	B0D7ZZYVGM VBESTARTLY 80 Colors Alcohc	\$38.76
				E 01	020 212 000 000 430	Discount	(\$1.45)
PO#: 5928	Voucher #:	43563	Invoice		Invoice No: 1C7K-JFPK-H6HT	10/18/2024	Paid Amt: \$834.60
				E 01	010 401 000 740 433	0312498721 Bright Baby Touch & Feel Boxed Sr	\$14.99
				E 01	010 401 000 740 433	1680106635 Noisy Farm: Includes Six Sounds!	\$10.18
				E 01	010 401 000 740 433	1803372605 Never Touch the Porcupines	\$6.99
				E 01	010 401 000 740 433	B00000JICB TOMY Pop Up Pirate Board Game	\$12.39
				E 01	010 401 000 740 433	B0013AIAQ2 VELCRO Brand Thin Clear Tape	\$13.17
				E 01	010 401 000 740 433	B009CAPYR8 Play-Doh Modeling Compound 2-	\$21.99
				E 01	010 401 000 740 433	B00GUZK4I2 VELCRO Brand Dots with Adhesi	\$13.33
				E 01	010 401 000 740 433	B00OZAI56M Fisher-Price Baby & Toddler Toy L	\$26.99
				E 01	010 401 000 740 433	B01C4QBW3G Dab-O-Ink 3oz Bingo Daubers -	\$17.68
				E 01	010 401 000 740 433	B01JF1VRL0 Hasbro Gaming Classic Operatior	\$19.84
				E 01	010 401 000 740 433	B01MV4R07B Shark Bite -- Roll the Die and Fis	\$41.88
				E 01	010 401 000 740 433	B01N1FCSBQ Durable Pound A Ball Toys for Tc	\$29.99
				E 01	010 401 000 740 433	B07J5LQ1BB TOP BRIGHT Car Ramp Toys , R	\$24.99
				E 01	010 401 000 740 433	B07NZ3M6S5 iShyan Crocodile Teeth Toys Garr	\$23.96
				E 01	010 401 000 740 433	B07PPD8C7T EFAILY Folding Travel Mirror, PU	\$44.95
				E 01	010 401 000 740 433	B07PQ3SVC9 YAKA 50Pieces Mix Flat Backs F	\$6.99
				E 01	010 401 000 740 433	B085PRTL4T Schylling NeeDoh Shaggy - Sens	\$7.35
				E 01	010 401 000 740 433	B08S4567FZ Just Play Slinky the Original Walki	\$4.97
				E 01	010 401 000 740 433	B08YNR4844 Ranvi 60PCS Children's Eraser, M	\$24.99
				E 01	010 401 000 740 433	B091TJHWL9 HelloJoy Bean Bag Toss Game K	\$25.97
				E 01	010 401 000 740 433	B0B2HN96TZ Schylling NeeDoh Gummy Bear -	\$8.60
				E 01	010 401 000 740 433	B0C6X7XSZC Schylling NeeDoh Teenie Funky I	\$7.64
				E 01	010 401 000 740 433	B0CJ567LHC AINOI Preschool Early Developm	\$14.99
				E 01	010 401 000 740 433	B0CLVBP7T9 Playdough Tool Kit,9 Pcs Basic P	\$11.98
				E 01	010 401 000 740 433	B0CP6K2TMX Montessori Toys for Toddlers, Sh	\$9.95
				E 01	010 401 000 740 433	Amazon Shipping Charge	\$0.00
PO#: 5941	Voucher #:	43552	Invoice		Invoice No: 1HXM-19RW-KYQ3	10/18/2024	Paid Amt: \$446.75
				E 01	020 211 000 000 430	B0DC69M33Y Fidget Toys Adults Sensory Stone	\$9.99
PO#: 5926	Voucher #:	43564	Invoice		Invoice No: 1FWJ-YWWJ-VY9C	10/18/2024	Paid Amt: \$9.99
				E 01	020 211 000 000 430	1960053035 National Park Mystery Series - Boo	\$25.64
				E 01	020 211 000 000 430	196005306X Danger in Zion National Park: A My	\$12.58

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77291	4295		AMAZON CAPITAL SERVICES		Check		
				E 01 020 211 000 000 430	B0BTM43QF5 FKYTION Liquid Motion Bubbler		\$18.88		
				E 01 020 211 000 000 430	B0CPH18KQ9 I Survived Series Complete Set -		\$113.99		
				E 01 020 211 000 000 430	B0D7LSDLNX Blulu 30 Pieces Acupressure Rin		\$6.99		
				E 01 020 211 000 000 430	Amazon Shipping Charge		\$0.00		
PO#: 5926	Voucher #:	43565	Invoice	Invoice No:	1Q3P-FR1K-MMJX	10/18/2024		Paid Amt:	\$178.08
			E 01 020 260 000 000 430	B01EO2G5O4 wet n wild Wild Shine Nail Polish		\$5.16			
			E 01 020 260 000 000 430	B0BX6J5ZDP Smallbudi 15 Colors Large Acrylic		\$55.99			
			E 01 020 260 000 000 430	Amazon Shipping Charge		\$0.00			
PO#: 5970	Voucher #:	43553	Invoice	Invoice No:	1GPN-LJQK-LC1Q	10/18/2024		Paid Amt:	\$61.15
			E 01 020 230 000 000 430	1096375877 Los Sobrevivientes (Spanish Editio		\$8.00			
			E 01 020 230 000 000 430	1733921737 ¡Feliz como una lombriz! (Spanish		\$9.99			
			E 01 020 230 000 000 430	1733921745 Luana y la pacarana		\$9.99			
			E 01 020 230 000 000 430	1734251220 ¿Quién mató a Cecilia? (Spanish E		\$8.50			
			E 01 020 230 000 000 430	1956594515 Moda personal (Spanish Edition)		\$9.50			
			E 01 020 230 000 000 430	195772921X Hamburguesas normales: A Graph		\$14.99			
			E 01 020 230 000 000 430	1958759368 Minino: El gato oloroso (Spanish Er		\$9.50			
			E 01 020 230 000 000 430	B0D2LLHKBR Los viernes de películas (Spanisl		\$8.50			
			E 01 020 230 000 000 430	B0D6WLJZ4B The Learning Progression Model		\$29.99			
			E 01 020 230 000 000 430	B0D979GV32 Xolo (Spanish Edition)		\$12.00			
			E 01 020 230 000 000 430	B0D9JN7Q8X Carlos viaja (Soy Carlos) (Spanis		\$8.50			
			E 01 020 230 000 000 430	Amazon Shipping Charge		\$0.00			
PO#: 5969	Voucher #:	43643	Invoice	Invoice No:	1DXP-JMKM-4PCQ	10/18/2024		Paid Amt:	\$129.46
			E 01 020 301 321 830 433	B078HC9DTQ 1.5" Grodan Rockwool Cubes for		\$45.98			
			E 01 020 301 321 830 433	B07RL916WB HOMZ Durabilt 34-Gallon Storag		\$121.99			
			E 01 020 301 321 830 433	B0CQYD6HK5 VIVOSUN 72 Rockwool Cubes i		\$87.96			
			E 01 020 301 321 830 433	Amazon Shipping Charge		\$0.00			
PO#: 5974	Voucher #:	43644	Invoice	Invoice No:	1RGX-QXW6-3JF4	10/18/2024		Paid Amt:	\$255.93
			E 01 020 301 322 830 433	B0013CDGT6 Elmer's All Purpose School Glue		\$8.27			
			E 01 020 301 322 830 433	B073RCV7T Juvale 100-Pack Disposable Digi		\$5.49			
			E 01 020 301 322 830 433	B07BDFZCSV iProven Dog & Cat Thermometer		\$49.85			
			E 01 020 301 322 830 433	B07M5RMNPF Weigh Boats Medium - 125 Pac		\$15.89			
			E 01 020 301 322 830 433	B07QK1DNJH MED PRIDE Disposable Specim		\$41.16			
			E 01 020 301 322 830 433	B07T753VVX Weigh Boats Large - 125 Pack 3		\$24.89			
			E 01 020 301 322 830 433	B08X2M5C59 20 Glass Stirring Rods Stir Stick		\$12.99			
			E 01 020 301 322 830 433	B09HHBYQXY Amazon Basics Petroleum Jelly 1		\$15.95			
			E 01 020 301 322 830 433	B0C5JC13S2 METAPRINT [600 Pack] 3 oz Sm		\$16.99			
			E 01 020 301 322 830 433	B0CPPLLBT 100 Count 22" x 22" Super Absor		\$23.99			
			E 01 020 301 322 830 433	B0CVFLZS7X Ultimate Ears Boom 4 Portable V		\$129.99			

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77291	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 301 322 830 433 Amazon Shipping Charge		\$0.00		
	PO#: 5895	Voucher #:	43554	Invoice	Invoice No: 19T7-HG1H-4LGX	10/18/2024		Paid Amt:	\$345.46
				E 01	020 260 000 000 430 B07T81P5KN IVYX Scientific Digital Water Bath		\$186.16		
				E 01	020 260 000 000 430 B08R59S818 1800Pcs Large Water Gel Beads		\$9.99		
				E 01	020 260 000 000 430 B09RWM2R6T Lilymicky [260 Pack] 16 oz Plasi		\$24.89		
				E 01	020 260 000 000 430 Amazon Shipping Charge		\$0.00		
	PO#: 5929	Voucher #:	43654	Invoice	Invoice No: 1LLQ-7GLM-CTDF	10/18/2024		Paid Amt:	\$221.04
				E 02	005 770 000 701 401 B0BRCH5TCV New Upgraded KT2326 Replace		\$45.00		
				E 01	005 810 000 000 401 B0CKSC5KFS PERCOLA HF20-S/HF20-MS/H		\$69.99		
				E 01	005 810 000 000 401 Amazon Shipping Charge		\$0.00		
	PO#: 5963	Voucher #:	43548	Invoice	Invoice No: 1HNY-3V9X-LPXH	10/18/2024		Paid Amt:	\$114.99
				E 01	020 301 322 830 433 B000W6IG62 Surgical Milk Instrument Pre Auto		\$65.00		
				E 01	020 301 322 830 433 B00MC7TFCI Melissa & Doug Giant Calf - Lifeli		\$69.99		
				E 01	020 301 322 830 433 B07JZWMB6W Fake Blood: True Blood Color, L		\$9.99		
				E 01	020 301 322 830 433 B07WMXLDT4 VIAHART Catalina The Calico C		\$18.99		
				E 01	020 301 322 830 433 B088WLWSFT Secura 7.5 Inch Visual Timer, 6t		\$16.14		
				E 01	020 301 322 830 433 B0895S4NWP Secura 60-Minute Visual Countd		\$16.14		
				E 01	020 301 322 830 433 B08KM1Q5HB Gauze Rolls Pack of 24 – Premii		\$14.99		
				E 01	020 301 322 830 433 B0BNNYPJCG 60 Yd. Roll of Autoclave Tape 1"		\$8.49		
				E 01	020 301 322 830 433 Amazon Shipping Charge		\$3.95		
	PO#: 5894	Voucher #:	43558	Invoice	Invoice No: 1DPT-LPF6-XPFR	10/18/2024		Paid Amt:	\$223.68
				E 01	020 301 322 830 433 B07RKLTDQS Seville Classics Airlift 25.6" XL S		\$199.99		
				E 01	020 301 322 830 433 B09XH18JNG CHELEI2019 15.7" Pink Pig Stuf		\$13.99		
				E 01	020 301 322 830 433 Amazon Shipping Charge		\$0.00		
	PO#: 5889	Voucher #:	43555	Invoice	Invoice No: 1QQG-FWQH-9GCR	10/18/2024		Paid Amt:	\$213.98
				E 01	020 301 322 830 433 B01401PPIQ Adore 12" Standing Roxy The Hen		\$24.99		
				E 01	020 301 322 830 433 B0168A5PQY Melissa & Doug Giant Lifelike Shi		\$74.99		
				E 01	020 301 322 830 433 B084D7XS6M Living Nature Brown Dutch Lop E		\$27.99		
				E 01	020 301 322 830 433 B0CGV361PM Storage Standard Triple Glove B		\$39.47		
				E 01	020 301 322 830 433 Amazon Shipping Charge		\$0.00		
	PO#: 5927	Voucher #:	43556	Invoice	Invoice No: 1LJK-CCGK-NWJY	10/18/2024		Paid Amt:	\$167.44
				E 01	005 810 000 000 401 B08YWZC4C6 2 XX-Large Honeycomb Delicate		\$17.98		
				E 01	005 810 000 000 401 Amazon Shipping Charge		\$0.00		
	PO#: 5947	Voucher #:	43663	Invoice	Invoice No: 1LNL-FKCD-KT1V	10/18/2024		Paid Amt:	\$17.98
								Check Amount:	\$5,131.53

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77292	4891		Andy's Towing LLC		Check		
				E 01	005 760 000 720 401	Bus Tow 2009		\$312.44	
	PO#:	Voucher #:	43567	Invoice	Invoice No: #24-154658	10/18/2024	Paid Amt:	\$312.44	
								Check Amount:	\$312.44
0485	PCB	77293	1025		APPLE INC.		Check		
				E 01	020 420 000 740 433	MU8F2AM/A Apple Pencil (2nd Generation)		\$119.00	
				E 01	020 420 000 740 433	MLUN2AM/A Apple Pencil Tips - 4 pack		\$19.00	
	PO#: 5903	Voucher #:	43566	Invoice	Invoice No: MB13023849	10/18/2024	Paid Amt:	\$138.00	
								Check Amount:	\$138.00
0485	PCB	77294	4180		AUTO VALUE LITTLE FALLS		Check		
				E 01	005 760 000 720 401	Batteries Bus 4-22		\$329.98	
	PO#:	Voucher #:	43664	Invoice	Invoice No: 12069361	10/18/2024	Paid Amt:	\$329.98	
				E 01	005 760 000 720 401	Shop Supplies		\$41.26	
	PO#:	Voucher #:	43665	Invoice	Invoice No: 12069614	10/18/2024	Paid Amt:	\$41.26	
				E 01	005 760 000 720 401	Tire Cart		\$99.95	
	PO#:	Voucher #:	43666	Invoice	Invoice No: 12070580	10/18/2024	Paid Amt:	\$99.95	
				E 01	005 760 000 720 401	Miniature Tail lights for Buses		\$29.80	
	PO#:	Voucher #:	43667	Invoice	Invoice No: 12070700	10/18/2024	Paid Amt:	\$29.80	
								Check Amount:	\$500.99
0485	PCB	77295	1042		BATTERIES PLUS		Check		
				E 01	005 865 000 370 350	T8 14W LED DBL End		\$11,437.50	
	PO#:	Voucher #:	43575	Invoice	Invoice No: P75343398	10/18/2024	Paid Amt:	\$11,437.50	
				E 01	005 810 000 000 401	Advance LED Driver		\$249.96	
	PO#:	Voucher #:	43571	Invoice	Invoice No: P65107550	10/18/2024	Paid Amt:	\$249.96	
				E 01	005 865 000 370 350	LED light bulbs LTFM		\$12,841.40	
				E 01	005 865 000 370 350	replacement emergency lights		\$322.50	
	PO#: 5780	Voucher #:	43573	Invoice	Invoice No: P74521182	10/18/2024	Paid Amt:	\$13,163.90	
				E 01	005 810 000 000 401	BLT 2X4 Lens Replacement Kit		\$179.94	
	PO#:	Voucher #:	43570	Invoice	Invoice No: P74856563	10/18/2024	Paid Amt:	\$179.94	
				E 01	005 865 000 370 350	Credit		\$9,990.25	
	PO#:	Voucher #:	43574	Credit	Invoice No: P5481102	10/18/2024	Paid Amt:	(\$9,990.25)	
				E 01	005 810 000 000 401	LED T8, 11W, ATG Brand		\$112.25	
	PO#:	Voucher #:	43569	Invoice	Invoice No: P74058066	10/18/2024	Paid Amt:	\$112.25	
				E 01	005 810 000 000 401	T8 14W LED DBL End		\$1,222.50	
	PO#:	Voucher #:	43568	Invoice	Invoice No: P75295206	10/18/2024	Paid Amt:	\$1,222.50	
				E 01	005 865 000 363 401	fire panel batteries,exit signs, emergency lts		\$785.14	
	PO#: 5805	Voucher #:	43572	Invoice	Invoice No: P75621094	10/18/2024	Paid Amt:	\$785.14	
								Check Amount:	\$17,160.94

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77296	1961		BECKY ABBOTT		Check		
				E 01	020 296 058 000 305	VB OFFICIAL BBE		\$135.00	
	PO#:	Voucher #:	43576	Invoice	Invoice No:	10.10.2024		10/18/2024	
							Paid Amt:	\$135.00	
							Check Amount:	\$135.00	
0485	PCB	77297	4360		BENEFIT EXTRAS, INC.		Check		
				E 01	005 110 000 000 305	COBRA Administration Monthly Fee		\$15.00	
	PO#:	Voucher #:	43577	Invoice	Invoice No:	125110		10/18/2024	
							Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
0485	PCB	77298	4541		BIO CORPORATION INC		Check		
				E 01	020 260 000 000 430	Class Set Leopard Frog		\$140.70	
				E 01	020 260 000 000 430	Sheep Heart		\$35.50	
				E 01	020 260 000 000 430	Cow Eye		\$27.60	
				E 01	020 260 000 000 430	Pig Kidney.		\$47.50	
				E 01	020 260 000 000 430	Fetal Pig		\$128.50	
				E 01	020 260 000 000 430	Sheep Brain		\$56.50	
				E 01	020 260 000 000 430	Pig Uterus		\$125.00	
				E 01	020 260 000 000 430	Shipping		\$111.34	
	PO#: 5829	Voucher #:	43655	Invoice	Invoice No:	1145		10/18/2024	
							Paid Amt:	\$672.64	
							Check Amount:	\$672.64	
0485	PCB	77299	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 335	Toilet Rental		\$990.00	
	PO#:	Voucher #:	43578	Invoice	Invoice No:	1969		10/18/2024	
							Paid Amt:	\$990.00	
							Check Amount:	\$990.00	
0485	PCB	77300	3344		CDW-GOVERNMENT		Check		
				E 01	020 620 000 000 401	1027 Edge Rugged Headphones		\$241.45	
	PO#: 5797	Voucher #:	43586	Invoice	Invoice No:	AA6KU8G		10/18/2024	
							Paid Amt:	\$241.45	
							Check Amount:	\$241.45	
0485	PCB	77301	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,266.02	
				E 01	005 760 000 720 442	Discount		(\$44.99)	
	PO#:	Voucher #:	43580	Invoice	Invoice No:	5211881		10/18/2024	
							Paid Amt:	\$1,221.03	
				E 01	005 760 000 720 442	UNLEADED		\$1,126.73	
				E 01	005 760 000 720 442	Discount		(\$40.04)	
	PO#:	Voucher #:	43579	Invoice	Invoice No:	5211965		10/18/2024	
							Paid Amt:	\$1,086.69	
							Check Amount:	\$2,307.72	
0485	PCB	77302	1079		CENTRAL MN ALARMS INC		Check		
				E 01	005 865 000 363 305	Alarm Service 4th Quarter Elem		\$129.00	
	PO#:	Voucher #:	43584	Invoice	Invoice No:	97024		10/18/2024	
							Paid Amt:	\$129.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77302	1079		CENTRAL MN ALARMS INC		Check		
				E 01	005 865 000 363 305	Alarm Service 4th Quarter HS Daily Report HS		\$171.00	
	PO#:	Voucher #:	43581	Invoice	Invoice No: 97027	10/18/2024	Paid Amt:	\$171.00	
				E 01	005 865 000 363 305	Elevator/Lift Emergency Phone 4th Qrt HS		\$93.00	
	PO#:	Voucher #:	43583	Invoice	Invoice No: 97025	10/18/2024	Paid Amt:	\$93.00	
				E 01	005 865 000 363 305	Alarm Service 4th Quarter Elem		\$159.00	
	PO#:	Voucher #:	43585	Invoice	Invoice No: 97023	10/18/2024	Paid Amt:	\$159.00	
				E 01	005 865 000 363 305	Alarm Service 4th Quarter HS		\$159.00	
	PO#:	Voucher #:	43582	Invoice	Invoice No: 97026	10/18/2024	Paid Amt:	\$159.00	
								Check Amount:	\$711.00
0485	PCB	77303	4396		CHRIS VOSEN AUTO REPAIR		Check		
				E 01	005 760 000 720 350	Oil, filter and labor Van #29		\$94.13	
	PO#:	Voucher #:	43526	Invoice	Invoice No: 7834	10/18/2024	Paid Amt:	\$94.13	
				E 01	005 760 000 720 350	Oil, filter and labor Van #23		\$96.63	
	PO#:	Voucher #:	43525	Invoice	Invoice No: 7832	10/18/2024	Paid Amt:	\$96.63	
								Check Amount:	\$190.76
0485	PCB	77304	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,463.58	
	PO#:	Voucher #:	43587	Invoice	Invoice No: 10.02.2024A	10/18/2024	Paid Amt:	\$1,463.58	
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$866.50	
	PO#:	Voucher #:	43588	Invoice	Invoice No: 10.02.2024	10/18/2024	Paid Amt:	\$866.50	
								Check Amount:	\$2,330.08
0485	PCB	77305	4778		Craig Brown		Check		
				E 01	020 294 054 000 305	JV Football Pierz		\$90.00	
	PO#:	Voucher #:	43589	Invoice	Invoice No: 10.07.2024	10/18/2024	Paid Amt:	\$90.00	
				E 01	020 294 054 000 305	JV Football Ref Osakis		\$90.00	
	PO#:	Voucher #:	43652	Invoice	Invoice No: 10.14.2024	10/18/2024	Paid Amt:	\$90.00	
								Check Amount:	\$180.00
0485	PCB	77306	4119		DAKOTA TRUCK UNDERWRITERS		Check		
				E 01	005 110 000 000 270	Workers Comp Insurance		\$10,815.00	
	PO#:	Voucher #:	43662	Invoice	Invoice No: 3747918	10/18/2024	Paid Amt:	\$10,815.00	
								Check Amount:	\$10,815.00
0485	PCB	77307	3026		DECKER INC. SCHOOL FIX		Check		
				E 01	005 810 000 000 401	bulletin strips for ECC corridors		\$530.21	
	PO#: 5905	Voucher #:	43590	Invoice	Invoice No: 593315A	10/18/2024	Paid Amt:	\$530.21	
								Check Amount:	\$530.21

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77308	4962		Design Electric, Inc		Check		
				E 01	005 865 000 370 350 Misc.			\$60,424.20	
	PO#: 5877	Voucher #:	43591	Invoice	Invoice No: 18235-1	10/18/2024		Paid Amt:	\$60,424.20
								Check Amount:	\$60,424.20
0485	PCB	77309	1133		ECM PUBLISHERS INC		Check		
				E 01	005 010 000 000 305 October 14 Agenda			\$79.00	
	PO#:	Voucher #:	43593	Invoice	Invoice No: 1019495	10/18/2024		Paid Amt:	\$79.00
				E 01	005 010 000 000 305 August 12 Regular Meeting			\$109.00	
	PO#:	Voucher #:	43592	Invoice	Invoice No: 1018337	10/18/2024		Paid Amt:	\$109.00
								Check Amount:	\$188.00
0485	PCB	77310	1165		FLINN SCIENTIFIC INC		Check		
				E 01	020 260 000 000 430 ABO/Rh Simulated Blood Typing-Refill Kit			\$87.52	
				E 01	020 260 000 000 430 Hydrogen Peroxide			\$82.68	
				E 01	020 260 000 000 430 Ph Strips			\$17.60	
				E 01	020 260 000 000 430 Shipping			\$50.78	
	PO#: 5977	Voucher #:	43645	Invoice	Invoice No: 3071729	10/18/2024		Paid Amt:	\$238.58
								Check Amount:	\$238.58
0485	PCB	77311	4989		Freshwater Education District #6604		Check		
				E 01	020 211 013 161 303 Royalton Summer TS Revenue			\$922.91	
	PO#:	Voucher #:	43660	Invoice	Invoice No: 20267	10/18/2024		Paid Amt:	\$922.91
				E 01	020 211 013 161 303 Summer Targeted Services			\$19,842.69	
				E 01	020 211 013 161 303 Summer Targeted Services			(\$19,842.69)	
				E 01	020 211 013 161 303 CORRECT ALLOC % HH			\$2,024.15	
				E 01	020 211 000 000 305 CORRECT ALLOC % HH			\$17,818.54	
	PO#:	Voucher #:	43661	Invoice	Invoice No: 20230	10/18/2024		Paid Amt:	\$19,842.69
								Check Amount:	\$20,765.60
0485	PCB	77312	1184		GOV CONNECTION		Check		
				E 01	005 690 690 000 466 77-80260 OtterBox iPad (9th, 8th, and 7th Gen)			\$227.60	
	PO#: 5849	Voucher #:	43594	Invoice	Invoice No: 75659939	10/18/2024		Paid Amt:	\$227.60
								Check Amount:	\$227.60
0485	PCB	77313	4986		Gruvy Education LLC		Check		
				E 01	005 640 000 316 366 AI in Education Training			\$5,754.84	
	PO#:	Voucher #:	43595	Invoice	Invoice No: CA76FBD3-0001	10/18/2024		Paid Amt:	\$5,754.84
								Check Amount:	\$5,754.84
0485	PCB	77314	1196		HANDYMANS HARDWARE		Check		
				E 01	005 810 000 000 401 Toilet Flush Valves			\$59.98	
	PO#:	Voucher #:	43596	Invoice	Invoice No: 462791	10/18/2024		Paid Amt:	\$59.98
								Check Amount:	\$59.98

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77315	4212		HERITAGE EMBROIDERY & DESIGN		Check		
				E 01	020 296 055 000 401 Basketballs			\$389.00	
	PO#:	Voucher #:	43647	Invoice	Invoice No: 71270	10/18/2024	Paid Amt:	\$389.00	
							Check Amount:	\$389.00	
0485	PCB	77316	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401 Custodial Supplies			\$2,503.98	
	PO#: 5964	Voucher #:	43598	Invoice	Invoice No: 605622046	10/18/2024	Paid Amt:	\$2,503.98	
				E 01	005 810 000 000 401 Cloth MF HD 300GM			\$50.72	
	PO#:	Voucher #:	43597	Invoice	Invoice No: 605608929	10/18/2024	Paid Amt:	\$50.72	
							Check Amount:	\$2,554.70	
0485	PCB	77317	1241		ISCORP		Check		
				E 01	005 110 000 000 305 Skyward hosting Student service for November			\$157.50	
	PO#:	Voucher #:	43599	Invoice	Invoice No: 0742447	10/18/2024	Paid Amt:	\$157.50	
							Check Amount:	\$157.50	
0485	PCB	77318	4120		ITSavvy LLC		Check		
				E 01	005 690 690 000 315 ADP-Acer R753T			\$50.00	
	PO#:	Voucher #:	43600	Invoice	Invoice No: 07037949	10/18/2024	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0485	PCB	77319	4349		JEFFREY WOLLAKE		Check		
				E 01	020 294 054 000 305 JV Football Ref Osakis			\$90.00	
	PO#:	Voucher #:	43650	Invoice	Invoice No: 10.14.2024	10/18/2024	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	77320	2062		JOHN LIESER		Check		
				E 01	020 294 054 000 305 Football Official Pierz			\$90.00	
	PO#:	Voucher #:	43601	Invoice	Invoice No: 10.07.2024	10/18/2024	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	77321	4987		Keller, Thomas J		Check		
				E 01	020 296 058 000 305 JV/V VB Official Pierz			\$135.00	
	PO#:	Voucher #:	43641	Invoice	Invoice No: 10.08.2024	10/18/2024	Paid Amt:	\$135.00	
							Check Amount:	\$135.00	
0485	PCB	77322	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 495 MILK			\$322.00	
	PO#:	Voucher #:	43606	Invoice	Invoice No: 5385731	10/18/2024	Paid Amt:	\$322.00	
				E 02	005 770 000 701 495 MILK			\$547.40	
	PO#:	Voucher #:	43608	Invoice	Invoice No: 5392734	10/18/2024	Paid Amt:	\$547.40	
				E 02	005 770 000 701 495 MILK			\$361.90	
	PO#:	Voucher #:	43603	Invoice	Invoice No: 5399371	10/18/2024	Paid Amt:	\$361.90	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77322	1267		KEMPS, LLC		Check
				E 02 005 770 000 701 495	MILK	\$370.30	
PO#:	Voucher #:	43607	Invoice	Invoice No:	5392837	10/18/2024	Paid Amt: \$370.30
				E 02 005 770 000 701 495	MILK	\$131.60	
PO#:	Voucher #:	43604	Invoice	Invoice No:	5400492	10/18/2024	Paid Amt: \$131.60
				E 02 005 770 000 701 495	MILK	\$499.10	
PO#:	Voucher #:	43609	Invoice	Invoice No:	5380996	10/18/2024	Paid Amt: \$499.10
				E 02 005 770 000 701 495	MILK	\$460.60	
PO#:	Voucher #:	43611	Invoice	Invoice No:	5405763	10/18/2024	Paid Amt: \$460.60
				E 02 005 770 000 701 495	MILK	\$289.80	
PO#:	Voucher #:	43605	Invoice	Invoice No:	5388008	10/18/2024	Paid Amt: \$289.80
				E 02 005 770 000 701 495	MILK	\$493.50	
PO#:	Voucher #:	43602	Invoice	Invoice No:	5405098	10/18/2024	Paid Amt: \$493.50
				E 02 005 770 000 701 495	MILK	\$515.20	
PO#:	Voucher #:	43610	Invoice	Invoice No:	5380739	10/18/2024	Paid Amt: \$515.20
Check Amount:							\$3,991.40
0485	PCB	77323	1278		LAKESHORE LEARNING MATERIALS		Check
				E 04 005 582 000 344 430	Item # TA50HP Construction Paper	\$8.94	
				E 04 005 582 000 344 430	Item # TA50PN construction paper	\$13.41	
				E 04 005 582 000 344 430	Item # TA50VT construction paper	\$14.90	
				E 04 005 582 000 344 430	Item # TA50BU construction paper	\$11.92	
				E 04 005 582 000 344 430	Item # TA50BB construction paper	\$13.41	
				E 04 005 582 000 344 430	Item # TA50SB construction paper	\$16.39	
				E 04 005 582 000 344 430	Item # TA50TQ construction paper	\$17.88	
				E 04 005 582 000 344 430	Item # TA50HG construction paper	\$23.84	
				E 04 005 582 000 344 430	Misc.	\$0.00	
				E 04 005 582 000 344 430	Item # TA50GB construction paper	\$20.86	
				E 04 005 582 000 344 430	Item # TA50YE construction paper	\$23.84	
				E 04 005 582 000 344 430	Item # TA50RG construction paper	\$16.39	
				E 04 005 582 000 344 430	Item # TA50RD construction paper	\$23.84	
				E 04 005 582 000 344 430	Item # TA50LB con.paper	\$13.41	
				E 04 005 582 000 344 430	Item # TA50BR con.paper	\$11.92	
				E 04 005 582 000 344 430	Item # TA50DW con.paper	\$8.94	
				E 04 005 582 000 344 430	Item # TA50GA con.paper	\$8.94	
				E 04 005 582 000 344 430	Item # TA50WT con.papr	\$23.84	
				E 04 005 582 000 344 430	TA50BK con.paper	\$20.86	
				E 04 005 582 000 344 430	Item # TA50HR con.paper	\$23.84	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77323	1278		LAKESHORE LEARNING MATERIALS		Check		
				E 04	005 582 000 344 430 Freight			\$47.61	
	PO#: 5810	Voucher #:	43659	Invoice	Invoice No: 188104100924	10/18/2024	Paid Amt:	\$364.98	
							Check Amount:	\$364.98	
0485	PCB	77324	1279		LEARNING A-Z		Check		
				E 01	005 690 690 000 406 Raz-Kids Renewal 10 Classrooms			\$1,350.00	
	PO#: 5965	Voucher #:	43612	Invoice	Invoice No: 8268841	10/18/2024	Paid Amt:	\$1,350.00	
							Check Amount:	\$1,350.00	
0485	PCB	77325	4540		MARCO		Check		
				E 01	005 110 690 000 580 Copiers			\$1,976.60	
	PO#:	Voucher #:	43613	Invoice	Invoice No: 37619586	10/18/2024	Paid Amt:	\$1,976.60	
							Check Amount:	\$1,976.60	
0485	PCB	77326	2065		MATTHEW M HEIER		Check		
				E 01	020 296 058 000 305 VB OFFICIAL Pierz			\$135.00	
	PO#:	Voucher #:	43614	Invoice	Invoice No: 10.08.2024	10/18/2024	Paid Amt:	\$135.00	
							Check Amount:	\$135.00	
0485	PCB	77327	2287		MELISSA HIRSCH		Check		
				E 01	020 296 058 000 305 VB Official Holdingford			\$135.00	
	PO#:	Voucher #:	43615	Invoice	Invoice No: 10.10.2024	10/18/2024	Paid Amt:	\$135.00	
							Check Amount:	\$135.00	
0485	PCB	77328	1326		MENARDS		Check		
				E 01	020 301 320 830 433 Open PO Wood Shop Supplies			\$109.00	
	PO#: 5865	Voucher #:	43658	Invoice	Invoice No: 44008	10/18/2024	Paid Amt:	\$109.00	
							Check Amount:	\$109.00	
0485	PCB	77329	1338		MICHAEL BUKOWSKI		Check		
				E 01	020 294 054 000 305 JV Football Ref Pierz			\$90.00	
	PO#:	Voucher #:	43617	Invoice	Invoice No: 10.07.2024	10/18/2024	Paid Amt:	\$90.00	
				E 01	020 294 054 000 305 JV Football Ref Osakis			\$90.00	
	PO#:	Voucher #:	43651	Invoice	Invoice No: 10.14.2024	10/18/2024	Paid Amt:	\$90.00	
							Check Amount:	\$180.00	
0485	PCB	77330	4988		Michael's Media		Check		
				E 01	020 292 000 000 305 CC Team Hallway Picture			\$271.07	
	PO#:	Voucher #:	43653	Invoice	Invoice No: 8	10/18/2024	Paid Amt:	\$271.07	
							Check Amount:	\$271.07	
0485	PCB	77331	2524		MIDCONTINENT COMMUNICATIONS		Check		
				E 01	005 810 000 000 320 PHONE SERVICE & Internet			\$1,483.16	
	PO#:	Voucher #:	43616	Invoice	Invoice No: 14529320114297	10/18/2024	Paid Amt:	\$1,483.16	
							Check Amount:	\$1,483.16	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77332	3634		MINNESOTA HISTORICAL SOCIETY		Check		
				E 01	020 270 000 000 430	Northern Lights Textbook digital teacher edition 1		\$25.00	
				E 01	020 270 000 000 430	Northern lights student textbook logins.		\$975.00	
	PO#: 5852	Voucher #:	43668	Invoice	Invoice No: 32114	10/18/2024	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
0485	PCB	77333	2267		MN DRIVERS MANUALS		Check		
				E 01	020 255 000 000 430	Driver's Manuals		\$198.00	
				E 01	020 255 000 000 430	Shipping		\$24.73	
	PO#: 5831	Voucher #:	43618	Invoice	Invoice No: 5381	10/18/2024	Paid Amt:	\$222.73	
							Check Amount:	\$222.73	
0485	PCB	77334	2617		Morrison County 4-H		Check		
				E 04	005 505 000 321 305	MY OWN PROGRAM		\$45.00	
	PO#:	Voucher #:	43676	Invoice	Invoice No: 10.10.2024	10/18/2024	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
0485	PCB	77335	4458		MOSYLE CORPORATION		Check		
				E 01	005 690 690 000 406	Subscription 9-01-2024 to 7-31-2025		\$25.20	
	PO#:	Voucher #:	43619	Invoice	Invoice No: 2487032	10/18/2024	Paid Amt:	\$25.20	
							Check Amount:	\$25.20	
0485	PCB	77336	3965		MRI SOFTWARE LLC		Check		
				E 01	005 110 000 000 305	Staff Screen		\$37.00	
	PO#:	Voucher #:	43620	Invoice	Invoice No: MRIUS2126990	10/18/2024	Paid Amt:	\$37.00	
							Check Amount:	\$37.00	
0485	PCB	77337	4888		Myers, Camille L		Check		
				E 01	020 296 058 000 305	JV/V VB Official ACGC		\$135.00	
	PO#:	Voucher #:	43648	Invoice	Invoice No: 10.10.2024	10/18/2024	Paid Amt:	\$135.00	
							Check Amount:	\$135.00	
0485	PCB	77338	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401	Bus Garage Shop Supplies		\$29.94	
	PO#:	Voucher #:	43621	Invoice	Invoice No: 612471	10/18/2024	Paid Amt:	\$29.94	
				E 01	005 810 000 000 401	Filter for Mowers		\$7.32	
	PO#:	Voucher #:	43622	Invoice	Invoice No: 613052	10/18/2024	Paid Amt:	\$7.32	
							Check Amount:	\$37.26	
0485	PCB	77339	4799		NCS Pearson, Inc		Check		
				E 01	010 401 000 740 433	GFTA-3 Record Forms		\$112.50	
				E 01	010 401 000 740 433	shipping		\$10.00	
	PO#: 5944	Voucher #:	43631	Invoice	Invoice No: 26885139	10/18/2024	Paid Amt:	\$122.50	
							Check Amount:	\$122.50	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77340	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01 005 760 000 720 401	Pad Set, Brake, 2.52 IN, 4-PIS		\$135.67		
PO#:	Voucher #:	43528	Invoice	Invoice No:	X220099119:01	10/18/2024	Paid Amt:	\$135.67	
				E 01 005 760 000 720 401	L/O Fitr, Filter-Lube Oil		\$87.24		
PO#:	Voucher #:	43623	Invoice	Invoice No:	X220097587:01	10/18/2024	Paid Amt:	\$87.24	
				E 01 005 760 000 720 350	Replace Breached DPF & Diagnostics		\$3,918.68		
PO#:	Voucher #:	43624	Invoice	Invoice No:	X220008887:01	10/18/2024	Paid Amt:	\$3,918.68	
				E 01 005 760 000 720 401	Burgundy Cushion & Coverbot, Cover Cushion		\$71.76		
PO#:	Voucher #:	43625	Invoice	Invoice No:	X220091187:01	10/18/2024	Paid Amt:	\$71.76	
				E 01 005 760 000 720 401	Burgundy Cushion		\$20.87		
PO#:	Voucher #:	43626	Invoice	Invoice No:	X220091187:02	10/18/2024	Paid Amt:	\$20.87	
				E 01 005 760 000 720 401	Credit Elbow Asy		\$109.58		
PO#:	Voucher #:	43627	Credit	Invoice No:	X220092184:01	10/18/2024	Paid Amt:	(\$109.58)	
				E 01 005 760 000 720 401	Credit Caliper		\$125.00		
PO#:	Voucher #:	43628	Credit	Invoice No:	X220092202:01	10/18/2024	Paid Amt:	(\$125.00)	
				E 01 005 760 000 720 401	Credit Calipers without Pads		\$402.99		
PO#:	Voucher #:	43629	Credit	Invoice No:	X220092305:01	10/18/2024	Paid Amt:	(\$402.99)	
				E 01 005 760 000 720 401	Adjuster, Belt, Fan, V-Ribbed		\$81.71		
PO#:	Voucher #:	43527	Invoice	Invoice No:	X220098704:01	10/18/2024	Paid Amt:	\$81.71	
							Check Amount:	\$3,678.36	
0485	PCB	77341	4804		Northern Speech Services, Inc		Check		
				E 01 010 401 000 740 433	Kaufman What's in Your DogHouse		\$71.00		
				E 01 010 401 000 740 433	shipping		\$14.70		
PO#:	5943	Voucher #:	43630	Invoice	Invoice No:	1392393	10/18/2024	Paid Amt:	\$85.70
							Check Amount:	\$85.70	
0485	PCB	77342	1406		PAN-O-GOLD BAKING CO		Check		
				E 02 005 770 000 701 490	BREAD		\$139.20		
PO#:	Voucher #:	43642	Invoice	Invoice No:	10000124288001	10/18/2024	Paid Amt:	\$139.20	
				E 02 005 770 000 701 490	BREAD		\$196.60		
PO#:	Voucher #:	43632	Invoice	Invoice No:	10000124281009	10/18/2024	Paid Amt:	\$196.60	
				E 02 005 770 000 701 490	BREAD		\$79.90		
PO#:	Voucher #:	43633	Invoice	Invoice No:	10000124281010	10/18/2024	Paid Amt:	\$79.90	
							Check Amount:	\$415.70	
0485	PCB	77343	2907		PAUL PELZER		Check		
				E 01 020 296 058 000 305	JV/V VB Official ACGC		\$135.00		
PO#:	Voucher #:	43649	Invoice	Invoice No:	10.14.2024	10/18/2024	Paid Amt:	\$135.00	
							Check Amount:	\$135.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77344	4242		RADEMACHER COMPANIES, INC.		Check		
				E 01	005 640 000 316 366 Breakfast Workshop			\$10.94	
	PO#:	Voucher #:	43669	Invoice	Invoice No: 002-00228623	10/18/2024	Paid Amt:	\$10.94	
				E 01	005 640 000 316 366 Breakfast Workshop			\$20.37	
	PO#:	Voucher #:	43670	Invoice	Invoice No: 002-00228637	10/18/2024	Paid Amt:	\$20.37	
				E 01	005 810 000 000 401 White Vinegar			\$3.89	
	PO#:	Voucher #:	43671	Invoice	Invoice No: 002-00238611	10/18/2024	Paid Amt:	\$3.89	
				E 01	020 301 321 830 433 class supplies OPEN PO			\$25.52	
	PO#: 5840	Voucher #:	43673	Invoice	Invoice No: 002-00243657	10/18/2024	Paid Amt:	\$25.52	
				E 01	020 301 321 830 433 class supplies OPEN PO			\$32.28	
	PO#: 5840	Voucher #:	43674	Invoice	Invoice No: 00247844	10/18/2024	Paid Amt:	\$32.28	
				E 04	005 505 000 321 490 Snacks for Intro to Cross Country			\$18.67	
	PO#: 5949	Voucher #:	43675	Invoice	Invoice No: 001-00126510	10/18/2024	Paid Amt:	\$18.67	
				E 01	005 810 000 000 401 Distilled Water and Laundry Soap			\$33.87	
	PO#:	Voucher #:	43672	Invoice	Invoice No: 001-00120027	10/18/2024	Paid Amt:	\$33.87	
								Check Amount:	\$145.54
0485	PCB	77345	4978		Robosource, LLC		Check		
				E 01	020 298 053 000 401 Battery station			\$239.97	
				E 01	020 298 053 000 401 Polycarbonate sheet 12x24x.0625			\$24.95	
				E 01	020 298 053 000 401 thin polycarbonate 12x24x.03			\$14.95	
				E 01	020 298 053 000 401 Cable tester kit			\$9.99	
				E 01	020 298 053 000 401 11/64 drill bit			\$1.98	
				E 01	020 298 053 000 401 shoulder screws 1000 piece			\$47.99	
				E 01	020 298 053 000 401 thin nylock nuts, 100 pack			\$9.98	
				E 01	020 298 053 000 401 nylon screw, 8-32x.5, 100 pack			\$13.98	
				E 01	020 298 053 000 401 nylon hexx nut, 100 pack			\$13.98	
				E 01	020 298 053 000 401 rolling workbench with 3 cabinets, 24 trays, 60 d			\$595.00	
				E 01	020 298 053 000 401 titanium coated step drill bit, 1/8 to 1/2			\$3.99	
				E 01	020 298 053 000 401 Shipping			\$249.95	
	PO#: 5971	Voucher #:	43646	Invoice	Invoice No: INV-RS-00609	10/18/2024	Paid Amt:	\$1,226.71	
								Check Amount:	\$1,226.71
0485	PCB	77346	1476		ROYALTON AMERICAN LEGION		Check		
				E 01	005 810 000 000 401 MINNESOTA FLAGS			\$266.41	
	PO#:	Voucher #:	43635	Invoice	Invoice No: 10.17.2024	10/18/2024	Paid Amt:	\$266.41	
								Check Amount:	\$266.41
0485	PCB	77347	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 810 000 000 401 Ice Melt and supplies			\$1,586.40	
	PO#:	Voucher #:	43636	Invoice	Invoice No: 872145	10/18/2024	Paid Amt:	\$1,586.40	
								Check Amount:	\$1,586.40

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	77348	2464		SPEER CHIROPRACTIC, PA		Check		
				E 01	005 760 000 720 305 DOT PHYSICAL C Gregory		\$100.00		
	PO#:	Voucher #:	43637	Invoice	Invoice No: 10.08.2024		10/18/2024	Paid Amt:	\$100.00
								Check Amount:	\$100.00
0485	PCB	77349	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490 Credit		\$48.99		
	PO#:	Voucher #:	43640	Credit	Invoice No: 253729419		10/18/2024	Paid Amt:	(\$48.99)
				E 02	005 770 000 701 491 Commodity		\$25.92		
	PO#:	Voucher #:	43529	Invoice	Invoice No: 253741295		10/18/2024	Paid Amt:	\$25.92
				E 02	005 770 000 701 490 LUNCH		\$3,390.57		
				E 02	005 770 000 701 401 SUPPLIES		\$325.24		
	PO#:	Voucher #:	43638	Invoice	Invoice No: 253741291		10/18/2024	Paid Amt:	\$3,715.81
				E 02	005 770 000 701 490 LUNCH		\$3,044.94		
				E 02	005 770 000 701 401 SUPPLIES		\$68.27		
	PO#:	Voucher #:	43639	Invoice	Invoice No: 253741294		10/18/2024	Paid Amt:	\$3,113.21
				E 02	005 770 000 705 490 Breakfast		\$972.51		
	PO#:	Voucher #:	43530	Invoice	Invoice No: 253741292		10/18/2024	Paid Amt:	\$972.51
								Check Amount:	\$7,778.46
0485	PCB	77350	2820		THE RETROFIT COMPANIES, INC		Check		
				E 01	005 810 000 000 401 Recycle Fluorescent Lights		\$584.27		
	PO#:	Voucher #:	43634	Invoice	Invoice No: 0126750-IN		10/18/2024	Paid Amt:	\$584.27
								Check Amount:	\$584.27
0485	PCB	77351	1578		TRAINING ROOM INC		Check		
				E 01	020 294 054 000 401 Athletic Tape		\$124.88		
	PO#:	Voucher #:	43657	Invoice	Invoice No: 102084		10/18/2024	Paid Amt:	\$124.88
								Check Amount:	\$124.88
								Report Total:	\$319,763.21

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$286,011.81
02	Food Service	\$29,164.99
04	Community Service	\$4,586.41
Report Total		\$319,763.21

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		\$12,610.89	
				B 02	215 017	PERA		\$1,771.19	
				B 04	215 017	PERA		\$884.53	
PO#:	Voucher #:	43378	Invoice	Invoice No:	S2025060	10/1/2024	Paid Amt:	\$15,266.61	
							Check Amount:	\$15,266.61	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$31,034.18	
				B 04	215 018	TRA		\$1,187.04	
PO#:	Voucher #:	43381	Invoice	Invoice No:	S2025060	10/1/2024	Paid Amt:	\$32,221.22	
							Check Amount:	\$32,221.22	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,907.79	
				B 02	215 084	HSA		\$45.00	
				B 04	215 084	Payroll Deductions		\$188.54	
PO#:	Voucher #:	43375	Invoice	Invoice No:	S2025060	10/1/2024	Paid Amt:	\$7,141.33	
							Check Amount:	\$7,141.33	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$10,626.99	
				B 02	215 013	State Tax		\$385.80	
				B 04	215 013	State Tax		\$454.54	
PO#:	Voucher #:	43760	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$11,467.33	
				B 01	215 013	State Tax		\$10,228.08	
				B 02	215 013	State Tax		\$385.22	
				B 04	215 013	State Tax		\$425.95	
PO#:	Voucher #:	43537	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$11,039.25	
							Check Amount:	\$22,506.58	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$680.72	
PO#:	Voucher #:	43540	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$680.72	
				B 01	215 005	Tax Ann		\$237.50	
PO#:	Voucher #:	43768	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$237.50	
				B 01	215 005	Tax Ann		\$145.84	
PO#:	Voucher #:	43767	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$145.84	
				B 01	215 005	Tax Ann		\$680.72	
PO#:	Voucher #:	43763	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$680.72	
				B 01	215 005	Tax Ann		\$9,812.87	
				B 04	215 005	Payroll Deductions		\$228.93	
PO#:	Voucher #:	43766	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$10,041.80	

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	\$9,802.74		
				B 04	215 005	Payroll Deductions	\$228.93		
PO#:	Voucher #:	43543	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$10,031.67	
				B 01	215 005	Tax Ann	\$1,312.82		
PO#:	Voucher #:	43765	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$1,312.82	
				B 01	215 005	Tax Ann	\$150.00		
PO#:	Voucher #:	43541	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$150.00	
				B 01	215 005	Tax Ann	\$237.50		
PO#:	Voucher #:	43545	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$237.50	
				B 01	215 005	Tax Ann	\$150.00		
PO#:	Voucher #:	43764	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$150.00	
				B 01	215 005	Tax Ann	\$1,312.82		
PO#:	Voucher #:	43542	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$1,312.82	
				B 01	215 005	Tax Ann	\$145.84		
PO#:	Voucher #:	43544	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$145.84	
							Check Amount:	\$25,127.23	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA	\$14,569.61		
				B 02	215 017	PERA	\$2,227.01		
				B 04	215 017	PERA	\$1,133.63		
PO#:	Voucher #:	43759	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$17,930.25	
				B 01	215 017	PERA	\$14,761.56		
				B 02	215 017	PERA	\$2,233.59		
				B 04	215 017	PERA	\$1,144.41		
PO#:	Voucher #:	43536	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$18,139.56	
							Check Amount:	\$36,069.81	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA	\$31,486.85		
				B 04	215 018	TRA	\$1,187.04		
PO#:	Voucher #:	43539	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$32,673.89	
				B 01	215 018	TRA	\$32,483.58		
				B 04	215 018	TRA	\$1,221.70		
PO#:	Voucher #:	43762	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$33,705.28	
							Check Amount:	\$66,379.17	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA	\$43,313.58		
				B 02	215 010	FICA	\$2,390.74		
				B 04	215 010	FICA	\$2,325.92		

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 011	Federal Tax	\$17,730.81		
				B 02	215 011	Federal Tax	\$548.87		
				B 04	215 011	Federal Tax	\$464.14		
PO#:	Voucher #:	43546	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$66,774.06	
				B 01	215 010	FICA	\$44,372.32		
				B 02	215 010	FICA	\$2,383.50		
				B 04	215 010	FICA	\$2,459.14		
				B 01	215 011	Federal Tax	\$18,907.70		
				B 02	215 011	Federal Tax	\$545.28		
				B 04	215 011	Federal Tax	\$526.92		
PO#:	Voucher #:	43769	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$69,194.86	
							Check Amount:	\$135,968.92	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA	\$6,907.51		
				B 02	215 084	HSA	\$45.00		
				B 04	215 084	Payroll Deductions	\$188.54		
PO#:	Voucher #:	43533	Invoice	Invoice No:	S2025070	10/31/2024	Paid Amt:	\$7,141.05	
				B 01	215 084	HSA	\$6,832.79		
				B 02	215 084	HSA	\$45.00		
				B 04	215 084	Payroll Deductions	\$188.54		
PO#:	Voucher #:	43756	Invoice	Invoice No:	S2025080	10/31/2024	Paid Amt:	\$7,066.33	
							Check Amount:	\$14,207.38	
							Report Total:	\$354,888.25	

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$327,443.61
02	Food Service	\$13,006.20
04	Community Service	\$14,438.44
Report Total		\$354,888.25

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19717	1903		BECKER SCREENPRINTING		Check		
				E 12 020 294	033 301 401 Polo's for Football			\$502.75	
	PO#:	Voucher #:	43508	Invoice	Invoice No: 6396	10/7/2024	Paid Amt:		\$502.75
				E 12 020 296	045 301 401 Volleyball T-Shirts			\$563.75	
				E 12 020 296	045 301 401 Volleyball T-Shirts			\$170.00	
	PO#:	Voucher #:	43507	Invoice	Invoice No: 6375	10/7/2024	Paid Amt:		\$733.75
							Check Amount:		\$1,236.50
0485	ACT	19718	2133		BERNICK'S		Check		
				E 12 020 298	018 301 401 POP PAYMENT			\$728.00	
	PO#:	Voucher #:	43511	Invoice	Invoice No: 10270704	10/7/2024	Paid Amt:		\$728.00
				E 12 020 298	018 301 401 POP PAYMENT			\$660.80	
	PO#:	Voucher #:	43510	Invoice	Invoice No: 10265359	10/7/2024	Paid Amt:		\$660.80
				E 12 020 298	018 301 401 POP PAYMENT			\$644.00	
	PO#:	Voucher #:	43509	Invoice	Invoice No: 10265360	10/7/2024	Paid Amt:		\$644.00
							Check Amount:		\$2,032.80
0485	ACT	19719	1061		BUDS TO BLOSSOMS		Check		
				E 12 020 298	041 301 401 Coronation Flowers			\$152.00	
	PO#:	Voucher #:	43512	Invoice	Invoice No: 848918	10/7/2024	Paid Amt:		\$152.00
							Check Amount:		\$152.00
0485	ACT	19720	2576		DOUG LUEPKE TROPHIES		Check		
				E 12 020 292	020 301 401 End of Season Awards CC			\$63.62	
	PO#:	Voucher #:	43513	Invoice	Invoice No: 927607B	10/7/2024	Paid Amt:		\$63.62
							Check Amount:		\$63.62
0485	ACT	19721	2601		EWELL EDUCATIONAL SERVICES		Check		
				E 12 020 298	030 301 401 UMN Fall Invitational			\$91.00	
	PO#:	Voucher #:	43519	Invoice	Invoice No: 297-20567	10/7/2024	Paid Amt:		\$91.00
							Check Amount:		\$91.00
0485	ACT	19722	4357		JON KOENIG		Check		
				E 12 020 298	041 301 401 Color Run Supplies			\$33.98	
	PO#:	Voucher #:	43514	Invoice	Invoice No: 09.23.2024	10/7/2024	Paid Amt:		\$33.98
							Check Amount:		\$33.98
0485	ACT	19723	3776		KAREN'S COUNTRY SEWING		Check		
				E 12 020 298	041 301 401 HOMECOMING ROYALTY SASHES			\$150.00	
	PO#:	Voucher #:	43515	Invoice	Invoice No: 15	10/7/2024	Paid Amt:		\$150.00
							Check Amount:		\$150.00
0485	ACT	19724	3333		LAKES COUNTRY SERVICE COOPERATIVE		Check		
				E 12 020 298	047 301 401 KB Pocket Box			\$295.00	
				E 12 020 298	047 301 401 Pressure Strips- Set of 3			\$185.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19724	3333		LAKES COUNTRY SERVICE COOPERATIVE		Check		
				E 12	020 298 047 301 401	Shipping & Handling		\$10.00	
	PO#: 5937	Voucher #:	43517	Invoice	Invoice No: 10.01.2024		10/7/2024	Paid Amt:	\$490.00
								Check Amount:	\$490.00
0485	ACT	19725	1326		MENARDS		Check		
				E 12	020 294 033 301 401	Trash Cans Football		\$229.88	
	PO#:	Voucher #:	43518	Invoice	Invoice No: 39619 A		10/7/2024	Paid Amt:	\$229.88
								Check Amount:	\$229.88
0485	ACT	19726	2257		Skwira, Robert		Check		
				E 12	020 298 035 301 401	Display Case & Meeting Supplies		\$126.25	
	PO#:	Voucher #:	43516	Invoice	Invoice No: 09.19.2024		10/7/2024	Paid Amt:	\$126.25
								Check Amount:	\$126.25
0485	ACT	19727	4295		AMAZON CAPITAL SERVICES		Check		
				E 12	020 298 048 301 401	B07QP9W42P Pulparindo Mexican Candy snac		\$7.79	
				E 12	020 298 048 301 401	B09R28X9NM Vero Mix Banda Dulce Assorted		\$20.65	
				E 12	020 298 048 301 401	Amazon Shipping Charge		\$0.00	
	PO#: 5978	Voucher #:	43677	Invoice	Invoice No: 1XQ7-K11V-4X94		10/22/2024	Paid Amt:	\$28.44
				E 12	020 298 018 301 401	B0045VZWWQ FUNacho Nacho Cheese Sauc		\$219.95	
				E 12	020 298 018 301 401	Amazon Shipping Charge		\$0.00	
	PO#: 5973	Voucher #:	43678	Invoice	Invoice No: 16VC-9P9C-YGT9		10/22/2024	Paid Amt:	\$219.95
								Check Amount:	\$248.39
0485	ACT	19728	2133		BERNICK'S		Check		
				E 12	020 298 018 301 401	POP PAYMENT		\$201.60	
	PO#:	Voucher #:	43692	Invoice	Invoice No: 10276166		10/22/2024	Paid Amt:	\$201.60
				E 12	020 298 018 301 401	POP PAYMENT		\$459.20	
	PO#:	Voucher #:	43691	Invoice	Invoice No: 10273676		10/22/2024	Paid Amt:	\$459.20
								Check Amount:	\$660.80
0485	ACT	19729	2016		BSN SPORTS		Check		
				E 12	020 296 045 301 401	Womens jersey top		\$1,740.00	
				E 12	020 296 045 301 401	Freight		\$52.20	
	PO#: 5919	Voucher #:	43679	Invoice	Invoice No: 927225961		10/22/2024	Paid Amt:	\$1,792.20
								Check Amount:	\$1,792.20
0485	ACT	19730	4991		Czech, Callie		Check		
				E 12	020 298 041 301 401	Homecoming Parade Decor Reimbursement		\$50.00	
	PO#:	Voucher #:	43694	Invoice	Invoice No: 10.10.2024		10/22/2024	Paid Amt:	\$50.00
								Check Amount:	\$50.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19731	2137		Deep Portage		Check		
				E 12	020 298 022 301 369	FIELD TRIP		\$7,043.52	
	PO#:	Voucher #:	43695	Invoice	Invoice No: 3620	10/22/2024	Paid Amt:	\$7,043.52	
							Check Amount:	\$7,043.52	
0485	ACT	19732	2135		GRANITE CITY JOBBING		Check		
				E 12	020 298 018 301 401	CONCESSIONS PRODUCTS		\$259.94	
	PO#:	Voucher #:	43696	Invoice	Invoice No: 417131	10/22/2024	Paid Amt:	\$259.94	
							Check Amount:	\$259.94	
0485	ACT	19733	4990		Marvel, Ross		Check		
				E 12	020 298 041 301 401	Homecoming Parade Decor Reimbursement		\$50.00	
	PO#:	Voucher #:	43693	Invoice	Invoice No: 10.10.2024	10/22/2024	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0485	ACT	19734	4910		Mora Schools		Check		
				E 12	020 298 048 301 369	Deposit & First Payment for Spanish Club Trip		\$9,600.00	
	PO#:	Voucher #:	43698	Invoice	Invoice No: 10.01.2024	10/22/2024	Paid Amt:	\$9,600.00	
							Check Amount:	\$9,600.00	
0485	ACT	19735	2345		PRAIRIE WOOD ENVIRONMENTAL LEARNING CENTER		Check		
				E 12	020 298 035 301 369	YES Team Registration Fee 2024-2025		\$600.00	
	PO#:	Voucher #:	43699	Invoice	Invoice No: 17720	10/22/2024	Paid Amt:	\$600.00	
							Check Amount:	\$600.00	
0485	ACT	19736	4242		RADEMACHER COMPANIES, INC.		Check		
				E 12	020 292 020 301 401	Cross Country snacks		\$7.73	
	PO#: 5807	Voucher #:	43687	Invoice	Invoice No: 001-00116566	10/22/2024	Paid Amt:	\$7.73	
				E 12	020 292 020 301 401	Cross Country snacks		\$4.79	
	PO#: 5807	Voucher #:	43690	Invoice	Invoice No: 002-00230417	10/22/2024	Paid Amt:	\$4.79	
				E 12	020 292 020 301 401	Cross Country snacks		\$10.52	
	PO#: 5807	Voucher #:	43689	Invoice	Invoice No: 002-00228986	10/22/2024	Paid Amt:	\$10.52	
				E 12	020 298 030 301 401	FFA		\$64.70	
	PO#:	Voucher #:	43703	Invoice	Invoice No: 10.04.2024	10/22/2024	Paid Amt:	\$64.70	
				E 12	020 292 020 301 401	Cross Country snacks		\$7.51	
	PO#: 5807	Voucher #:	43682	Invoice	Invoice No: 002-00232985	10/22/2024	Paid Amt:	\$7.51	
				E 12	020 292 020 301 401	Cross Country snacks		\$6.84	
	PO#: 5807	Voucher #:	43688	Invoice	Invoice No: 002-00224375	10/22/2024	Paid Amt:	\$6.84	
				E 12	020 292 020 301 401	Cross Country snacks		\$5.19	
	PO#: 5807	Voucher #:	43686	Invoice	Invoice No: 002-00222388	10/22/2024	Paid Amt:	\$5.19	
				E 12	020 292 020 301 401	Cross Country snacks		\$5.12	
	PO#: 5807	Voucher #:	43685	Invoice	Invoice No: 002-00221451	10/22/2024	Paid Amt:	\$5.12	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19736	4242		RADEMACHER COMPANIES, INC.		Check		
				E 12	020 292 020 301 401	Cross Country snacks	\$6.19		
	PO#: 5807	Voucher #:	43681	Invoice	Invoice No: 001-00123203	10/22/2024	Paid Amt:	\$6.19	
				E 12	020 292 020 301 401	Cross Country snacks	\$6.25		
	PO#: 5807	Voucher #:	43680	Invoice	Invoice No: 001-00126066	10/22/2024	Paid Amt:	\$6.25	
				E 12	020 292 020 301 401	Cross Country snacks	\$7.35		
	PO#: 5807	Voucher #:	43684	Invoice	Invoice No: 00236006	10/22/2024	Paid Amt:	\$7.35	
				E 12	020 292 020 301 401	Cross Country snacks	\$7.03		
	PO#: 5807	Voucher #:	43683	Invoice	Invoice No: 002-00243460	10/22/2024	Paid Amt:	\$7.03	
							Check Amount:	\$139.22	
0485	ACT	19737	4992		Revior, Jayson		Check		
				E 12	020 294 033 301 401	Food for FB Players	\$286.85		
	PO#:	Voucher #:	43697	Invoice	Invoice No: 10.08.2024	10/22/2024	Paid Amt:	\$286.85	
							Check Amount:	\$286.85	
0485	ACT	19738	2257		Skwira, Robert		Check		
				E 12	020 298 035 301 401	Fall Summit Supplies	\$20.25		
	PO#:	Voucher #:	43700	Invoice	Invoice No: 10.11.2024	10/22/2024	Paid Amt:	\$20.25	
							Check Amount:	\$20.25	
							Report Total:	\$25,357.20	

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
12	Student Activities	\$25,357.20
Report Total		\$25,357.20

Royalton Public Schools
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created
Id: 114	Brezinka , June														
	10/15/2024	S202507-0	P	EBENONW2	0.00		5.06	\$5.06		1	09/30/2024	02	Meal Reimbursement		1038
	10/31/2024	S202508-0	P	EBENONW2	0.00		7.98	\$7.98		1	10/15/2024	02	Meal Reimbursement		1038
	10/31/2024	S202508-0	P	EBENONW2	0.00		10.00	\$10.00		1	10/15/2024	02	Meal Reimbursement		1038
				Units Subtotal:	0.00			EBENONW2 Total:	\$23.04						
				Units:	0.00			Emp Pay:	\$23.04						
Id: 440	Dubbin , Micah														
	10/31/2024	S202508-0	P	EBENONW2	0.00		157.00	\$157.00		1	10/15/2024	02	Uniform Allowance		1038
				Units Subtotal:	0.00			EBENONW2 Total:	\$157.00						
				Units:	0.00			Emp Pay:	\$157.00						
Id: 1077	Gregory , Curtis														
	10/15/2024	S202507-0	P	EBENONW2	0.00		10.00	\$10.00		1	09/30/2024	02	Meal Reimbursement		1038
				Units Subtotal:	0.00			EBENONW2 Total:	\$10.00						
				Units:	0.00			Emp Pay:	\$10.00						
Id: 413	Krueger , Amy														
	10/31/2024	S202508-0	P	EBENONW2	0.00		201.91	\$201.91	04-005-505-000-321-401	1	10/15/2024	02	Youth Enrichment Sup		1038
				Units Subtotal:	0.00			EBENONW2 Total:	\$201.91						
				Units:	0.00			Emp Pay:	\$201.91						
Id: 235	Marwitz , Ryan														
	10/15/2024	S202507-0	P	EBENONW2	0.00		54.52	\$54.52	01-020-296-103-000-401	1	09/30/2024	02	Driving Range Marker		1038
				Units Subtotal:	0.00			EBENONW2 Total:	\$54.52						
				Units:	0.00			Emp Pay:	\$54.52						
Id: 252	Nichols , Joan														
	10/15/2024	S202507-0	P	EBENONW2	0.00		11.73	\$11.73	01-010-203-000-000-366	1	09/30/2024	02	Milage		1038
				Units Subtotal:	0.00			EBENONW2 Total:	\$11.73						
				Units:	0.00			Emp Pay:	\$11.73						
Id: 407	Schreifels , Sara														
	10/31/2024	S202508-0	P	EBENONW2	0.00		63.80	\$63.80	01-020-050-000-000-401	1	10/15/2024	02	career fair food rei		1038
				Units Subtotal:	0.00			EBENONW2 Total:	\$63.80						
				Units:	0.00			Emp Pay:	\$63.80						
Employee Count	7			Totals:	0.00			\$522.00							

Spain Trip 2025 Fundraiser Proposal

Partner:

Kinder Coffee Lab, St. Cloud

What is the Fundraiser?

Selling coffee. Kinder Coffee Lab will design a custom label with a Royalton Spanish Club logo. They will offer four custom blends of coffee, whole bean or pre-ground. Kinder will create an online ordering page for supporters to order from directly. Orders of 2+ bags get free shipping, supporters can set up auto-renew. Kinder ships directly to supporters every week or so, no need for a pre-order period.

Proceeds:

Every bag purchased will result in a \$7 profit, which will go towards paying the trip costs for the 2025 Spain trip.

Fundraising goal:

\$1000

Proposed date of fundraiser:

November 15th to set up the agreement with Kinder, orders beginning around December 1st, which gives Kinder 2 weeks to design the packaging and ordering page. Because supporters can set up auto-renew for continuing orders, the end date is flexible and open-ended (meaning it could remain open all the way through the spring for recurring orders for this trip and stay available for continuing orders for future trips)

Cost to us:

Nothing. Students will advertise coffee in the local community and on social media. Orders will be paid directly to Kinder Coffee Lab. We will have access to an affiliate dashboard to view live numbers on how the fundraiser is doing. Kinder will send a payout to Royalton monthly, either by check or through the affiliate software.

**Thank you,
Lake Mathison
Spanish Teacher**

Spain Trip 2025 Fundraiser Proposal

Partner:

Wippler Hardware, Rice

What is the Fundraiser?

Selling water softener salt. Spain trip students will do a pre order and when the bags come in, the students will come get them and deliver to the people who purchased. The manager is selling the bags to us at cost, and we choose the mark-up.

Proceeds:

Every bag purchased will result in about a \$5 profit, which will go towards paying the trip costs for the 2025 Spain trip.

Fundraising goal:

\$1000

Proposed date of fundraiser:

Late November

Cost to us:

Nothing. Students will advertise and sell the bags of softener salt in the local community. Orders will be paid to Royalton Public Schools to the Spanish Club, which will pay Wippler Hardware for the bags and retain the profit in the activity account.

**Thank you,
Lake Mathison
Spanish Teacher**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
Independent School District #485 (hereinafter referred to as “District”)
AND
Royalton Education Minnesota, Local #2341 (hereinafter referred to as “Union”)**

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2024, through June 30, 2026; and,

WHEREAS the District and Union desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training; and,

WHEREAS the District and Union have agreed that teachers will participate in **LETRS and LETRS for Early Childhood, provided by Lexia** and,

WHEREAS the total anticipated number of hours of training required for **LETRS** is **between 70.5-87 hours to be completed during the 2024-25 and 2025-26 school year; for Early Childhood LETRS the hours of training is between 32-38 hours.**

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Eligibility

The Union and District will establish a list of eligible teachers, who must:

- a. Hold a license issued by the Professional Educator Licensing and Standards Board; except for any unlicensed Early Childhood instructor who is not currently licensed and,
- b. Be employed by the District between **September 11, 2024** and **June 30, 2026** and,
- c. Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.

2. Compensation earned for READ Act training

Teachers will earn compensation as follows:

Stipend of **\$900.00** paid out in **[2]** installments:

- a) Payment of **Installment 1 - \$450.00** after completion of training for units **1-4**, and
- b) Payment of **Installment 2 - \$450.00** after successful completion of the full training.

Early Childhood Center (ECC) Pre-K teachers will earn compensation as follows:

Stipend of **\$450.00** paid out in **[1]** installment upon completion of LETRS training.

The four (4) teachers (Appendix A) ineligible for a lane change will earn additional compensation as follows:

Stipend of **\$459.50** paid out in **[2]** installments:

- a) Payment of **Installment 1 - \$229.75** after completion of training for units **1-4**, and
- b) Payment of **Installment 2 - \$229.75** after successful completion of the full training.

Any monies allocated by the state for LETRS training that are unused at the end of the 2026 school year shall be equally distributed amongst the members that completed the training.

3. Credit Recognition

Graduate credits applied toward a lane change:

In addition to the stipends listed above, teachers are eligible to apply **12** graduate credits toward a salary lane advancement. Six credits can be turned in after year 1 (Units 1-4 of LETRS), and the remaining 6 credits can be claimed upon completion of the training. A teacher who is on the list as agreed upon by the Union and the District in "1. Eligibility" shall receive credits upon completion of year 1 (Units 1-4 of LETRS) and year 2 (Units 5-8 of LETRS) training. An official transcript showing these credits will be provided by each teacher to the District Office. A lane change earned as a result of the credits shall be effective:

Section 4 Subd. 1:

By September 1st and March 1st and upon receipt of an official transcript, individual contracts will be modified to reflect lane changes. The first lane change (September 1a) will be retroactive to the beginning of the school year and paid on the last paycheck in September. The second lane change (March 1st) is prorated for the remainder of the school year based on duty day count. Failure to submit an official transcript will result in forfeiture of the lane change until the next applicable time. The lane change will be reflected on the March 31st paycheck. (per the Master Agreement between Royalton School District #485 and Royalton Education Minnesota) completion of year 1 (Units 1-4 of LETRS) and year 2 (Units 5-8 of LETRS) training.

4. Proof of completion and payment timeline

In all cases, teachers shall submit proof of training completion to **Human Resources**.

5. New Hires 2025-2026

Any new hires in 2025-2026 that replace a teacher who is currently in LETRS training shall be eligible for a year of training and the first year of stipend. Any new hires in 2025-2026 in need of LETRS training that do not replace a teacher currently not in LETRS training shall be eligible to complete the training, but will not be eligible for the stipend.

6. Failure to comply with the READ Act

Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a

teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute, could result in discipline and is subject to the grievance procedure in Article XIV of the CBA.

7. Effective Date and Duration

This MOU shall continue in effect until **June 30, 2026**.

NOW THEREFORE, be it further resolved that the parties agree to the following:

Impact on Precedent. Nothing in this MOU may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOU or submit it in any proceeding or case as evidence of a precedent or practice.

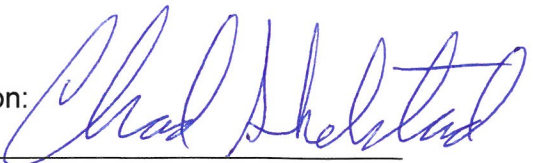
Entire Agreement. This MOU constitutes the entire agreement between the parties related to compensation for teachers for completing READ Act training. Neither party has relied on any statements, promises, or representations that are not stated in this MOU. The terms of this MOU constitute the entire agreement between the parties and supersede any prior written or oral, or other agreement, statement, or practice between the parties relating to the subject matter of this MOU. No changes to this MOU will be valid unless they are in writing and signed by both parties. A copy of this MOU will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures. This MOU will not become effective unless and until it is approved by the District's School Board and is signed by both parties.

For the District:

Dated:

For the Union:



Dated:

11-4-24

Appendix A:

The following teachers have reached the maximum number of steps and therefore are eligible for additional pay under this agreement.

List names: Theodore Hanson, Jennifer Beaman, Melissa Hammer, Mindy Klosowski

RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

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

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 5, 2024, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 2,299 voters of the district voted at said election on the election of (three) school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Ellie Holm	1231
Jon Andres	834
Rian Hofstad	702
Matt Pallansch	632
Noel Guerard	591
Samantha Ripplinger	484
Susan Leenerts	349
Jennifer Randt	224
Write-ins	21

3. Ellie Holm, Jon Andres, and Rian Hofstad, having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2025.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 14, 2024.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 485 to the following candidates:

- a. Ellie Holm
- b. Jon Andres
- c. Rian Hofstad

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

State of Minnesota
Independent School District No. 485 (ROYALTON)

I, _____, Clerk of the Independent School District No. 485 (ROYALTON) do hereby certify the within and foregoing
_____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 485 (ROYALTON) State
General Election held on Tuesday, November 5, 2024.

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

We, the school board members of Independent School District No. 485 (ROYALTON), certify that we have canvassed the returns of the State General Election held on Tuesday, November 5, 2024 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 485 (ROYALTON).

Witness our official signature at _____ in _____ County this _____ day of _____, 2024.

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

Detail of Election Results
Independent School District No. 485 (ROYALTON)
Tuesday, November 5, 2024 State General Election

Office Title: School Board Member (ISD #485) (Elect 3)

Precinct	NP Jennifer Randt	NP Ellie Holm	NP Rian Hofstad	WI WRITE-IN
49 0245 : TWO RIVERS TOWNSHIP	30	134	66	2
73 0035 : BROCKWAY TWP	2	1	0	0
Total:	224	1231	702	21

Detail of Election Results
 Independent School District No. 485 (ROYALTON)
 Tuesday, November 5, 2024 State General Election

Office Title: School Board Member (ISD #485) (Elect 3)

Precinct	NP	NP	NP	NP	NP
	Jon Andres	Matt Pailansch	Noel Guerard	Samantha Ripplinger	Susan Leenerts
05 0030 : GRAHAM TWP	4	4	0	2	0
05 0040 : LANGOLA TWP	129	93	90	33	43
05 0067 : ROYALTON	0	0	0	0	0
49 0015 : BELLEVUE TOWNSHIP	290	176	189	139	104
49 0020 : BOWLUS	42	37	20	48	30
49 0030 : BUCKMAN TOWNSHIP	56	24	34	35	23
49 0140 : MORRILL TOWNSHIP	21	6	9	12	2
49 0215 : ROYALTON	219	227	158	123	76
49 0230 : SWAN RIVER TOWNSHIP	8	5	12	7	7
49 0245 : TWO RIVERS TOWNSHIP	64	59	79	84	63
73 0035 : BROCKWAY TWP	1	1	0	1	1
Total:	834	632	591	484	349

Precinct	NP	NP	NP	WI
	Jennifer Randt	Ellie Holm	Rian Hofstad	WRITE-IN
05 0030 : GRAHAM TWP	0	0	2	0
05 0040 : LANGOLA TWP	25	180	107	7
05 0067 : ROYALTON	0	0	0	0
49 0015 : BELLEVUE TOWNSHIP	57	387	214	1
49 0020 : BOWLUS	16	66	25	0
49 0030 : BUCKMAN TOWNSHIP	12	93	46	2
49 0140 : MORRILL TOWNSHIP	8	36	8	2
49 0215 : ROYALTON	71	314	232	7
49 0230 : SWAN RIVER TOWNSHIP	3	20	2	0

Summary of Totals
Independent School District No. 485 (ROYALTON)
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #485) (Elect 3)

NP Jon Andres 834	NP Matt Pallansch 632	NP Noel Guerard 591	NP Samantha Ripplinger 484	NP Susan Leenerts 349
NP Jennifer Randt 224	NP Ellie Holm 1231	NP Rian Hofstad 702	WI WRITE-IN 21	

**Abstract of Votes Cast
Independent School District No. 485 (ROYALTON)
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024**

Compiled from the Official Returns.

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

STATE OF MINNESOTA)
) SS
COUNTY OF BENTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 485 (Royalton Public Schools), State of Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast in the November 5, 2024 election, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this _____ day of _____, 20____.

School District Clerk

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

STATE OF MINNESOTA)
) SS
COUNTY OF MORRISON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 485 (Royalton Public Schools), State of Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast in the November 5, 2024 election, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this _____ day of _____, 20____.

School District Clerk

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

STATE OF MINNESOTA)
) SS
COUNTY OF STEARNS)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 485 (Royalton Public Schools), State of Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast in the November 5, 2024 election, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this _____ day of _____, 20____.

School District Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 485 on November 14, 2024, canvassed the general election of school board members held on November 5, 2024.
2. Ellie Holm received the largest number of votes cast for the office of school board member of Independent School District No. 485 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore, Ellie Holm is elected to the office of school board member of Independent School District No. 485 for a full four-year term beginning the first Monday in January, 2025 and expiring the first Monday in January, 2029.

By authority of the School Board of Independent School District No.485, pursuant to resolution dated November 14, 2024.

Dated: _____

Dated: _____

Chair

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 485 on November 14, 2024, canvassed the general election of school board members held on November 5, 2024.
2. Jon Andres received the second largest number of votes cast for the office of school board member of Independent School District No. 485 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore, Jon Andres is elected to the office of school board member of Independent School District No. 485 for a full four-year term beginning the first Monday in January, 2025 and expiring the first Monday in January, 2029.

By authority of the School Board of Independent School District No.485, pursuant to resolution dated November 14, 2024.

Dated: _____

Chair

Dated: _____

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

- 1. The School Board of Independent School District No. 485 on November 14, 2024, canvassed the general election of school board members held on November 5, 2024.
- 2. Rian Hofstad received the third largest number of votes cast for the office of school board member of Independent School District No. 485 for a full four-year term.
- 3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
- 4. Therefore, Rian Hofstad is elected to the office of school board member of Independent School District No. 485 for a full four-year term beginning the first Monday in January, 2025 and expiring the first Monday in January, 2029.

By authority of the School Board of Independent School District No.485, pursuant to resolution dated November 14, 2024.

Dated: _____

Dated: _____

Chair

Clerk

October 16, 2024

To: Sourcewell Voting Member Entities

From: Chad Coauette, Chief Executive Officer

Re: Upcoming Election

We are pleased to announce the upcoming election for the Board of Directors. To ensure a fair and transparent process, we would like to outline the procedure for nominating candidates for this role.

Sourcewell membership is divided into four subregions. Subregions I, II, and III comprise school districts, and Subregion IV comprises cities, counties, and other government agencies. Each Subregion elects two elected officials to serve on the Sourcewell Board of Directors.

There are two (2) seats available:

- one (1) four-year term from Sub Region III
- one (1) four-year term from Sub Region IV

Terms of office, which expire on 12/31/2024, are presently held by:

- Sub-Region III Douglas Dahlberg – Board Member, Little Falls School District
- Sub-Region IV Greg Zylka- Mayor, City of Little Falls

Candidacy nominations must be filed with the Sourcewell Chief Executive Officer between **October 31, 2024, and December 13, 2024**. Each candidate must be nominated by a resolution passed by the majority of the governing body of the Voting Member. It is important to note that all persons nominated must be elected officials as of January 2025 and remain nominated officials throughout their term.

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the indicated terms. Each candidate must be nominated by a resolution passed by a majority of the governing body of the Voting Member. Then, complete the enclosed nomination form and return it with a copy of the minutes no later than **December 13, 2024**.

Enc: Sourcewell Board of Directors Nomination Form
Sourcewell Board Member Job Description
Sourcewell Full Voting Sub-Regional Membership

Nomination Form for the Board of Directors

Please return mail:
Sourcewell
Attn: Administration
PO Box 219
202 12th Street NE Staples, Mn 56479
or
via email: administration@sourcewell-mn.gov
No later than December 13, 2024

Requirements:

Individuals must be elected officials as of January 2025 to be eligible for nomination. Each candidate must be nominated by a resolution passed by a majority of the governing body of the Voting Member.

There are two (2) seats available:

one (1) four-year term from Sub Region III Term Expires 12/31/2028
one (1) four-year term from Sub Region IV Term Expires 12/31/2028

Nominee Information

Name	
Current Position	
Phone Number	
Email Address	

Nominee's Qualifications

Please provide a biographical sketch of the nominee's qualifications, including relevant experience, skills, and accomplishments that make them a suitable candidate for the Board of Directors. The biography will be distributed to all eligible members with the election ballots.

[Attach Description]

Nominator Information

Name of Entity	
Current Position	
Phone Number	
Email Address	

Certification

By signing below, we certify that the information provided is accurate and that the nomination meets all requirements. **Note:** Don't forget to include a copy of the meeting minutes with your nomination form.

Signature

Printed Name

Board Chair

Signature

Printed Name

Board Clerk

POSITION DESCRIPTION & EXPECTATIONS

Position Title: Board Member

Immediate Supervisor's Position Title: Minnesota State Legislature and Governor

Powers and Duties of the Board are defined in the Sourcewell By-Laws, Article XI, Section 1.

1. Exercise all powers enumerated in Minn. Stat. § 123A.21, specifically, Minn.Stat. § 123A.21, Subd. 7;
2. Delegate to the Sourcewell Executive Director, or his or her designee, all powers, authority, responsibilities and duties as it deems necessary and proper;
3. Provide adequate office, service center, and administrative facilities by lease, purchase, gift, or otherwise;
4. Establish an annual budget for each fiscal year;
5. Approve the use of administrative fees for any purpose allowed by law;
6. Certify and assess fees in accordance with law and these bylaws;
7. Hire an Executive Director, set compensation and provide employment benefits to the same;
8. Employ personnel as necessary to support general operations and the programs, products, services, and solutions offered by Sourcewell and to set compensation and provide employment benefits to the same;
9. Make application for, accept, and expend private, state, and federal funds that are available for programs of the members;
10. Accept gifts and donations for the benefit of the public corporation and agency, subject to limitations imposed by law;
11. To acquire real and personal property for the benefit of this public corporation and agency and its members;
12. To prosecute, defend or settle all actions and claims in courts of law and other legal forums;
13. To appoint special advisory committees composed of superintendents, central office personnel, building principals, teachers, parents, laypersons, and representatives from cities, counties and other government agencies;
14. To enter into contracts with school boards of local education agencies, including school districts outside of the geographic boundaries of Region Five;
15. To enter into joint powers contracts and relationships with other qualifying entities in Minnesota and throughout the United States;

16. To enter into contracts with other public and private agencies and institutions to provide administrative staff and other personnel as necessary to furnish and support the agreed upon programs and services;
17. To establish cooperative, working relationships, and partnerships with post- secondary educational institutions, other public agencies, business, and industry and may appoint special and advisory committee representative of these partners;
18. To procure insurance against liability of the public corporation and agency, as well as its directors, officers, employees, and agents.
19. To join governmental, joint powers, pooled risk organizations, as provided for by Minn. Stat. § 471.59;
20. To employ qualified professionals, including but not limited to, attorneys, accountants, and other consultants;
21. To select advisory councils or committees to give advice and counsel to the Board of Directors comprised of representatives from public and non-public schools, cities, counties, and other governmental units, as well as representatives from strategic business partners.
22. To the extent possible, make technical assistance for long term planning available to Voting Member government agencies upon request and shall establish a common base for local and regional decision-making.

Work Requirements and Characteristics

- a. Directly supervises the following Positions:
 - i. Executive Director
- b. Indirectly supervises:
 - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:

i. Stand	occasionally
ii. Walk	occasionally
iii. Sit	continuously
iv. Reach with arms and hands	rarely
v. Climb or balance	rarely
vi. Stop/kneel/crouch or crawl	rarely
vii. Talk or hear	continuously
viii. Taste or smell	rarely
ix. Lift and carry up to 10 pounds	rarely
x. Lift and carry up to 25 pounds	rarely
xi. Lift and carry up to 50 pounds	rarely
- d. Occasional air travel with multiple overnight stays possible.

Core Competencies

- a. Experience on a Board of Directors

Required Qualifications

- a. Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcewell Board of Directors.

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this _____ day of _____, 20_____.

Printed Name

Signature

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;

Royalton Lions Club has generously donated \$1800 to the Royalton School District to be used toward the Elementary School Playground Replacement Project.

Royals Wrestling Club has generously donated \$2000 to be used toward supplies, materials and transportation.

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 14th day of November, 2024.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Revised: _____

Rev. 2009

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* (latest edition) where not inconsistent with A. and B., above.

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Cross References: None

Adopted: ~~March 25, 2019~~
Revised:

~~Royalton School District Policy 203.1~~
Reviewed:

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 ensure that members of the school board have the necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- D. To ensure 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.

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- 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.
- 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.

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

- 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)

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

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

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Adopted: _____ *Royalton School District Policy 203.2*
Revised: _____ Reviewed: _____

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. Pledge to Flag.
3. Roll Call.
4. Board Chair Comments.
5. Approval of Agenda
6. Appreciation, Recognitions and Presentations.
7. Recognition of Citizens for Input Purposes.
8. Reports/News.
9. Consent Agenda.
10. Discussion/Information/Action Items.
11. Upcoming Meeting Schedule.
12. Adjournment.

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.

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

Cross References: [Royalton School District](#) Policy 203 (Operation of the School Board – Governing Rules) 
[Royalton School District](#) Policy 203.5 (School Board Meeting Agenda) 
[Royalton School District](#) Policy 203.6 (Consent Agendas) 

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Adopted: _____ *Royalton School District Policy 203.5**
Revised: _____ Reviewed: _____

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.
- C. The tentative agenda and supporting documents should be sent to the school board members three (3) calendar 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.

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Legal References:

Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 ([Boards of Independent School Districts](#))
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 \(December 23, 2013\)](#)

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Cross References:

[Royalton School District](#) Policy 203 (Operation of the School Board – Governing Rules)
[Royalton School District](#) Policy 203.2 (Order of the Regular School Board Meeting)
[Royalton School District](#) Policy 203.6 (Consent Agendas)
[Royalton School District](#) Policy 204 (School Board Meeting Minutes)
[Royalton School District](#) Policy 207 (Public Hearings)

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Adopted: ~~_____~~ *Royalton School District Policy 203.6**
Revised: ~~_____~~ Reviewed: _____

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: ~~Royalton School District~~ Policy 203.2 (Order of the Regular School Board Meeting)
~~Royalton School District~~ Policy 203.5 (School Board Meeting Agenda)
~~Royalton School District~~ Policy 204 (School Board Meeting Minutes)

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Adopted: _____ *Royalton School District Policy 204*
Revised: _____ Reviewed: _____

204 SCHOOL BOARD MEETING MINUTES

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.

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- 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.
- 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

Deleted: [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.]

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](#));
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)

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Cross References: [Royalton School District](#) Policy 205 (Open Meetings and Closed Meetings)

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Adopted: _____ *Royalton School District Policy 207*
Revised: _____ Reviewed: _____

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.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.

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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.~~

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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: [Royalton School District Policy 206](#) (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

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Adopted: November 2, 2015

Royalton School District Policy 806

Revised:

Reviewed: October 23, 2023

806 CRISIS MANAGEMENT POLICY

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

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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.

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.

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.

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.

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Deleted: [NOTE: Minnesota State 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.]¶

Deleted: [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.

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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.

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¶ [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.) ¶

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.

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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 from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

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.

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

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.

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Deleted: [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.]¶

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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.

Deleted: [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.]

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.

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Deleted: [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.]

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.

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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.

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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.

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.

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

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.

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

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.

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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

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simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a ~~real-life~~ shooting.

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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.

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

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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 multi-hazard 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

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- 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

V. 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.

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.

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Deleted: [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.]¶

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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:**
- Royalton School District Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
 - Royalton School District Policy 413 (Harassment and Violence)
 - Royalton School District Policy 501 (School Weapons Policy)
 - Royalton School District Policy 506 (Student Discipline)
 - Royalton School District 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 \(mn.gov\)](http://mn.gov)

Deleted: [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.]

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613 GRADUATION REQUIREMENTS

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.

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."
- C. 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.
- 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

The District Assessment coordinator shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

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:

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.

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.
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.

- 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:

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;
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.

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 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.
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.

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 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:

Royalton School District Model Policy 601 (School District Curriculum and Instruction Goals)
Royalton School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

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 health.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The superintendent 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.

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.

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: Royalton School District Policy 601 (School District Curriculum and Instruction Goals)
Royalton School District Policy 613 (Graduation Requirements)
Royalton School District Policy 616 (School District System Accountability)

Adopted: September 28, 2020

Royalton School District Policy 722

Revised: March 27, 2023

Reviewed: _____

722 PUBLIC DATA 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.
 - 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.

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.

Data Practices Contacts

Responsible Authority:

Kristine J. Wehrkamp Herman
120 South Hawthorn St
Royalton, MN 56373
320.584.4002
kristine.wehrkamp@isd485.org

Data Practices Compliance Official:

Amy Krueger
120 South Hawthorn St
Royalton, MN 56373
320.584.4002
amy.krueger@isd485.org

Data Practices Designee(s):

Amy Krueger
120 South Hawthorn St
Royalton, MN 56373
320.584.4002
amy.krueger@isd485.org

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:

Royalton School District Policy 406 (Public and Private Personnel Data)
Royalton School District Policy 515 (Protection and Privacy of Pupil Records)

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.

- 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 on non-school days unless approved otherwise by school board. 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 number 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 explicitly used for competitions and are properly stored during travel (i.e., Royalton Clay Target Team).
 - ii. Fraternalizing
- c. The building principal will make the decision if someone is to be sent home for violating a student handbook or district policy 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.

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

IV. SCHOOL BOARD REVIEW

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

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

Adopted: August 13, 2007

Royalton School District Policy 705

Revised: May 24, 2021

Reviewed: _____

705 INVESTMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

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

V. DELEGATION OF AUTHORITY

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

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

VI. STANDARD OF CONDUCT

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

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

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION: MATURITIES

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

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

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

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

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

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

Legal References:

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

Cross References:

Royalton School District Policy 703 (Annual Audit)
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

Adopted: _____

Royalton School District Policy 708

Revised: _____

Reviewed: _____

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.

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

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district must provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school must pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

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

Legal References:

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

Cross References:

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

Adopted: _____

Royalton School District Policy 710

Revised: _____

Reviewed: _____

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.

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)