



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

June 9, 2025

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

Description: State Track Participants

Track Athlete of the Year

Robotics Worlds Participants

Golf All-Conference/Player of the Year

All-Conference Baseball

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. Activities Director Report

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. Approval of Work Session Minutes

9.c. Claims, Accounts and Financial

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

9.d. Approval of Resignation/Termination

9.e. Approval of New Hires

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

9.f. Community Education Director Contract

10. Discussion/Information/Action Items

10.a. Approval of FY26 Budget

10.b. Approval of Insurance Broker Proposal

10.c. Approval of MSHSL Resolution for Membership

10.d. Approval of Girls Swimming Co-Op

10.e.Approval of Football Salt Fundraiser

10.f.Approval of 2025-2026 Strategic Plan Update

10.g.Policy Reading

10.g.1.First Policy Reading

10.g.2.Second Policy Reading:

Policy 506: Student Discipline + Addendum

Policy 516: Studnet Medication + Forms

Policy 516.5: Overdose Medication

Policy 525: Violence Prevention

Policy 721: Uniform Grant Guidance Policy Regarding Federal Revenue Sources

10.g.3.Second and Final Policy Readings

Policy 413: Harassment and Violence

Policy 806: Crisis Management Policy

10.g.4.Approval of Third Policy Readings

621: Literacy and the Read Act

10.h.Approval of Donations by Resolution

10.i.Superintendent search discussion

11.Upcoming Meeting Schedule

Description: Finance Committee: June 25, 2025 at Noon

Policy Committee: June 25, 2025 at 2pm

Regular Board Meeting: July 14, 2025 at 6pm

Finance Committee: July 23, 2025 at Noon

Policy Committee: July 23, 2025 at 2pm

12.Closed Meeting to discuss Negotiation Strategies as permitted by Minn. Statute 13D.03

13.Motion to add Superintendent search discussion as 10i.

14.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
JUNE BUDGET UPDATE
SCHOOL BOARD MEETING

ENROLLMENT

- Original 24-25 Adopted Budget: 910 ADM / Revised Budget: 918 ADM
 - May enrollment K-12 = 925
 - 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
 - Updates to MDE ADM Web Estimates
 - 08/06/24 - 910 ADM
 - TBD - 918 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
24-25	13.00	0.00	76.00	66.00	68.00	69.00	70.00	72.00	62.00	69.00	72.00	82.00	74.00	60.00	78.00	918.00	1.21%
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 / no longer used starting in FY25
KGF	Adjusted ADM for non-special education kindergarten students in full-time programs

GENERAL FUND REVENUES - MONTH END = APRIL 2025

REVENUE							April 30, 2025	April 30, 2024	April 30, 2023		
REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	April 30, 2024	April 30, 2023
STATE	9,225,545	9,727,486	9,993,360	10,732,541	8,357,224	2,375,317	77.9%	77.7%	80.3%	7,555,071	7,408,703
FEDERAL	820,435	377,765	120,000	164,000	37,751	126,249	23.0%	29.2%	73.2%	110,264	600,381
PROPERTY TAXES	663,787	788,165	838,060	847,745	367,898	479,847	43.4%	39.3%	0.0%	309,822	-
LOCAL (FEES, INTEREST, ETC.)	819,937	784,723	515,475	524,822	561,163	(36,341)	106.9%	82.1%	107.3%	644,521	880,111
TOTALS	11,529,704	11,678,138	11,466,895	12,269,108	9,324,038	2,945,070	76.0%	73.8%	77.1%	8,619,678	8,889,195

- Overall, slightly ahead as a % of the board approved revised budget at 76%
 - Local revenue exceeds current budget due to an increase in donations

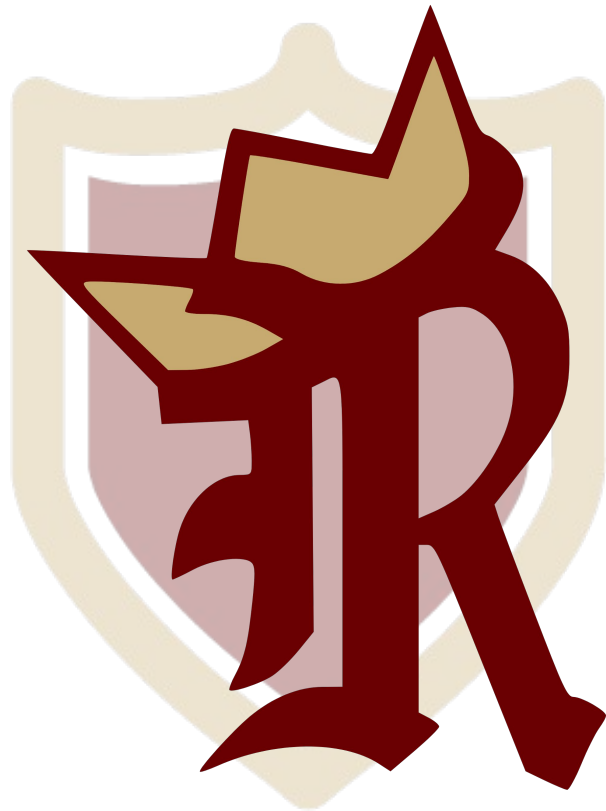
GENERAL FUND EXPENDITURES - MONTH END APRIL 2025

EXPENDITURES							April 30, 2025 % of Budget Expended	April 30, 2024 % of Actuals Expended	April 30, 2023 % of Actuals Expended	April 30, 2024	April 30, 2023
OBJECT SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining					
SALARIES & WAGES	6,412,479	6,871,879	7,063,649	7,030,106	4,994,854	2,035,252	71.0%	71.3%	71.3%	4,900,807	4,573,417
EMPLOYEE BENEFITS	1,756,061	1,910,867	1,964,817	2,161,451	1,487,900	673,551	68.8%	72.4%	74.3%	1,383,006	1,305,006
PURCHASED SERVICES	1,776,111	2,065,094	1,443,836	1,879,742	1,452,692	427,050	77.3%	77.0%	80.7%	1,590,377	1,433,983
SUPPLIES	994,099	1,050,348	830,923	813,216	630,707	182,509	77.6%	78.4%	77.3%	823,687	767,958
EQUIPMENT	1,014,689	264,033	265,000	316,381	266,477	49,904	84.2%	62.1%	82.6%	163,837	837,708
OTHER EXPENDITURES	28,070	2,412	32,150	1,208	65,392	(64,184)	5413.3%	1098.2%	105.6%	26,485	29,638
TOTALS	11,981,509	12,164,634	11,600,375	12,202,105	8,898,024	3,304,081	72.9%	73.1%	74.7%	8,888,198	8,947,710

- Overall, on track as a % of the board approved revised budget at 72.9%

GENERAL FUND EXPENDITURES - MONTH END APRIL 2025

- Salaries & Wages - slightly under budget
- Benefits - under budget
- Purchased Services - on track w/ budget
 - Property Insurance paid in full
 - LTFM repairs & maintenance projects
 - Mid-State Special Education Services
 - PSEO
- Supplies - on track w/ budget
- Capital - on track w/ budget
 - Bus purchase
 - Technology
 - Curriculum
- Other - on track w/ budget
 - Reclassification - end of year chargebacks



Thank you!

Regular Meeting

Monday, May 12, 2025 6:00 PM

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

Jon Andres: Present
Lucas Boyd: Present
Randy Hackett: Present
Rian Hofstad: Present
Ellie Holm: Present
Maria Traut: Present

Present: 6.

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

Discussion: Chair Hofstad summarized the closed session from the previous meeting by sharing that negotiation strategy was discussed. In attendance in the closed session were: Heidi Hagen via Google Meet, Dr Kristine Wehrkamp Herman, David Lemm, Mandy Sadlo, Rian Hofstad, Ellie Holm, Lucas Boyd, Jon Andres, Randy Hackett, and Maria Traut.

5. Approval of Agenda

Approval of Agenda. This motion, made by Ellie Holm and seconded by Randy Hackett, Passed.

Voting Summary: Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

- Royalton PTO for Playground Donation
- Teachers of Excellence
- Pillars of Excellence
- Students of Character
- Spring Students of the Month
- NHS Club Update
- Art Presentation

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. Activities Director

9. Consent Agenda Approval

Approval of All Items on Consent Agenda. This motion, made by Ellie Holm and seconded by Lucas Boyd, Passed.

Voting Summary: Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes

9.b. Claims, Accounts and Financial

9.c. Approval of Resignation/Termination

9.d. Approval of New Hires

10. Discussion/Information/Action Items

10.a. Vote for Board Co-Chairs

Motion to approve Rian Hofstad and Ellie Holm as Co-chairs. This motion, made by Rian Hofstad and seconded by Lucas Boyd, Passed.

Voting Summary: Yea: 6, Nay: 0

10.b. Resolution of Board Co-Chairs

Motion to approve the resolution to have the option for Co-Chairs or Chair/Vice Chair. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

10.c. IOwA Resolution

Action(s):

Motion to approve Dr Kristine Wehrkamp Herman as IOwA. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

10.d. FY26 Budget Presentation

10.e. Summer School Update

10.f. MOU with REM Regarding ECFE Teachers

Action(s):

Motion to approve ECFE MOU. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Summary: Yea: 6, Nay: 0

10.g. Revisit SRO Discussion

Discussion: Work session set for Thursday, May 29th at 6pm for further discussion

10.h. Approval of Donations by Resolution

Action(s):

Motion to approve Donations by Resolution. This motion, made by Maria Traut and seconded by Ellie Holm, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

10.i. Policy Reading

10.i.1. First Policy Readings

10.i.2. Second Policy Reading

10.i.3. Second and Final Policy Reading

Motion to approve Policy 704. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Summary: Yea: 6, Nay: 0

10.i.4. Approval of Third Policy Reading

Motion to approve Policy 522. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.

Voting Summary: Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

Corrections made to the dates on the agenda to:

May 21, 2025, Policy Committee at 2pm

May 28, 2025 , Finance Committee at 12pm

12. Closed Meeting to discuss Negotiation Strategies as permitted by Minn. Statute 13D.03

Action(s) :

Motion to close the open meeting at 7:36 PM. This motion, made by Randy Hackett and seconded by Lucas Boyd, Passed.

=Voting Summary: Yea: 6, Nay: 0

With Subsidiary Motions:

Motion to open the closed meeting at 7:47 PM. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Summary: Yea: 6, Nay: 0

Motion to close the closed meeting at 8:27 PM. This motion, made by Maria Traut and seconded by Lucas Boyd, Passed.

Voting Summary: Yea: 6, Nay: 0

Motion to open the open meeting at 8:27 PM. This motion, made by Ellie Holm and seconded by Rian Hofstad, Passed.

Voting Summary: Yea: 6, Nay: 0

13. Adjournment

Action(s) :

The meeting was adjourned at 8:28 PM. This motion, made by Ellie Holm and seconded by Jon Andres, Passed.

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Work Session

Thursday, May 29, 2025 6:00 PM

ECC RM PK 15, 120 South Hawthorn Street, Royalton, MN 56373

1. **Call to Order**

2. **Roll Call**

3. **Agenda Items**

3.a. SRO Discussion

3.b. Student Discipline

4. **Adjournment**

Action(s):

Motion to Adjourn meeting made at 7:58pm. This motion, made by Ellie Holm and seconded by Maria Traut, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Royalton Public Schools
Timecard Archive Detail

Id:	Calendar	Type/ Option	Pay/Ded Code	ACA Unit Conversion	Units Override	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created	Reimb No
114	05/15/2025	Brezinka, June	S202521-0	P	EBETAXABLE	0.00			1	04/30/2025	02	Reimbursement food		1038	
		Units Subtotal:		0.00			\$9.13								
		Units:		0.00			\$9.13								
1038	05/15/2025	Brezinka, Linda	S202521-0	P	EBENONW2	0.00			1	04/30/2025	02	Fergus Falls Meeting		1038	
		Units Subtotal:		0.00			\$161.00								
		Units:		0.00			\$161.00								
165	05/31/2025	Graczyk, Tammy	S202522-0	P	EBENONW2	0.00			1	05/15/2025	02	Clothing Allowance		1038	
		Units Subtotal:		0.00			\$30.10								
		Units:		0.00			\$30.10								
178	05/15/2025	Heinen, Karen	S202521-0	P	EBENONW2	0.00			1	04/30/2025	02	Clothing Allowance		1038	
		Units Subtotal:		0.00			\$84.98	01-005-810-000-000-412							
		Units:		0.00			\$14.02	01-005-810-000-000-412							
		EBENONW2 Total:		0.00			\$99.00								
		Emp Pay:		0.00			\$99.00								
748	05/31/2025	Krueger, Shannon	S202522-0	P	EBENONW2	0.00			1	05/15/2025	02	Clothing Allowance		1038	
		Units Subtotal:		0.00			\$60.94								
		Units:		0.00			\$60.94								
		EBENONW2 Total:		0.00			\$60.94								
		Emp Pay:		0.00			\$60.94								
1076	05/15/2025	Leisenheimer, Hannah	S202521-0	P	EBENONW2	0.00			1	04/30/2025	02	Milage		1038	
		Units Subtotal:		0.00			\$1.68								
		Units:		0.00			\$1.68								
		EBENONW2 Total:		0.00			\$1.68								
		Emp Pay:		0.00			\$1.68								
887	05/15/2025	Reinhardt, Steven	S202521-0	P	EBENONW2	0.00			1	04/30/2025	02	Clothing Allowance		1038	
		Units Subtotal:		0.00			\$131.28								
		Units:		0.00			\$131.28								
		EBENONW2 Total:		0.00			\$131.28								
		Emp Pay:		0.00			\$131.28								

Royalton Public Schools Timecard Archive Detail

District # 0485

Id	Calendar	Type/ Option	Pay/Ded Code	ACA Unit Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created Reimb No
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757	05/31/2025	S202522-0	P	EBENONW2	0.00	37.99	\$37.99		1	05/15/2025	02	Clothing Allowance		1038
		Units Subtotal:		0.00			\$37.99							
		Units:		0.00			\$37.99							
Employee Count		8					\$531.12							

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Student Activities	\$18,295.85
Report Total	\$18,295.85

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19844	4295		AMAZON CAPITAL SERVICES		Check
			E 12 020 298 035 301 401	BODTYW8TPF MOOKEERF Solar Panel Exten:		\$87.99
			E 12 020 298 035 301 401	Amazon Shipping Charge		\$0.00
PO#: 6286	Voucher #:	45589	Invoice	Invoice No: 1G1T-FCDD1-CR4X	5/5/2025	Paid Amt: \$87.99
		E 12 020 298 036 301 401		BOD1JT1THJ GradPlaza Embroidered Valectict		\$23.97
		E 12 020 298 036 301 401		Amazon Shipping Charge		\$6.51
PO#: 6315	Voucher #:	45689	Invoice	Invoice No: 1TJ3-VTD1-1QHJ	5/5/2025	Paid Amt: \$30.48
		E 12 020 298 023 301 401		B07CRG94G3 Seagate Portable 2TB External H		\$79.99
		E 12 020 298 023 301 401		B0DNQ43Y3Q External Hard Drive Case Comp:		\$15.99
		E 12 020 298 023 301 401		Amazon Shipping Charge		\$0.00
PO#: 6308	Voucher #:	45714	Invoice	Invoice No: 1GJT-6W7X-6YDJ	5/5/2025	Paid Amt: \$95.98
		E 12 020 298 036 301 401		B0D1JCXWWD GradPlaza Embroidered Saluta		\$7.60
		E 12 020 298 036 301 401		BOD1JT1THJ GradPlaza Embroidered Valectict		\$23.97
		E 12 020 298 036 301 401		Amazon Shipping Charge		\$7.81
PO#: 6258	Voucher #:	45690	Invoice	Invoice No: 11QQ-XTWD-K63V	5/5/2025	Paid Amt: \$39.38
		E 12 020 298 038 301 401		B07RPM25NN Godox AD200 Pro Godox AD200		\$368.00
		E 12 020 298 038 301 401		B0CF44WSPJ Torjim Softbox Photography Ligh		\$79.99
		E 12 020 298 038 301 401		Amazon Shipping Charge		\$0.00
PO#: 6330	Voucher #:	45693	Invoice	Invoice No: 1WYJ-FNPX-7H66	5/5/2025	Paid Amt: \$447.99
		E 12 020 298 036 301 401		BOD1JT1THJ GradPlaza Embroidered Valectict		\$23.97
		E 12 020 298 036 301 401		Amazon Shipping Charge		\$5.86
PO#:	Voucher #:	45691	Credit	Invoice No: 1VCJ-9CXQ-CVXV	5/5/2025	Paid Amt: (\$29.83)
		E 12 020 298 048 301 401		B08KWGBPQ1 Alfajor Jorgito Negro Dulce de L		\$33.70
		E 12 020 298 048 301 401		B0C425KLHH Gluten Free Alfajores Argentinos		\$9.99
		E 12 020 298 048 301 401		Amazon Shipping Charge		\$0.00
PO#: 6245	Voucher #:	45696	Invoice	Invoice No: 1VYJ-JGDN-F4Q9	5/5/2025	Paid Amt: \$43.69
						Check Amount: \$715.68
ACT	19845	2016		BSN SPORTS		Check
			E 12 020 296 042 301 401	Womens Samurai Box set catchers gear		\$399.99
			E 12 020 296 042 301 401	Shipping		\$0.00
PO#: 6234	Voucher #:	45587	Invoice	Invoice No: 929664696	5/5/2025	Paid Amt: \$399.99
		E 12 020 292 044 301 401		Track Uniforms		\$543.38
PO#:	Voucher #:	45601	Invoice	Invoice No: 929528224	5/5/2025	Paid Amt: \$543.38
						Check Amount: \$943.37

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
ACT	19846	3347		CHRIS COPPICUS		Check	
		E 12 020 298 039 301 401		Food Jazz Concert Reimbursements	5/5/2025		\$64.40
PO#:	Voucher #:	45729	Invoice	Invoice No: 04.28.2025		Paid Amt:	\$64.40
						Check Amount:	\$64.40
ACT	19847	5050		Loreli Yourczek		Check	
		E 12 020 298 023 301 401		Oil Can for the Wiz of Oz	5/5/2025		\$6.49
PO#:	Voucher #:	45730	Invoice	Invoice No: 04.16.2025		Paid Amt:	\$6.49
						Check Amount:	\$6.49
ACT	19848	1783		Melanie Cimenski		Check	
		E 12 020 298 023 301 401		Wizard of OZ Supplies	5/5/2025		\$111.08
PO#:	Voucher #:	45731	Invoice	Invoice No: 04.23.2025		Paid Amt:	\$111.08
						Check Amount:	\$111.08
ACT	19849	4988		Michael's Media		Check	
		E 12 020 292 044 301 401		Hallway Poster	5/5/2025		\$147.36
PO#:	Voucher #:	45704	Invoice	Invoice No: 9(2)		Paid Amt:	\$147.36
						Check Amount:	\$147.36
ACT	19850	4355		NATHAN GOLDADE		Check	
		E 12 020 298 030 301 401		Banquest Prize Reimbursement	5/5/2025		\$34.90
PO#:	Voucher #:	45629	Invoice	Invoice No: 04.23.2025		Paid Amt:	\$34.90
						Check Amount:	\$34.90
ACT	19851	4920		The Grands at Mulligans		Check	
		E 12 020 298 093 301 401		Prom Dinner/Dance	5/5/2025		\$7,021.09
PO#:	Voucher #:	45588	Invoice	Invoice No: 04.24.2025		Paid Amt:	\$7,021.09
						Check Amount:	\$7,021.09
ACT	19852	1903		BECKER SCREENPRINTING		Check	
		E 12 020 298 041 301 401		Shirt Design (Mindfulness Day)	5/16/2025		\$50.00
PO#:	Voucher #:	45829	Invoice	Invoice No: 6616		Paid Amt:	\$50.00
						Check Amount:	\$50.00
ACT	19853	2133		BERNICK'S		Check	
		E 12 020 298 018 301 401		POP PAYMENT	5/16/2025		\$67.20
PO#:	Voucher #:	45846	Invoice	Invoice No: 10347260		Paid Amt:	\$67.20
						Check Amount:	\$67.20
ACT	19854	3108		Bethany Newman		Check	
		E 12 020 298 023 301 401		Chaise Lounge-Fainting Couch	5/16/2025		\$65.00
PO#:	Voucher #:	45848	Invoice	Invoice No: 05.01.2025		Paid Amt:	\$65.00
						Check Amount:	\$65.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
ACT	19855	3064		CAULFIELD STUDIO		Check		
		E 12 020 298 026 301 401		ES YEARBOOK PAYMENT			\$4,728.59	
PO#:	Voucher #:	45845	Invoice	Invoice No: 05.01.2025	5/16/2025	Paid Amt:	\$4,728.59	
						Check Amount:	\$4,728.59	
ACT	19856	5078		Cindy Vannurden		Check		
		E 12 020 298 030 301 401		Reimbursement for FFA Food			\$43.96	
PO#:	Voucher #:	45921	Invoice	Invoice No: 05.12.2025	5/16/2025	Paid Amt:	\$43.96	
						Check Amount:	\$43.96	
ACT	19857	1100		CRAGUNS		Check		
		E 12 020 298 025 301 369		Senior Trip 2025 Down Payment			\$2,500.00	
PO#:	Voucher #:	45844	Invoice	Invoice No: 05.01.2025	5/16/2025	Paid Amt:	\$2,500.00	
						Check Amount:	\$2,500.00	
ACT	19858	4611		MINNESOTA FFA ASSOCIATION		Check		
		E 12 020 298 030 301 401		Region Fee			\$90.00	
PO#:	Voucher #:	45830	Invoice	Invoice No: 7164	5/16/2025	Paid Amt:	\$90.00	
						Check Amount:	\$90.00	
ACT	19859	3782		NATIONAL FFA ORGANIZATION		Check		
		E 12 020 298 030 301 401		Year End Banquet Supplies			\$1,064.50	
PO#:	Voucher #:	45847	Invoice	Invoice No: MDS357336	5/16/2025	Paid Amt:	\$1,064.50	
						Check Amount:	\$1,064.50	
ACT	19860	3853		PIZZA HUT		Check		
		E 12 020 298 025 301 401		Senior Class Pizza			\$642.23	
PO#:	Voucher #:	45875	Invoice	Invoice No: 05.01.2025	5/16/2025	Paid Amt:	\$642.23	
						Check Amount:	\$642.23	
							Report Total:	\$18,295.85

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$236,490.54
02 Food Service	\$7,633.41
04 Community Service	\$8,073.55
Report Total	\$252,197.50

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
PCB	78052	2724		AFSCME COUNCIL 65		Check		
			B 01	215 040			\$293.44	
			B 04	215 040			\$46.65	
PO#:	Voucher #:		45657	Invoice	5/1/2025		\$340.09	\$340.09
				Invoice No: S2025200				
PCB	78053	3757		Blue Cross Blue Shield		Check		
			B 01	215 033			\$184.11	
			B 01	215 033			\$9.04	
			B 02	215 033			\$0.17	
			B 04	215 033			\$11.19	
PO#:	Voucher #:		45538	Invoice	5/1/2025		\$204.51	\$204.51
			B 01	215 033			\$159.71	
			B 02	215 033			\$0.17	
			B 04	215 033			\$11.20	
PO#:	Voucher #:		45673	Invoice	5/1/2025		\$171.08	\$171.08
				Invoice No: S2025200				
PCB	78054	4665		HARTFORD INSURANCE		Check		
			B 01	215 031			\$666.90	
			B 02	215 031			\$26.04	
			B 04	215 031			\$52.35	
PO#:	Voucher #:		45661	Invoice	5/1/2025		\$745.29	\$745.29
			B 01	215 032			\$694.56	
			B 02	215 032			\$28.00	
PO#:	Voucher #:		45660	Invoice	5/1/2025		\$722.56	\$722.56
			B 01	215 032			\$709.94	
			B 01	215 032			\$117.86	
			B 02	215 032			\$28.00	
			B 04	215 032			\$23.50	
PO#:	Voucher #:		45525	Invoice	5/1/2025		\$879.30	\$879.30
			B 01	215 051			\$446.62	
			B 02	215 051			\$12.60	
			B 04	215 051			\$45.37	
			B 01	215 051			(\$124.37)	
PO#:	Voucher #:		45529	Invoice	5/1/2025		\$380.22	\$380.22
			B 04	215 032			\$1.68	
PO#:	Voucher #:		45652	Credit	5/1/2025		(\$1.68)	(\$1.68)
			B 01	215 031			\$673.97	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78054	4665		HARTFORD INSURANCE		Check
			B 01	215 031	Adjustment	\$333.98
			B 02	215 031	LTD	\$26.04
			B 04	215 031	LTD	\$57.72
PO#:	Voucher #:	45526	Invoice	Invoice No: S2025190	5/1/2025	Paid Amt: \$1,091.71
			B 04	215 051	Payroll Deductions	\$14.97
PO#:	Voucher #:	45653	Credit	Invoice No: S2025200	5/1/2025	Paid Amt: (\$14.97)
			B 01	215 051	United Way	\$420.74
			B 02	215 051	Payroll Deductions	\$12.60
PO#:	Voucher #:	45664	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$433.34
						Check Amount: \$4,235.77
PCB	78055	4620		HealthPartners Inc		Check
			B 01	215 035	Dental	\$1,561.72
			B 02	215 035	Payroll Deductions	\$17.77
			B 04	215 035	Payroll Deductions	\$79.97
PO#:	Voucher #:	45654	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$1,659.46
			B 01	215 030	Hospital	\$42,642.45
			B 02	215 030	Hospital	\$1,093.91
			B 04	215 030	Hospital	\$2,596.75
PO#:	Voucher #:	45658	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$46,333.11
			B 01	215 030	Hospital	\$42,642.50
			B 01	215 030	Adjustment	(\$2,575.11)
			B 02	215 030	Hospital	\$1,093.91
			B 04	215 030	Hospital	\$2,596.74
PO#:	Voucher #:	45523	Invoice	Invoice No: S2025190	5/1/2025	Paid Amt: \$43,758.04
			E 01	005 110 000 000 305	EAP	\$145.20
PO#:	Voucher #:	45732	Invoice	Invoice No: 04.30.2025	5/1/2025	Paid Amt: \$145.20
			B 01	215 035	Dental	\$1,774.82
			B 01	215 035	Adjustment	\$93.45
			B 02	215 035	Payroll Deductions	\$17.77
			B 04	215 035	Payroll Deductions	\$79.97
PO#:	Voucher #:	45522	Invoice	Invoice No: S2025190	5/1/2025	Paid Amt: \$1,966.01
						Check Amount: \$93,861.82
PCB	78056	1474		Royalton Education Minnesota		Check
			B 01	215 040	MFT	\$4,272.40

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78056	1474	B 04	Royalton Education Minnesota		Check	
							\$88.00
PO#:	Voucher #:	45655	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt:	\$4,360.40
						Check Amount:	\$4,360.40
PCB	78057	1473	B 01	ROYALTON ESP		Check	
							\$1,056.96
							\$27.17
							\$54.69
PO#:	Voucher #:	45656	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt:	\$1,138.82
						Check Amount:	\$1,138.82
PCB	78058	4483	E 01	5 STAR AUTO GLASS		Check	
							\$50.00
							\$50.00
PO#:	Voucher #:	45722	Invoice	Invoice No: 14880	5/5/2025	Paid Amt:	\$50.00
							\$50.00
PO#:	Voucher #:	45721	Invoice	Invoice No: 14889	5/5/2025	Paid Amt:	\$50.00
						Check Amount:	\$100.00
PCB	78059	4244	E 01	ACGC		Check	
							\$100.00
PO#:	Voucher #:	45620	Invoice	Invoice No: 04.14.2025	5/5/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78060	3684	E 01	ADA Sports & Rackets, LLC		Check	
							\$96.00
							\$78.00
							\$15.00
PO#:	Voucher #:	45549	Invoice	Invoice No: K11794	5/5/2025	Paid Amt:	\$189.00
						Check Amount:	\$189.00
PCB	78061	4295	E 01	AMAZON CAPITAL SERVICES		Check	
							\$5.52
							\$21.49
							\$28.49
							\$16.99
							\$5.99
							\$23.99
							\$24.99
							\$46.73
							\$0.00
PO#:	Voucher #:	45541	Invoice	Invoice No: 1FX4-G9GR-LDPJ	5/5/2025	Paid Amt:	\$174.19
							\$0.00

Detail Payment Register By Check
 Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check	
	E 01	010	203	500	000	430	\$15.59
	E 01	010	203	500	000	430	\$16.24
	E 01	010	203	500	000	430	\$14.85
	E 01	010	203	500	000	430	\$8.19
	E 01	010	203	500	000	430	\$26.62
	E 01	010	203	500	000	430	\$79.19
	E 01	010	203	500	000	430	\$25.95
	E 01	010	203	500	000	430	\$18.89
	E 01	010	203	500	000	430	\$8.99
	E 01	010	203	500	000	430	\$7.99
PO#: 6309	Voucher #:	45725	Invoice	No: 1Y6Y-CNQJ-4QKW	5/5/2025		\$222.50
	E 01	010	218	000	388	430	\$9.74
	E 01	010	218	000	388	430	\$12.19
	E 01	010	218	000	388	430	\$1.77
	E 01	010	218	000	388	430	\$8.97
	E 01	010	218	000	388	430	\$9.17
	E 01	010	218	000	388	430	\$4.77
	E 01	010	218	000	388	430	\$10.90
	E 01	010	218	000	388	430	\$5.94
	E 01	010	218	000	388	430	\$109.99
	E 01	010	218	000	388	430	\$5.99
	E 01	010	218	000	388	430	\$7.99
	E 01	010	218	000	388	430	\$23.99
	E 01	010	218	000	388	430	\$26.19
	E 01	010	218	000	388	430	\$9.79
	E 01	010	218	000	388	430	(\$0.26)
PO#: 6277	Voucher #:	45544	Invoice	No: 1LC9-G19F-1PLJ	5/5/2025		\$247.13
	E 01	010	203	400	000	430	\$25.50
	E 01	010	203	400	000	430	\$49.99
PO#: 6265	Voucher #:	45542	Invoice	No: 1LL6-7DT9-M6CX	5/5/2025		\$75.49
	E 01	020	260	000	000	430	\$13.50
	E 01	020	260	000	000	430	\$20.97
	E 01	020	260	000	000	430	\$9.41
	E 01	020	260	000	000	430	\$4.98
	E 01	020	260	000	000	430	\$0.00
PO#: 6312	Voucher #:	45726	Invoice	No: 1QPR-QWDX-3NFY	5/5/2025		\$48.86

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check
			E 04	005 582 000 344 401	B079KL4C91 Amazon Basics Clear Thermal Lat	\$17.44
			E 04	005 582 000 344 401	B0BPC9F293 Fancy Land 28 Pack Graduation I	\$23.97
			E 04	005 582 000 344 401	Amazon Shipping Charge	\$0.00
PO#: 6329	Voucher #:	45727	Invoice	No: 1R7W-NNKY-YCX3	5/5/2025	Paid Amt: \$41.41
		E 01	010 203 400 000 430	B00NHQF6MG LEGO Classic Large Creative B	\$31.99	
		E 01	010 203 400 000 430	B01N9DNQAU LEGO Classic Creative Vehicles	\$43.99	
		E 01	010 203 400 000 430	B081H3Y5NW Amazon Basics Classic Puresofi	\$84.87	
		E 01	010 203 400 000 430	B08HV75BHR Skyety 50 Pieces Polyhedral Dic	\$9.95	
		E 01	010 203 400 000 430	B0CK1BC58H AUSTOR 70 Pieces 12 Sided Di	\$13.99	
		E 01	010 203 400 000 430	B0CTC5HCRL Magnetic Colorful Labels, 54 PC	\$8.99	
		E 01	010 203 400 000 430	B0CZ3PB8J8 3 Tier Black Metal Rolling Cart wit	\$26.97	
		E 01	010 203 400 000 430	B0D13T322F SmartDealsPro 50-Pack D20 20 5	\$12.50	
		E 01	010 203 400 000 430	B0DTFVQVVD 3.5x2.25 Dry Erase Magnets, Co	\$17.99	
		E 01	010 203 400 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6272	Voucher #:	45550	Invoice	No: 19WK-M3HY-C1LV	5/5/2025	Paid Amt: \$251.24
		E 01	005 810 000 000 401	B07LHDJ4S3 Craftsman 18 pc. 12 pt. Deep, 3/8	\$44.50	
		E 01	005 810 000 000 401	B09HZ6FQ9Y VEVOR Oil Filter Socket Set, 30	\$47.99	
		E 01	005 810 000 000 401	B09SZ7V2JH TOMMARS 3/8-Inch Drive Stubby	\$11.04	
		E 01	005 810 000 000 401	Amazon Shipping Charge	\$0.00	
PO#: 6252	Voucher #:	45545	Invoice	No: 19DV-D3NG-NMNX	5/5/2025	Paid Amt: \$103.53
		E 01	010 212 000 000 430	B06X9WDGV2 400 Count 6 Inch Long Cotton S	\$11.98	
		E 01	010 212 000 000 430	B07JJ3GTKL GGR Supplies T.R.U. ATG-7502 /	\$35.44	
		E 01	010 212 000 000 430	B08T8M2S8P Concession Essentials 9 Inch Pa	\$11.59	
		E 01	010 212 000 000 430	B09VCYS41G Betem 24 Colors Dual Tip Acrylic	\$9.99	
		E 01	010 212 000 000 430	B0CJ58PTY Umrigy 20 Pcs Clay Needle Tool F	\$11.99	
		E 01	010 212 000 000 430	B0D26V312B Morton Iodized Salt, All-Purpose,	\$3.34	
		E 01	010 212 000 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6295	Voucher #:	45590	Invoice	No: 14LC-DJVVJ-6GT4	5/5/2025	Paid Amt: \$84.33
		E 01	010 258 000 000 430	B0002LCUIW Oxford Twin-Pocket Folders, Text	\$10.76	
		E 01	010 258 000 000 430	B0004F7GUI EXPO Dry Erase Markers, Low Oc	\$8.97	
		E 01	010 258 000 000 430	B006MB992Q D'Addario Soprano Ukulele Strin	\$23.97	
		E 01	010 258 000 000 430	B071D4DKTZ LICB CR2032 3V Lithium Battery	\$17.58	
		E 01	010 258 000 000 430	B0BN4KWDQ5 Donux 24 Pieces Felt Ukulele P	\$6.89	
		E 01	010 258 000 000 430	B0CNNM655R S & E Teacher's Edition Woodce	\$17.99	
		E 01	010 258 000 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6296	Voucher #:	45591	Invoice	No: 1YDV-C6K7-4MNR	5/5/2025	Paid Amt: \$86.16

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check
			E 01	010 203 000 302 460	BOCG64XN23 Dandat 30 Pcs Small Unbreakab	\$71.98
			E 01	010 203 000 302 460	Amazon Shipping Charge	\$0.00
PO#: 6273	Voucher #:	45551	Invoice	Invoice No: 1RY9-LYX9-CM9H	5/5/2025	Paid Amt: \$71.98
		E 01	010 201 000 000 430	B00CBAWIIY Scotch Thermal Laminating Pouch	\$27.47	
		E 01	010 201 000 000 430	B07DPLQJVN Sharpie Metallics Permanent Mar	\$9.15	
		E 01	010 201 000 000 430	B07MK9R2YM I-MART 6 Pcs Plastic 1 Minute S	\$6.99	
		E 01	010 201 000 000 430	B087N9N6HH Play-Doh Bulk 42-Pack of 1-Oun	\$11.99	
		E 01	010 201 000 000 430	B09M6T4QVV Shuttle Art Dot Markers, 15 Colo	\$11.98	
		E 01	010 201 000 000 430	B09MG6HMLW Hiwind Magnetic Blocks for T	\$18.99	
		E 01	010 201 000 000 430	B0BD2HHXY4 Alphabet Pop Fidget Toy Letters ,	\$15.99	
		E 01	010 201 000 000 430	B0BWT9LM1F 800pcs Teacher Classroom Moth	\$6.98	
		E 01	010 201 000 000 430	B0C5LRKSYV WUDIME 20 Pack Fridge Magnets	\$8.99	
		E 01	010 201 000 000 430	B0CCVGVGCF Teling 24 Pcs Plastic Folders w	\$29.99	
		E 01	010 201 000 000 430	B0CDPTWZJB Whaline 101Pcs Pencil Flip Nar	\$16.99	
		E 01	010 201 000 000 430	B0CF2TSN5T Paper Mate Flair Nature Escape :	\$18.28	
		E 01	010 201 000 000 430	B0CW8WJC54 Janlaugh 100 Pcs Paper Pictur	\$22.99	
		E 01	010 201 000 000 430	B0D8P5C9NK TQU LCD Writing Tablet for Kids	\$16.14	
		E 01	010 201 000 000 430	B0DDTN6G7M Magnetic Bingo Chips Set - 6 C	\$24.77	
		E 01	010 201 000 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6275	Voucher #:	45592	Invoice	Invoice No: 1QJ6-P4YQ-4DMJ	5/5/2025	Paid Amt: \$247.69
		E 01	010 203 100 000 430	B00006IBQA Carter's Felt Black Stamp Pad, 2.7	\$4.58	
		E 01	010 203 100 000 430	B001CE3ARS Swingline Stapler, 25 Sheet Capa	\$14.50	
		E 01	010 203 100 000 430	B07WSKDSL60-Piece Wood Alphabet Stamp	\$21.58	
		E 01	010 203 100 000 430	B07Z3FTCLM WELSTIK Spot Markers Carpet I	\$5.99	
		E 01	010 203 100 000 430	B09HDQ96JB 73 Pcs. Carson Dellosa Happy P	\$11.40	
		E 01	010 203 100 000 430	B09HMJ1GC4 12pack 11 inch Color Dry Wipe c	\$6.99	
		E 01	010 203 100 000 430	B0B14ZK55Z CTP Doodle Apple Red 6" Cut-Cl	\$9.69	
		E 01	010 203 100 000 430	B0B153S7L4 CTP Doodle Pencil 6" Cut-Outs L	\$9.69	
		E 01	010 203 100 000 430	B0BV19V5MQ Desk Name Tags for Classroom	\$11.75	
		E 01	010 203 100 000 430	B0BVBS1F6X Teacher Planner 2025-2026 - 202	\$9.98	
		E 01	010 203 100 000 430	B0CKMF5YTG Secura 60-Minute Visual Timer,	\$16.99	
		E 01	010 203 100 000 430	B0CGXMLJDS Apluses 32pcs Magnetic Blocks	\$18.99	
		E 01	010 203 100 000 430	B0CTH1NSFM ANSTROUT 6000 Pieces Boho	\$7.99	
		E 01	010 203 100 000 430	B0CWN8Q6F Classroom Calendar Set Bulleth	\$14.69	
		E 01	010 203 100 000 430	B0CXXY9R17 Hadley Designs 9 Calming Corne	\$19.59	
		E 01	010 203 100 000 430	B0CZML2J2R Hadley Designs 9 Sound Wall Cl	\$19.59	

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check
PCB	78061	4295		AMAZON CAPITAL SERVICES			
			E 01 010 203 100 000 430	B0D1SBG27G Hadley Designs Desk Calendar :			\$14.65
			E 01 010 203 100 000 430	B0DCPCDWKS Rainbow Flip Calendar Bulletin			\$14.97
			E 01 010 203 100 000 430	B0DL9KVLJC HMMIA Personalized Magnetic R			\$16.14
			E 01 010 203 100 000 430	Discount			(\$2.69)
PO#: 6280	Voucher #:	45593	Invoice	Invoice No: 1QLN-HL96-1Q6P	5/5/2025	Paid Amt:	\$247.06
			E 01 010 230 000 000 430	B00H88W2R6 Exact Vellum Bristol, 8.5" x 11", 6			\$29.95
			E 01 010 230 000 000 430	B07DLFPG6G Crayola Colored Pencils Set (12c			\$35.24
			E 01 010 230 000 000 430	Amazon Shipping Charge			\$0.00
PO#: 6307	Voucher #:	45684	Invoice	Invoice No: 1J9L-V3GL-41M7	5/5/2025	Paid Amt:	\$65.19
			E 01 010 230 000 000 430	B000J07BRQ Scotch Heavy Duty Shipping and			\$12.78
			E 01 010 230 000 000 430	B00OQQ0144 EXPO Dry Erase Markers, Low C			\$52.91
			E 01 010 230 000 000 430	B084ZQVW1W Crayola Crayon Tub (240ct), Bl			\$24.05
			E 01 010 230 000 000 430	B0BV6427CB 240 Pcs Wood Push Pins, Walnut			\$12.98
			E 01 010 230 000 000 430	B0C3B1ZNXZ AIDEA Heavy Duty Scrub Spongi			\$14.24
PO#: 6307	Voucher #:	45683	Invoice	Invoice No: 1VG1-CGRT-C4MH	5/5/2025	Paid Amt:	\$116.96
			E 01 010 420 000 740 433	B0007DHU0S Learning Resources Time Tracke			\$57.78
			E 01 010 420 000 740 433	B0DHFNGQ4B Fidget Sensory Toys for Kids: 2f			\$16.14
			E 01 010 420 000 740 433	Amazon Shipping Charge			\$0.00
PO#: 6300	Voucher #:	45682	Invoice	Invoice No: 1XMC-RQWY-11D3	5/5/2025	Paid Amt:	\$73.92
			E 01 020 710 000 000 401	B0CMD6TCLJ (2 Pack)Parchment Paper for Ce			\$18.99
			E 01 020 710 000 000 401	Amazon Shipping Charge			\$0.00
PO#: 6287	Voucher #:	45594	Invoice	Invoice No: 146X-3CCG-RDF3	5/5/2025	Paid Amt:	\$18.99
			E 01 010 201 000 000 430	B004TAAGFQ TENZI Dice Party Game - A Fun,			\$19.99
			E 01 010 201 000 000 430	B007VBXB48 Scotch Thermal Laminating Pouch			\$13.05
			E 01 010 201 000 000 430	B00NPCD8MW Post-it Tabs, 1 in Solid, Aqua, Y			\$3.52
			E 01 010 201 000 000 430	B00ZVQV78K Teacher Created Resources@ Pc			\$16.37
			E 01 010 201 000 000 430	B081YXWDTQ Urmust Laptop Notebook Stand			\$24.99
			E 01 010 201 000 000 430	B08CMRPCKL Spot It! Classic Card Game (Eci			\$7.97
			E 01 010 201 000 000 430	B08DDCD893 Hammermill White Cardstock, 11			\$29.24
			E 01 010 201 000 000 430	B08DHN9RHH TENZI BUILDZ! The Fast Stack			\$26.95
			E 01 010 201 000 000 430	B0CHY8R1CH Coogam CVC Word Builder, Ma			\$22.98
			E 01 010 201 000 000 430	B0CPBK5CW Magnetic Chess Game - Fun Tr			\$9.99
			E 01 010 201 000 000 430	B0D14H5F59 Duchong 30 Count Highlighters, C			\$8.99
			E 01 010 201 000 000 430	B0DFPY8KSG Watercolor Paper, 250 Sheets W			\$30.99
			E 01 010 201 000 000 430	Amazon Shipping Charge			\$0.00
PO#: 6274	Voucher #:	45680	Invoice	Invoice No: 1NRM-V7CR-GVTX	5/5/2025	Paid Amt:	\$215.03

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check	
	E 01	020	294	103	000	401	
							\$110.76
							\$36.92
							\$0.00
PO#: 6313	Voucher #:	45679	Invoice	Invoice No:	1NNG-R77Y-3G61	5/5/2025	Paid Amt: \$147.68
	E 01	010	203	200	000	430	\$24.64
	E 01	010	203	200	000	430	\$22.54
	E 01	010	203	200	000	430	\$31.98
	E 01	010	203	200	000	430	\$77.98
	E 01	010	203	200	000	430	\$73.98
	E 01	010	203	200	000	430	\$16.98
	E 01	010	203	200	000	430	\$0.00
PO#: 6271	Voucher #:	45552	Invoice	Invoice No:	1HW3-VV6X-9XV1	5/5/2025	Paid Amt: \$248.10
	E 01	010	203	300	000	430	\$11.49
	E 01	010	203	300	000	430	\$54.89
	E 01	010	203	300	000	430	\$47.87
	E 01	010	203	300	000	430	\$139.37
	E 01	010	203	300	000	430	\$0.00
PO#: 6255	Voucher #:	45595	Invoice	Invoice No:	1D7G-JJRP-3QR4	5/5/2025	Paid Amt: \$253.62
	E 01	010	203	100	000	430	\$12.99
	E 01	010	203	100	000	430	\$12.99
	E 01	010	203	100	000	430	\$31.99
	E 01	010	203	100	000	430	\$5.99
	E 01	010	203	100	000	430	\$12.99
PO#: 6305	Voucher #:	45596	Invoice	Invoice No:	1K1K-7TD3-FPPL	5/5/2025	Paid Amt: \$76.95
	E 01	010	203	100	000	430	\$19.99
	E 01	010	203	100	000	430	\$9.89
	E 01	010	203	100	000	430	\$11.99
	E 01	010	203	100	000	430	\$6.86
	E 01	010	203	100	000	430	\$18.99
	E 01	010	203	100	000	430	\$9.99
	E 01	010	203	100	000	430	\$9.99
	E 01	010	203	100	000	430	\$9.99
	E 01	010	203	100	000	430	\$23.99
	E 01	010	203	100	000	430	\$18.99
	E 01	010	203	100	000	430	\$9.88
	E 01	010	203	100	000	430	\$17.99

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check
PCB	78061	4295		AMAZON CAPITAL SERVICES			
			E 01	010 203 100 000 430	Amazon Shipping Charge		\$0.00
PO#: 6305	Voucher #:	45597	Invoice	Invoice No: 1L64-QMT3-9C6K	5/5/2025	Paid Amt:	\$168.54
		E 01	010 203 200 000 430	0439152852 Instant Personal Poster Sets: Reac			\$28.16
		E 01	010 203 200 000 430	1338777009 Legend of the Star Dragon: A Bran			\$6.50
		E 01	010 203 200 000 430	1339022370 Cave of the Crystal Dragon: A Bran			\$6.50
		E 01	010 203 200 000 430	1339022400 Haunting of the Ghost Dragon: A B			\$6.50
		E 01	010 203 200 000 430	1339022435 Night of the Dream Dragon: A Bran			\$6.50
		E 01	010 203 200 000 430	1368045707 An Elephant & Piggie Biggie Volun			\$10.98
		E 01	010 203 200 000 430	1368057152 An Elephant & Piggie Biggie! Volun			\$13.00
		E 01	010 203 200 000 430	1368071120 An Elephant & Piggie Biggie! Volun			\$11.45
		E 01	010 203 200 000 430	1368072240 An Elephant & Piggie Biggie! Volun			\$11.47
		E 01	010 203 200 000 430	1484799674 An Elephant & Piggie Biggie! (An E			\$11.41
		E 01	010 203 200 000 430	1665940336 The Dead of Light (11) (Dragon Kir			\$9.99
		E 01	010 203 200 000 430	1665948434 Path of the Winter Beast (21) (The			\$6.99
		E 01	010 203 200 000 430	166594918X Dragon Kingdom of Wrenly An Epi			\$53.22
		E 01	010 203 200 000 430	B07J66FCF1 Colorful Dry Erase Dots Circles W			\$17.18
		E 01	010 203 200 000 430	B0838BKLF Aesivate 4PC Hand Mirror, Travel			\$7.50
		E 01	010 203 200 000 430	B09YR5R8V7 Outus 18 Pcs Paw Carpet Marke			\$21.98
		E 01	010 203 200 000 430	B0CGHV4J2F Carpet Dots with Number 1-26,4			\$9.49
		E 01	010 203 200 000 430	Discount			(\$0.86)
PO#: 6260	Voucher #:	45546	Invoice	Invoice No: 1VTC-9HXP-KP7W	5/5/2025	Paid Amt:	\$237.96
		E 01	010 203 000 302 460	1616770759 Piano Adventures - Lesson Book - I			\$8.99
		E 01	010 203 000 302 460	1616770783 Piano Adventures - Lesson Book - I			\$9.99
		E 01	010 203 000 302 460	1616770813 Piano Adventures - Lesson Book - I			\$9.87
		E 01	010 203 000 302 460	B00GIPIM1U US Acrylic Spectrum Unbreakable			\$29.38
		E 01	010 203 000 302 460	B0B72FQG2V Guiros Percussion Instruments v			\$33.94
		E 01	010 203 000 302 460	B0B8D1PRKN Cikyner Chinese Jump Rope, 2 f			\$149.00
		E 01	010 203 000 302 460	Amazon Shipping Charge			\$0.00
PO#: 6279	Voucher #:	45553	Invoice	Invoice No: 1FPJ-RCQR-C97T	5/5/2025	Paid Amt:	\$241.17
		E 01	010 203 500 000 430	B0C4YPMJY4 Rosmonde 50 Pack Bulk Compos			\$79.99
PO#: 6293	Voucher #:	45598	Invoice	Invoice No: 1V9T-MG3V-CHVV	5/5/2025	Paid Amt:	\$79.99
		E 01	010 203 500 000 430	B00D5732RQ Carson Dellosa 36PC Modern Cl			\$8.19
		E 01	010 203 500 000 430	B09RBF3LKL Clipboards, PANDRI 36 Pack Ha			\$39.99
		E 01	010 203 500 000 430	B0BXJRKG4C Mr. Pen- Microfiber Shag Whitet			\$9.99
		E 01	010 203 500 000 430	B0C4589NB1 Dry Erase LapBoards, PANDRI 2			\$35.99
		E 01	010 203 500 000 430	BOCHS11MSH LAYZZ Plastic 2 Pocket Folders			\$25.99

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	010 203 500 000 430	BOCNGCRJB1 120 PCS Motivational Bookmark	\$9.99	
			E 01	010 203 500 000 430	BOCX8SR3JV YEGEER Highlighters, Chisel Tip	\$19.89	
			E 01	010 203 500 000 430	B0D2ZMDVWR 32 Pack Clear Plastic Ruler 12	\$9.99	
			E 01	010 203 500 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6293	Voucher #:	45599	Invoice	14LC-DJVVJ-XD34	5/5/2025	Paid Amt:	\$160.02
		E 01	010 201 000 000 430	B0759NT5CM 36 Counts Hawaiian Leis Necktie	\$12.99		
		E 01	010 201 000 000 430	B08D97ZFH6 KISEER 100 Pcs Jingle Bells Bul	\$6.99		
		E 01	010 201 000 000 430	B08DRHM11Y Christmas Ribbons for Gift Wrap	\$8.99		
		E 01	010 201 000 000 430	B096WZ61TV ARTIBETTER Mini Dream Catcl	\$9.79		
		E 01	010 201 000 000 430	B09T331343 LIVUCEE 7x5ft Hawaiian Beach P	\$9.55		
		E 01	010 201 000 000 430	B0C2S76D96 I Love This Yarn Medium Yarn for	\$4.99		
		E 01	010 201 000 000 430	B0C5QX8GV8 Twisty Lollipop, Rainbow Twist L	\$12.49		
		E 01	010 201 000 000 430	B0C8GB9X9B 16PCS DIY Christmas Hanging	\$15.98		
		E 01	010 201 000 000 430	B0CCJFS449 TRYMAG Small Ceramic Round	\$5.98		
		E 01	010 201 000 000 430	B0CGM3WXMN Beach Balls 3PCS, 16" Inflatac	\$4.89		
		E 01	010 201 000 000 430	B0D5Y2K7MP Lion Brand 24/7 Cotton Yarn, Ligl	\$4.19		
		E 01	010 201 000 000 430	B0DF7QWCVD RAINFLOW Table Grass Skirts	\$5.99		
		E 01	010 201 000 000 430	B0DPMMJXF7 XPCARE Large Brown Paper Bag	\$25.89		
		E 01	010 201 000 000 430	Amazon Shipping Charge	\$5.99		
PO#: 6276	Voucher #:	45600	Invoice	1XCN-GKCR-CY9M	5/5/2025	Paid Amt:	\$134.70
		E 01	010 420 000 740 433	B081PCM5MD Staples 117515 Hanging File Fo	\$16.43		
PO#: 6300	Voucher #:	45681	Invoice	1NPH-HQFV-NHMJ	5/5/2025	Paid Amt:	\$16.43
		E 01	020 292 057 000 401	B0DCBZPGLV GSI Dual Height Agility Hurdle P	\$37.99		
PO#: 6247	Voucher #:	45602	Invoice	1MV7-TFD9-LKY9	5/5/2025	Paid Amt:	\$37.99
		E 01	010 420 000 740 433	B07KK5Y92W Coogam Magnetic Letters 251 P	\$23.74		
		E 01	010 420 000 740 433	B094VZ6WRY Ydealen Magic Rainbow Puzzle I	\$11.39		
		E 01	010 420 000 740 433	B0BHSMKNNN Montessori Sand Tray with Lid -	\$24.99		
		E 01	010 420 000 740 433	B0C9SDJZ3N Sentence Writing Grade 1 : Work	\$7.99		
		E 01	010 420 000 740 433	B0CPSDCCQ7 AFMAT Electric Pencil Sharpen	\$32.00		
		E 01	010 420 000 740 433	B0DQ6SK1HG PEGZ® V2 Alphabet Stamps Ci	\$39.50		
		E 01	010 420 000 740 433	Amazon Shipping Charge	\$0.00		
PO#: 6326	Voucher #:	45685	Invoice	1LPV-MXXQ-4371	5/5/2025	Paid Amt:	\$139.61
		E 04	005 582 000 344 430	B0BYK11LTD AIVIAI Juggling Scarves for Kids	\$25.96		
		E 04	005 582 000 344 430	B0CJ55P18N Jenaai 48 Pcs Nylon Bean Bags (\$25.99		
		E 04	005 582 000 344 430	Amazon Shipping Charge	\$0.00		
PO#: 6328	Voucher #:	45728	Invoice	11C9-DKQ4-1CWN	5/5/2025	Paid Amt:	\$51.95

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	020 260 000 000 430	B015PCLOXY Fake Blood - 2 PACK, 2 16 oz Pli		\$16.99
			E 01	020 260 000 000 430	B0C5LRKSYV WUDIME 20 Pack Fridge Magnets		\$8.99
			E 01	020 260 000 000 430	BOCHMCYYTN 30Pcs Super Strong Magnetic T		\$8.48
			E 01	020 260 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6314	Voucher #:	45686	Invoice	Invoice No: 1DYK-16H1-7QVL	5/5/2025	Paid Amt:	\$34.46
			E 01	010 408 000 740 433	0147517486 Bad Apple: A Tale of Friendship		\$7.40
			E 01	010 408 000 740 433	1423648870 Ordinary Mary's Extraordinary Deed		\$9.29
			E 01	010 408 000 740 433	1524739057 Come With Me		\$15.20
			E 01	010 408 000 740 433	1683734262 The Not-So-Friendly Friend: How T		\$12.94
			E 01	010 408 000 740 433	B071JGWTWQ Coogam Metal Wire Puzzle Set		\$9.98
			E 01	010 408 000 740 433	B079STQWBM Ticonderoga Wood-Cased Pent		\$14.49
			E 01	010 408 000 740 433	B0D2W3DQCM July 2025 - June 2026 Planner,		\$11.39
PO#: 6306	Voucher #:	45687	Invoice	Invoice No: 1X96-R3MH-996J	5/5/2025	Paid Amt:	\$80.69
			E 01	010 408 000 740 433	B00UHUJDAG Mr. Sketch® Scented Markers, (\$13.68
			E 01	010 408 000 740 433	B014H1VZY Crayola Ultraclean Broadline Class		\$14.69
			E 01	010 408 000 740 433	B07W3RGWSZ Coogam Wooden Hexagon Puz		\$9.98
			E 01	010 408 000 740 433	B0C1WPN1DG Desk Calendar 2025-2026 - 18		\$8.50
			E 01	010 408 000 740 433	Amazon Shipping Charge		\$0.00
PO#: 6306	Voucher #:	45688	Invoice	Invoice No: 1MW-P-NQ3P-K7PN	5/5/2025	Paid Amt:	\$46.85
			E 01	005 690 690 000 455	B00006JNJC Pilot, G2 Premium Gel Roller Pen:		\$13.48
			E 01	005 690 690 000 455	B0D4FCG9MX Amazon Signage Stick - digital s		\$99.99
PO#: 6301	Voucher #:	45724	Invoice	Invoice No: 17KF-K14J-7JX6	5/5/2025	Paid Amt:	\$113.47
			E 01	010 420 000 740 433	1952970768 Learning Without Tears - Letters ar		\$57.80
			E 01	010 420 000 740 433	B06X9KC21J AppleRound Jr. Inflatable Seat Cu		\$33.30
			E 01	010 420 000 740 433	B076FGVGRH Schylling NeeDoh Original - Sen		\$9.98
			E 01	010 420 000 740 433	B079Y25HF Firesara Training Grips, Original E		\$11.79
			E 01	010 420 000 740 433	B07F2WPJHG SANHO Sensory Sock Body So		\$23.98
			E 01	010 420 000 740 433	B07L372Q2P Super Z Outlet Liquid Motion Bub		\$16.14
			E 01	010 420 000 740 433	B07Q2HJ228 LOVESTOWN Kids Safety Scissi		\$5.87
			E 01	010 420 000 740 433	B07QT96RCC Florensi Weighted Lap Pad - 5 lt		\$28.99
			E 01	010 420 000 740 433	B08586CNRS Schylling NeeDoh Noodles - Sen		\$6.90
			E 01	010 420 000 740 433	B08FJ9WSYS TOY Life Bean Bags Toss Carniv		\$27.97
			E 01	010 420 000 740 433	B09LMBLYF1 Gokeey Easter Basket Stuffers Tr		\$9.99
			E 01	010 420 000 740 433	B09M87VQ1V BooTaa 2 Pack 29" Large Dart B		\$29.99
			E 01	010 420 000 740 433	B0BTK8ZQCD cossy 120Pcs Magnet Tiles Mac		\$34.99
			E 01	010 420 000 740 433	B0C2W49RX3 SOSKYGELO Spider Sensory C		\$8.49

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Amount	Paid Amt:
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check		
	E 01	010	420	000	740	433	\$25.95	
	E 01	010	420	000	740	433	\$7.99	
	E 01	010	420	000	740	433	\$22.49	
	E 01	010	420	000	740	433	\$9.88	
	E 01	010	420	000	740	433	\$7.59	
	E 01	010	420	000	740	433	\$9.89	
	E 01	010	420	000	740	433	\$17.99	
	E 01	010	420	000	740	433	\$17.98	
	E 01	010	420	000	740	433	\$125.24	
	E 01	010	420	000	740	433	\$0.00	
PO#: 6327	Voucher #:	45692	Invoice	Invoice No:	1WF6-PKFR-4QMY	5/5/2025		\$551.18
	E 01	010	203	100	000	430	\$6.99	
	E 01	010	203	100	000	430	\$8.99	
	E 01	010	203	100	000	430	\$7.99	
	E 01	010	203	100	000	430	\$32.15	
	E 01	010	203	100	000	430	\$15.89	
	E 01	010	203	100	000	430	\$6.35	
	E 01	010	203	100	000	430	\$8.99	
	E 01	010	203	100	000	430	\$19.58	
	E 01	010	203	100	000	430	\$21.24	
	E 01	010	203	100	000	430	\$24.55	
	E 01	010	203	100	000	430	\$6.99	
	E 01	010	203	100	000	430	\$19.59	
	E 01	010	203	100	000	430	\$6.99	
	E 01	010	203	100	000	430	\$7.99	
	E 01	010	203	100	000	430	\$9.87	
	E 01	010	203	100	000	430	\$12.99	
	E 01	010	203	100	000	430	\$8.99	
	E 01	010	203	100	000	430	\$4.29	
	E 01	010	203	100	000	430	\$4.55	
	E 01	010	203	100	000	430	\$25.00	
	E 01	010	203	100	000	430	(\$11.01)	
PO#: 6325	Voucher #:	45694	Invoice	Invoice No:	1XK9-P4GJ-4NN4	5/5/2025		\$248.96
	E 01	010	218	000	388	430	\$23.99	
PO#: 6325	Voucher #:	45695	Credit	Invoice No:	1FQG-TXMH-J3JT	5/5/2025		(\$23.99)
	E 01	010	203	300	000	430	\$7.85	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78061	4295		AMAZON CAPITAL SERVICES		Check
	E 01	010	203	300 000 430	B00006IFHD Sharpie Permanent Markers Set, C	\$8.99
	E 01	010	203	300 000 430	B0016P4ARW Champion Sports Rhino Playgro	\$8.99
	E 01	010	203	300 000 430	B00BWU3HNY Amazon Basics Clear Thermal L	\$11.88
	E 01	010	203	300 000 430	B00MJ8JSFE Crayola Construction Paper - 480	\$16.47
	E 01	010	203	300 000 430	B01LXCGQQZ UCreate Watercolor Paper, Whit	\$31.52
	E 01	010	203	300 000 430	B06WVV9G1W Eureka Blue Harmony Teacher	\$8.49
	E 01	010	203	300 000 430	B06WWFMLBX Eureka Educational Blue Harmi	\$2.56
	E 01	010	203	300 000 430	B06X6LQ9SK Eureka Educational Blue Harmon	\$5.99
	E 01	010	203	300 000 430	B092KV8DYD SCRIBBLEDO 30 Pack Double S	\$54.89
	E 01	010	203	300 000 430	B0C1SG12TH Sweetcrispy Small Mobile Rollinç	\$58.05
	E 01	010	203	300 000 430	B0D7DYT4S3 Akro-Mils 26-Drawer Plastic Draw	\$32.99
	E 01	010	203	300 000 430	Amazon Shipping Charge	\$0.00
PO#: 6278	Voucher #:	45543	Invoice	No: 1RRH-XP39-YXWT	5/5/2025	Paid Amt: \$248.67 Check Amount: \$5,686.66
PCB	78062	1859		BARRY BAYERL		Check
	E 01	020	296	059 000 305	V Softball Umpire Kimball	\$130.00
PO#:	Voucher #:	45565	Invoice	No: 04.10.2025	5/5/2025	Paid Amt: \$130.00 Check Amount: \$130.00
PCB	78063	4057		BILL DAVISON		Check
	E 04	005	505	000 321 369	10 U Softball Registration	\$40.00
	E 04	005	505	000 321 366	12U Softball Registration	\$40.00
	E 04	005	505	000 321 369	16/18U Softball Registration	\$40.00
PO#: 6225	Voucher #:	45555	Invoice	No: 04.10.2025	5/5/2025	Paid Amt: \$120.00 Check Amount: \$120.00
PCB	78064	1844		BILL LAMMER		Check
	E 01	020	296	059 000 305	V Umpire Pierz	\$130.00
PO#:	Voucher #:	45616	Invoice	No: 04.15.2025	5/5/2025	Paid Amt: \$130.00 Check Amount: \$130.00
PCB	78065	1057		BRIAN CZECH CONSTRUCTION		Check
	E 01	005	810	000 000 350	Roof Repair North Bus Barn	\$3,764.94
PO#:	Voucher #:	45574	Invoice	No: 1001	5/5/2025	Paid Amt: \$3,764.94 Check Amount: \$3,764.94

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78066	1061		BUDS TO BLOSSOMS		Check	
			E 01	020 301 321 830 433 Misc.			\$372.00
PO#:	6289	Voucher #:	45586	Invoice	Invoice No: 087550	5/5/2025	Paid Amt: \$372.00 Check Amount: \$372.00
PCB	78067	1074		CENTRA SOTA COOPERATIVE		Check	
			E 01	005 760 000 720 442 Unleaded Gas			\$1,040.09
			E 01	005 760 000 720 442 Discount			(\$37.63)
PO#:		Voucher #:	45622	Invoice	Invoice No: 5450110	5/5/2025	Paid Amt: \$1,002.46 Check Amount: \$1,002.46
PCB	78068	1079		CENTRAL MN ALARMS INC		Check	
			E 01	005 865 000 363 305 Alarm Service 2nd Quarter HS 2025			\$159.00
PO#:		Voucher #:	45607	Invoice	Invoice No: 98687	5/5/2025	Paid Amt: \$159.00
PO#:		Voucher #:	45605	Invoice	Invoice No: 98685	5/5/2025	Paid Amt: \$129.00
PO#:		Voucher #:	45604	Invoice	Invoice No: 98684	5/5/2025	Paid Amt: \$159.00
PO#:		Voucher #:	45606	Invoice	Invoice No: 98686	5/5/2025	Paid Amt: \$93.00
PO#:		Voucher #:	45608	Invoice	Invoice No: 98688	5/5/2025	Paid Amt: \$171.00 Check Amount: \$711.00
PCB	78069	3818		CHARLES HUYNK		Check	
			E 01	020 296 059 000 305 JV Softball Umpire Kimball			\$130.00
PO#:		Voucher #:	45567	Invoice	Invoice No: 04.10.2025	5/5/2025	Paid Amt: \$130.00 Check Amount: \$130.00
PCB	78070	3817		DAVID LEON		Check	
			E 01	020 294 064 000 305 BB V Umpire Pillager			\$130.00
PO#:		Voucher #:	45618	Invoice	Invoice No: 04.10.2025	5/5/2025	Paid Amt: \$130.00 Check Amount: \$130.00
PCB	78071	5071		Dawson Pape		Check	
			E 01	020 298 069 000 305 Speech Official			\$55.00
PO#:		Voucher #:	45711	Invoice	Invoice No: 04.12.2025	5/5/2025	Paid Amt: \$55.00 Check Amount: \$55.00
PCB	78072	1133		ECM PUBLISHERS INC		Check	
			E 01	005 010 000 000 305 February 10 Regular Minutes			\$112.00
PO#:		Voucher #:	45575	Invoice	Invoice No: 1043874	5/5/2025	Paid Amt: \$112.00 Check Amount: \$55.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78072	1133		ECM PUBLISHERS INC		Check	
			E 01	005 010 000 000 305	April 14 Regular Agenda		\$78.00
PO#:	Voucher #:		45576	Invoice	Invoice No: 1043875	Paid Amt:	\$78.00
						Check Amount:	\$190.00
PCB	78073	3429		ECMECC ISD 911		Check	
			E 01	005 690 690 000 366	Google Bootcamp 2025		\$245.00
PO#:	Voucher #:		45577	Invoice	Invoice No: PDEV000088	Paid Amt:	\$245.00
						Check Amount:	\$245.00
PCB	78074	3898		EVERYTHING SIGNS, LLC		Check	
			E 01	020 292 080 000 401	Banners		\$680.00
PO#:	Voucher #:		45626	Invoice	Invoice No: 17344	Paid Amt:	\$680.00
						Check Amount:	\$680.00
PCB	78075	4545		FRANCIS BREITER		Check	
			E 01	020 296 059 000 305	JV Softball Umpire Pierz		\$130.00
PO#:	Voucher #:		45617	Invoice	Invoice No: 04.16.2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78076	2295		GRANITE PEST CONTROL, LLC		Check	
			E 01	005 810 000 000 305	PEST CONTROL SERVICE April-June 2025		\$369.00
PO#:	Voucher #:		45723	Invoice	Invoice No: 144577	Paid Amt:	\$369.00
						Check Amount:	\$369.00
PCB	78077	4212		HERITAGE EMBROIDERY & DESIGN		Check	
			E 01	020 294 064 000 401	Supplies		\$314.00
PO#:	Voucher #:		45628	Invoice	Invoice No: 101442	Paid Amt:	\$314.00
						Check Amount:	\$314.00
PCB	78078	1215		HILLYARD INC		Check	
			E 01	005 810 000 000 401	Misc.		\$3,286.14
PO#:	Voucher #:		45717	Invoice	Invoice No: 605796836	Paid Amt:	\$3,286.14
			E 01	005 810 000 000 401	Smart Scrub Clean & Shine Pads		\$160.28
PO#:	Voucher #:		45582	Invoice	Invoice No: 605796835	Paid Amt:	\$160.28
			E 01	005 810 000 000 401	Brush		\$73.15
PO#:	Voucher #:		45716	Invoice	Invoice No: 700647107	Paid Amt:	\$73.15
						Check Amount:	\$3,519.57
PCB	78080	1247		J W PEPPER & SON INC		Check	
			E 01	010 203 000 302 460	11171284 - Musical Cups- Songs and Activities		\$27.99
			E 01	010 203 000 302 460	10573216 - On Safari, Performance and Accom		\$49.99
			E 01	010 203 000 302 460	10573215 - On Safari, Unison/Two-Part Teacher		\$29.99

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78080	1247		J W PEPPER & SON INC		Check	
			E 01 010 203 000 302 460	11542387 - Amid the Falling Snow Two- Part			\$2.50
			E 01 010 203 000 302 460	Shipping			\$24.99
PO#: 6281	Voucher #:	45548	Invoice	Invoice No: 367474658	5/5/2025	Paid Amt:	\$135.46
			E 01 010 203 000 302 460	10463154 - Goal! Performance & Accompanime			\$54.99
			E 01 010 203 000 302 460	10463151 - Goal! Book			\$44.99
			E 01 010 203 000 302 460	11347565 - Hawaiian Beach Party, Book and On			\$69.99
			E 01 010 203 000 302 460	10463346 - We Sing for Our Veterans Book and			\$44.95
PO#: 6281	Voucher #:	45547	Invoice	Invoice No: 367474987	5/5/2025	Paid Amt:	\$214.92
						Check Amount:	\$350.38
PCB	78081	3638		JEFFREY KELLERMAN		Check	
			E 01 020 296 059 000 305	Softball V Umpire Swanville			\$130.00
PO#:	Voucher #:	45677	Invoice	Invoice No: 04.29.2025	5/5/2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78082	2302		KEITH HAIDER		Check	
			E 01 020 296 059 000 305	V Softball Umpire Kimball			\$130.00
PO#:	Voucher #:	45566	Invoice	Invoice No: 04.10.2025	5/5/2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78083	1267		KEMPS, LLC		Check	
			E 02 005 770 000 701 495	MILK			\$510.95
PO#:	Voucher #:	45624	Invoice	Invoice No: 510.95	5/5/2025	Paid Amt:	\$510.95
			E 02 005 770 000 701 495	MILK			\$263.60
PO#:	Voucher #:	45570	Invoice	Invoice No: 5706725	5/5/2025	Paid Amt:	\$263.60
			E 02 005 770 000 701 495	MILK			\$313.25
PO#:	Voucher #:	45569	Invoice	Invoice No: 5707529	5/5/2025	Paid Amt:	\$313.25
			E 02 005 770 000 701 495	MILK			\$99.30
PO#:	Voucher #:	45568	Invoice	Invoice No: 5701742	5/5/2025	Paid Amt:	\$99.30
			E 02 005 770 000 701 495	MILK			\$296.10
PO#:	Voucher #:	45675	Invoice	Invoice No: 5725776	5/5/2025	Paid Amt:	\$296.10
			E 02 005 770 000 701 495	MILK			\$313.25
PO#:	Voucher #:	45571	Invoice	Invoice No: 5700437	5/5/2025	Paid Amt:	\$313.25
			E 02 005 770 000 701 495	MILK			\$445.05
PO#:	Voucher #:	45625	Invoice	Invoice No: 5719129	5/5/2025	Paid Amt:	\$445.05
			E 02 005 770 000 701 495	MILK			\$478.15
PO#:	Voucher #:	45674	Invoice	Invoice No: 5724119	5/5/2025	Paid Amt:	\$478.15

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78083	1267		KEMPS, LLC		Check	
			E 02	005 770 000 701 495 MILK			\$164.90
PO#:	Voucher #:	45623	Invoice	Invoice No: 5711719	5/5/2025	Paid Amt:	\$164.90
						Check Amount:	\$2,884.55
PCB	78084	4770		Lewis Motor Service		Check	
			E 02	005 770 000 701 350 Motor Replacement on ES Kitchen Exhaust Fan			\$252.43
PO#:	Voucher #:	45573	Invoice	Invoice No: 58049	5/5/2025	Paid Amt:	\$252.43
						Check Amount:	\$252.43
PCB	78085	1289		LITTLE FALLS COMMUNITY SVC		Check	
			E 04	005 505 000 321 369 JVL Team Rookie League			\$30.00
PO#: 6230	Voucher #:	45554	Invoice	Invoice No: 04.10.2025	5/5/2025	Paid Amt:	\$30.00
						Check Amount:	\$30.00
PCB	78086	4914		Logan Legatt		Check	
			E 01	020 296 059 000 305 JV Softball Umpire BBE DH			\$260.00
PO#:	Voucher #:	45709	Invoice	Invoice No: 04.24.2025	5/5/2025	Paid Amt:	\$260.00
						Check Amount:	\$260.00
PCB	78087	5069		Lucky Luke, LLC		Check	
			E 01	010 620 000 000 470 Books			\$255.00
PO#:	Voucher #:	45699	Invoice	Invoice No: 04.10.2025	5/5/2025	Paid Amt:	\$255.00
						Check Amount:	\$255.00
PCB	78088	1306		MAPLE LAKE PUBLIC SCHOOLS		Check	
			E 01	020 292 057 000 369 Track Entry Fee			\$120.00
PO#:	Voucher #:	45619	Invoice	Invoice No: 04.22.2025	5/5/2025	Paid Amt:	\$120.00
						Check Amount:	\$120.00
PCB	78089	4915		Matthew Jones		Check	
			E 01	020 296 059 000 305 V Softball Umpire BBE DH			\$260.00
PO#:	Voucher #:	45710	Invoice	Invoice No: 04.24.2025	5/5/2025	Paid Amt:	\$260.00
			E 01	020 294 064 000 305 JV Umpire Paynesville DH			\$260.00
PO#:	Voucher #:	45614	Invoice	Invoice No: 04.14.2025	5/5/2025	Paid Amt:	\$260.00
						Check Amount:	\$520.00
PCB	78090	1323		MELGRAM JEWELERS		Check	
			E 01	020 211 218 000 401 SOTM Plaques for Seniors			\$224.55
PO#: 6290	Voucher #:	45715	Invoice	Invoice No: 04.17.2025	5/5/2025	Paid Amt:	\$224.55
						Check Amount:	\$224.55

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78091	1326		MENARDS		Check	
		E 01	020	301 321 830 433	Goldade Green house supplies	\$82.70	
PO#:	Voucher #:	45644	Invoice	Invoice No: 56725	5/5/2025	Paid Amt: \$82.70	Check Amount: \$82.70
PCB	78092	1338		MICHAEL BUKOWSKI		Check	
		E 01	020	294 064 000 305	V Umpire Paynesville DH	\$260.00	
PO#:	Voucher #:	45612	Invoice	Invoice No: 04.14.2025	5/5/2025	Paid Amt: \$260.00	Check Amount: \$260.00
PCB	78093	4988		Michael's Media		Check	
		E 01	020	292 000 000 305	Hallway Poster	\$130.00	
PO#:	Voucher #:	45703	Invoice	Invoice No: 9	5/5/2025	Paid Amt: \$130.00	Check Amount: \$130.00
PCB	78094	1331		MID-STATE EDUCATION DIST		Check	
		E 01	005	400 000 000 390	Lease Principal	\$28,800.00	
		E 01	005	400 000 000 390	Lease Interest	\$8,437.95	
PO#:	Voucher #:	45609	Invoice	Invoice No: 3931	5/5/2025	Paid Amt: \$37,237.95	
		E 01	005	400 000 000 394	ADMIN	\$7,923.12	
		E 01	010	412 450 740 396	ECSE	\$7,501.78	
		E 01	010	412 450 740 397	ECSE	\$0.00	
		E 01	005	405 450 740 396	HEAR IMPAIRED	\$1,712.06	
		E 01	005	405 450 740 397	HEAR IMPAIRED	\$205.94	
		E 01	005	420 450 740 396	OT/PT	\$4,674.00	
		E 01	005	420 450 740 397	OT/PT	\$938.51	
		E 01	005	420 450 740 396	APE	\$2,723.73	
		E 01	005	420 450 740 397	APE	\$512.06	
		E 04	005	580 450 325 390	ECFE	\$5,453.87	
		E 04	005	582 450 344 390	PRESCHOOL SCREENING	\$837.87	
		E 01	010	401 450 740 396	SPEECH/LANGUAGE	\$17,058.45	
		E 01	010	401 450 740 397	SPEECH/LANGUAGE	\$2,683.32	
		E 01	005	420 450 740 396	Psych Service	\$12,827.66	
		E 01	005	420 450 740 397	Psych Service	\$116.67	
		E 01	020	211 390 000 391	Telecommunication Access	\$1,086.50	
		E 01	010	402 450 740 396	Due Process	\$1,128.42	
		E 01	010	402 450 740 397	Due Process	\$169.26	
PO#:	Voucher #:	45603	Invoice	Invoice No: 3937	5/5/2025	Paid Amt: \$67,553.22	Check Amount: \$104,791.17

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78095	1357		MN DEPT OF LABOR AND INDUSTRY		Check
		E 01 005 810 000 000 350		Annual Inspect Elevators		\$100.00
PO#:	Voucher #:	45713	Invoice	Invoice No: ALR0176255X	5/5/2025	Paid Amt: \$100.00 Check Amount: \$100.00
PCB	78096	4910		Mora Schools		Check
		E 01 020 292 057 000 369		Track Meet Entry Fee		\$250.00
PO#:	Voucher #:	45643	Invoice	Invoice No: 04.24.2025	5/5/2025	Paid Amt: \$250.00 Check Amount: \$250.00
PCB	78097	4679		MPCA		Check
		E 01 005 810 000 000 305		Base Fee Waste		\$931.67
PO#:	Voucher #:	45720	Invoice	Invoice No: 10000213773	5/5/2025	Paid Amt: \$931.67 Check Amount: \$931.67
PCB	78098	1376		NASCO EDUCATION		Check
		E 01 010 212 000 000 430		Canvas Board 9741306		\$123.20
		E 01 010 212 000 000 430		Crayola Markers 9712084		\$179.67
		E 01 010 212 000 000 430		Hot glue Sticks 9710682		\$6.41
		E 01 010 212 000 000 430		Glue Sticks 9732680		\$55.66
		E 01 010 212 000 000 430		Tempra NE20150(B)		\$7.88
		E 01 010 212 000 000 430		Tempra Paint NE20150(D)		\$11.82
		E 01 010 212 000 000 430		Tempra Paint NE20150(H)		\$15.76
		E 01 010 212 000 000 430		Erasers 9740725		\$16.72
		E 01 010 212 000 000 430		Card Stock 9716287		\$21.52
		E 01 010 212 000 000 430		Rubbing Plates 9737994		\$15.86
		E 01 010 212 000 000 430		Watercolor Paper 9705996		\$84.00
		E 01 010 212 000 000 430		Wiggle Eyes 9715262		\$2.51
		E 01 010 212 000 000 430		Construction Paper 9708564(J)		\$13.50
		E 01 010 212 000 000 430		Construction Paper 9708564(L)		\$13.50
		E 01 010 212 000 000 430		Construction Paper 9708564(AH)		\$13.50
		E 01 010 212 000 000 430		Construction Paper 9708564(F)		\$69.46
		E 01 010 212 000 000 430		Sharpie 36 9726858		\$32.64
		E 01 010 212 000 000 430		Sharpie Fine tip 12 9717998(A)		\$53.63
		E 01 010 212 000 000 430		Acrylis Paint set 12 9100150		\$46.61
		E 01 010 212 000 000 430		Model Magic 9716528		\$27.38
		E 01 010 212 000 000 430		Air dry clay NE20242		\$66.00
		E 01 010 212 000 000 430		Colored pencil 9715581		\$33.52
		E 01 010 212 000 000 430		Nasco Pencils NE20211		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78098	1376		NASCO EDUCATION		Check	
			E 01	010 212 000 000 430	Watercolor 9724069		\$97.50
PO#:	6299	Voucher #:	45701	Invoice	Invoice No: 805159	Paid Amt:	\$1,021.75
						Check Amount:	\$1,021.75
PCB	78099	1734		Nedda Zetah		Check	
			E 01	020 296 059 000 305	V Softball Ump BBE DH		\$260.00
PO#:		Voucher #:	45712	Invoice	Invoice No: 04.24.2025	Paid Amt:	\$260.00
						Check Amount:	\$260.00
PCB	78100	1833		NICK BERSCHIED		Check	
			E 01	020 294 064 000 305	Baseball V Umpire Holdingford		\$130.00
PO#:		Voucher #:	45676	Invoice	Invoice No: 04.29.2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78101	4608		NORTH CENTRAL INT'L, LLC		Check	
			E 01	005 760 000 720 401	Pad Set, Brake, Premium Semi-m		\$118.35
PO#:		Voucher #:	45719	Invoice	Invoice No: X220109611:01	Paid Amt:	\$118.35
			E 01	005 760 000 720 350	Caliper Bus #9-09		\$356.84
PO#:		Voucher #:	45584	Invoice	Invoice No: X220109286:01	Paid Amt:	\$356.84
			E 01	005 760 000 720 350	Caliper Bus #9-09 Credit		\$112.50
PO#:		Voucher #:	45585	Credit	Invoice No: X220109286:01 (C)	Paid Amt:	(\$112.50)
						Check Amount:	\$362.69
PCB	78102	5052		Office of MNIT Services		Check	
			E 01	005 690 690 000 405	Crowdstrike Endpoint Protection		\$195.00
PO#:		Voucher #:	45578	Invoice	Invoice No: 25030670	Paid Amt:	\$195.00
						Check Amount:	\$195.00
PCB	78103	1406		PAN-O-GOLD BAKING CO		Check	
			E 02	005 770 000 701 490	BREAD		\$63.60
PO#:		Voucher #:	45557	Invoice	Invoice No: 10000125104019	Paid Amt:	\$63.60
			E 02	005 770 000 701 490	BREAD		\$86.40
PO#:		Voucher #:	45630	Invoice	Invoice No: 10000125111004	Paid Amt:	\$86.40
			E 02	005 770 000 701 490	BREAD		\$18.80
PO#:		Voucher #:	45631	Invoice	Invoice No: 10000125111003	Paid Amt:	\$18.80
			E 02	005 770 000 701 490	BREAD		\$64.80
PO#:		Voucher #:	45700	Invoice	Invoice No: 10000125118002	Paid Amt:	\$64.80
			E 02	005 770 000 701 490	BREAD		\$185.00
PO#:		Voucher #:	45556	Invoice	Invoice No: 10000125104020	Paid Amt:	\$185.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78103	1406		PAN-O-GOLD BAKING CO		Check	
		E 02	005	770 000 701 490 BREAD	5/5/2025		\$102.60
PO#:	Voucher #:	45642	Invoice	Invoice No: 10000125118003		Paid Amt:	\$102.60
						Check Amount:	\$521.20
PCB	78104	2191		PATRICK SCHNEIDER		Check	
		E 01	020	294 064 000 305 V Umpire Paynesville DH	5/5/2025		\$260.00
PO#:	Voucher #:	45613	Invoice	Invoice No: 04.14.2025		Paid Amt:	\$260.00
						Check Amount:	\$260.00
PCB	78105	3763		Pete Cheeley		Check	
		E 01	020	296 059 000 305 V Umpire Pierz	5/5/2025		\$130.00
PO#:	Voucher #:	45615	Invoice	Invoice No: 04.15.2025		Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78106	3926		PIONEER ATHLETICS		Check	
		E 01	005	810 000 000 401 Ball field paint	5/5/2025		\$1,567.09
PO#:	Voucher #:	45697	Invoice	Invoice No: INV-245885		Paid Amt:	\$1,567.09
						Check Amount:	\$1,567.09
PCB	78107	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check	
		E 01	005	810 000 000 401 Lawn Equipment Parts	5/5/2025		\$48.81
PO#:	Voucher #:	45708	Invoice	Invoice No: 727150		Paid Amt:	\$48.81
		E 01	005	810 000 000 401 Lawn Equipment Parts	5/5/2025		\$123.98
PO#:	Voucher #:	45648	Invoice	Invoice No: 726605		Paid Amt:	\$123.98
						Check Amount:	\$172.79
PCB	78108	4658		REGION 5A		Check	
		E 01	020	298 069 000 369 Speech Entry Fee	5/5/2025		\$45.00
PO#:	Voucher #:	45621	Invoice	Invoice No: 04.14.2025		Paid Amt:	\$45.00
						Check Amount:	\$45.00
PCB	78109	1463		RICE HARDWARE HANK		Check	
		E 01	005	810 000 000 401 Maintenance Supplies	5/5/2025		\$11.84
PO#:	Voucher #:	45558	Invoice	Invoice No: 35291/3		Paid Amt:	\$11.84
		E 01	005	810 000 000 401 Maintenance Supplies	5/5/2025		\$37.99
PO#:	Voucher #:	45641	Invoice	Invoice No: 35350/3		Paid Amt:	\$37.99
						Check Amount:	\$49.83
PCB	78110	5038		Steve Rueter		Check	
		E 01	020	296 059 000 305 Softball V Umpire Swanville	5/5/2025		\$130.00
PO#:	Voucher #:	45678	Invoice	Invoice No: 04.29.2025		Paid Amt:	\$130.00
						Check Amount:	\$130.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78111	3309		SUNRAY PRINTING SOLUTIONS, INC		Check
			E 01	010 203 000 000 305		\$729.68
			E 01	020 211 000 000 305	24%	\$729.68
			E 01	020 292 000 000 305	6%	\$182.42
			E 02	005 770 000 701 305	6%	\$182.42
			E 04	005 505 000 321 305	40%	\$1,216.14
PO#:	Voucher #:	45647	Invoice	Invoice No: 28678	5/5/2025	Paid Amt: \$3,040.34
						Check Amount: \$3,040.34
PCB	78112	2577		SYSCO WESTERN MN, INC.		Check
			E 02	005 770 000 701 491	Commodity	\$12.26
PO#:	Voucher #:	45633	Invoice	Invoice No: 253893214	5/5/2025	Paid Amt: \$12.26
			E 02	005 770 000 701 490	LUNCH	\$2,282.92
PO#:	Voucher #:	45637	Invoice	Invoice No: 253893217	5/5/2025	Paid Amt: \$2,282.92
			E 02	005 770 000 701 490	LUNCH	\$1,263.70
			E 02	005 770 000 701 401	SUPPLIES	\$14.58
PO#:	Voucher #:	45639	Invoice	Invoice No: 253893213	5/5/2025	Paid Amt: \$1,278.28
			E 02	005 770 000 705 490	Breakfast	\$242.42
PO#:	Voucher #:	45635	Invoice	Invoice No: 253893212	5/5/2025	Paid Amt: \$242.42
			E 02	005 770 000 701 491	Commodity	\$37.30
PO#:	Voucher #:	45705	Invoice	Invoice No: 253898494	5/5/2025	Paid Amt: \$37.30
			E 02	005 770 000 701 490	LUNCH	\$2,548.39
PO#:	Voucher #:	45706	Invoice	Invoice No: 253898495	5/5/2025	Paid Amt: \$2,548.39
			E 02	005 770 000 701 490	LUNCH	\$3,089.37
			E 02	005 770 000 701 401	SUPPLIES	\$504.71
PO#:	Voucher #:	45563	Invoice	Invoice No: 253888146	5/5/2025	Paid Amt: \$3,594.08
			E 02	005 770 000 701 490	LUNCH	\$3,429.85
			E 02	005 770 000 701 401	SUPPLIES	\$108.52
PO#:	Voucher #:	45640	Invoice	Invoice No: 253898493	5/5/2025	Paid Amt: \$3,538.37
			E 02	005 770 000 701 490	LUNCH	\$1,718.41
			E 02	005 770 000 701 401	SUPPLIES	\$115.82
PO#:	Voucher #:	45564	Invoice	Invoice No: 253888144	5/5/2025	Paid Amt: \$1,834.23
			E 04	005 570 000 000 490	MAP	\$425.25
PO#:	Voucher #:	45707	Invoice	Invoice No: 253898496	5/5/2025	Paid Amt: \$425.25
			E 02	005 770 000 701 491	Commodity	\$35.65
PO#:	Voucher #:	45560	Invoice	Invoice No: 253888143	5/5/2025	Paid Amt: \$35.65
			E 02	005 770 000 705 490	Breakfast	\$943.82
PO#:	Voucher #:	45561	Invoice	Invoice No: 253888145	5/5/2025	Paid Amt: \$943.82

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78117	1592		VERIZON WIRELESS		Check	
			E 01	005 810 000 000 320	PHONE SERVICE		\$301.20
PO#:	Voucher #:	45611	Invoice	Invoice No: 6110763975	5/5/2025	Paid Amt:	\$301.20
						Check Amount:	\$301.20
PCB	78118	1611		XCEL ENERGY		Check	
			E 01	005 810 000 000 440	Acct 51-4433400-5		\$8,313.23
PO#:	Voucher #:	45610	Invoice	Invoice No: 922841653	5/5/2025	Paid Amt:	\$8,313.23
						Check Amount:	\$8,313.23
PCB	78119	1074		CENTRA SOTA COOPERATIVE		Check	
			E 01	005 760 000 720 442	Unleaded Gas		\$1,314.28
			E 01	005 760 000 720 442	Discount		(\$47.55)
PO#:	Voucher #:	45787	Invoice	Invoice No: 5450286	5/14/2025	Paid Amt:	\$1,266.73
			E 01	005 760 000 720 442	Fieldmaster Diesel		\$3,849.53
			E 01	005 760 000 720 442	Discount		(\$123.62)
PO#:	Voucher #:	45785	Invoice	Invoice No: 5450202	5/14/2025	Paid Amt:	\$3,725.91
			E 01	005 760 000 720 442	Unleaded Gas		\$958.35
			E 01	005 760 000 720 442	Discount		(\$34.61)
PO#:	Voucher #:	45786	Invoice	Invoice No: 5450203	5/14/2025	Paid Amt:	\$923.74
						Check Amount:	\$5,916.38
PCB	78120	4244		ACGC		Check	
			E 01	020 292 057 000 369	JH TRACK & FIELD ENTRY FEE		\$75.00
PO#:	Voucher #:	45820	Invoice	Invoice No: 05.09.2025	5/16/2025	Paid Amt:	\$75.00
						Check Amount:	\$75.00
PCB	78121	4295		AMAZON CAPITAL SERVICES		Check	
			E 04	005 505 000 321 401	B004WSL&JS Champro Catcher's Knee Suppor		\$16.80
			E 04	005 505 000 321 401	B01HT69QQQ Rawlings COOLFLO HIGHLIG		\$61.94
			E 04	005 505 000 321 401	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	45838	Invoice	Invoice No: 1V1V-N3TD-WFVC	5/16/2025	Paid Amt:	\$78.74
			E 01	020 211 000 000 401	B0DJJD2CKQR 10 Pack Foldable Office Chairs		\$979.99
			E 01	020 211 000 000 401	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	45839	Invoice	Invoice No: 17PX-FTW-HHV7	5/16/2025	Paid Amt:	\$979.99
			E 01	020 260 000 000 430	B0C5W3847R Pepy Plastilina Reusable and No		\$23.50
			E 01	020 260 000 000 430	B0CG7N8SYC Quelay 30 Pcs 2" Award Medals		\$28.99
			E 01	020 260 000 000 430	B0D2JBKYM1 Bostitch Office No-Jam Premium		\$13.98
			E 01	020 260 000 000 430	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	45841	Invoice	Invoice No: 1DLY-M96F-HLHH	5/16/2025	Paid Amt:	\$66.47
			E 01	020 260 000 000 430	B003A215T8 Astrobrights/Neenah Bright White		\$5.79

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78121	4295		AMAZON CAPITAL SERVICES		Check
	E 01	020	260	000 000 430	B086LJ2JHC Lysol Multi-Surface Cleaner, Sanit	\$13.46
	E 01	020	260	000 000 430	B09CKT9V4X LITOPAK 800 Pack 3oz Disposal	\$26.98
	E 01	020	260	000 000 430	B09RCSXZYW Kellogg's Cheez-It, Pringles & F	\$12.86
	E 01	020	260	000 000 430	B0BNNVT2VH Lysol Disinfecting Wipes Bundle	\$14.97
	E 01	020	260	000 000 430	B0DBZ4R53M OSSZIT Bulk Classroom Headpt	\$23.19
	E 01	020	260	000 000 430	B0DCQVZ4S2 Heat-N-Pour Nutrient Agar Clec	\$15.00
	E 01	020	260	000 000 430	Amazon Shipping Charge	\$0.00
PO#: 6339	Voucher #: 45866	Invoice No: 1C3Q-NQ7Q-VKYR			5/16/2025	Paid Amt: \$112.25
	E 01	010	203	500 000 430	1630940356 MCA Success Strategies Grade 5 I	\$30.99
	E 01	010	203	500 000 430	1630940364 MCA Success Strategies Grade 5 I	\$35.00
	E 01	010	203	500 000 430	1630940372 MCA Success Strategies Grade 5 :	\$35.00
	E 01	010	203	500 000 430	1936024403 Carson Dellosa 36PC Traditional C	\$7.85
	E 01	010	203	500 000 430	B0018191SM Highland Sticky Notes, 3 x 3 Inch	\$9.41
	E 01	010	203	500 000 430	B00OQQ05RW EXPO Dry Erase Markers, Low	\$22.55
	E 01	010	203	500 000 430	B096X5M3NS OWLKELA Dry Erase Erasers, N	\$9.98
	E 01	010	203	500 000 430	B09RBF3LK Clipboards, PANDRI 36 Pack Ha	\$39.99
	E 01	010	203	500 000 430	B0B79YTLDM 8 Pack Fridge Magnet, Magnetic	\$6.98
	E 01	010	203	500 000 430	B0D2ZMDVWR 32 Pack Clear Plastic Ruler 12	\$9.59
	E 01	010	203	500 000 430	B0DJT5F35V Gannyy'er Desk Calendar 2025 - 1	\$17.99
	E 01	010	203	500 000 430	Amazon Shipping Charge	\$0.00
PO#: 6294	Voucher #: 45867	Invoice No: 1QCP-MDHJ-QKYH			5/16/2025	Paid Amt: \$225.33
	E 01	010	203	000 302 460	B0D886V6Y9 Primary Journal Grades K-2, Priir	\$169.98
	E 01	010	203	000 302 460	Amazon Shipping Charge	\$0.00
PO#: 6324	Voucher #: 45868	Invoice No: 1WVV-6JTG-6HRM			5/16/2025	Paid Amt: \$169.98
	E 01	020	301	321 830 433	B0CCY2236K Noamius 16 Pack Glass Bud Vas	\$29.98
	E 01	020	301	321 830 433	B0DQZZ9YBX Glasseam Small Bud Vases for C	\$27.28
	E 01	020	301	321 830 433	Discount	(\$3.00)
PO#: 6316	Voucher #: 45869	Invoice No: 1C41-Y9FF-6NVV			5/16/2025	Paid Amt: \$54.26
	E 01	005	720	000 000 401	B002M3NGHM First Aid Only 1-850 Knuckle Ba	\$6.81
	E 01	005	720	000 000 401	B004DGO3WS Benadryl Children's Dye-Free Al	\$11.98
	E 01	005	720	000 000 401	B0143X54Z0 MedPride Powder-Free Nitrile Exa	\$68.94
	E 01	005	720	000 000 401	B01ETFMLBC Surface Disinfectant CavWipes	\$100.00
	E 01	005	720	000 000 401	B01HS7JV2 Dynarex First Aid Burn Cream - B	\$8.85
	E 01	005	720	000 000 401	B06XJDT4L7 ReliOn Glucose Tropical Fruit Tab	\$11.74
	E 01	005	720	000 000 401	B07D489GK1 Aquaphor Healing Ointment Adva	\$37.12
	E 01	005	720	000 000 401	B07JX8PF8G Gatorade G Zero Thirst Quenche	\$15.96

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78121	4295		AMAZON CAPITAL SERVICES		Check	
	E 01	005	720	000 000 401	B07WSTZ95G Amazon Saver, Saline Crackers	\$10.74	
	E 01	005	720	000 000 401	B08B45G46Z GUSTO [3 oz. - 600 Count White	\$48.66	
	E 01	005	720	000 000 401	B08DJS9644 Learning Resources 20-Second H	\$10.99	
	E 01	005	720	000 000 401	B096KC1V5D IDEKooror Photo Storage Box 5" >	\$36.99	
	E 01	005	720	000 000 401	B09CKJFGJY LITOPAK 400 Pack 8 oz Dispose	\$59.96	
	E 01	005	720	000 000 401	B09NDX1KS9 NOVAMEDIC Professional Empt	\$51.46	
	E 01	005	720	000 000 401	B0BW5KYV63 Welch's Fruit Snacks, Mixed Fri	\$8.79	
	E 01	005	720	000 000 401	B0BXCD2GQF Lifewit Photo Storage Box 5x7 P	\$50.40	
	E 01	005	720	000 000 401	B0CB8BGLDS CAB55 Rolling Craft Bag, Rollin	\$60.99	
	E 01	005	720	000 000 401	B0CT5MSM13 ReMoiz Plastic Storage Drawer (\$39.80	
	E 01	005	720	000 000 401	B0D1GYB9DV Shusher Care Saline Ampoules -	\$24.97	
	E 01	005	720	000 000 401	B0D2BKL9J8 SHRRADOO Anti Theft Laptop Bi	\$115.96	
	E 01	005	720	000 000 401	Discount	(\$1.07)	
PO#: 6336	Voucher #:	45874	Invoice	Invoice No:	1VFD-QPRM-G6WD	5/16/2025	Paid Amt: \$780.04
	E 01	020	301	320 830 433	B001DDMB21K&L Supply K&L Carb Cleaner W	\$16.58	
	E 01	020	301	320 830 433	B0010W443Y Fleischmann's Yeast, Fleischman	\$6.00	
	E 01	020	301	320 830 433	B00MH4QM1S Amazon Basics 8-Pack 9V Alkal	\$12.82	
	E 01	020	301	320 830 433	B00NG61JS2 Fluker's All Natural Premium Herr	\$25.96	
	E 01	020	301	320 830 433	B00TP9U4RQ Milwaukee 10 Pack - 4 1 2 Grind	\$25.34	
	E 01	020	301	320 830 433	B01N0LDHFZ Genuine Honda 08718-0004 Hon	\$32.46	
	E 01	020	301	320 830 433	B07CD9QR25 Lincoln Electric K3185-1 Carbon	\$25.84	
	E 01	020	301	320 830 433	B07ZP7DCRV Mannial 699966 796321 Carbu	\$20.99	
	E 01	020	301	320 830 433	B084LKT6Y WEN 3922 16-inch Variable Spee	\$99.01	
	E 01	020	301	320 830 433	B08BZX83N2 WEN JN8504 8.5-Amp Plate and	\$51.96	
	E 01	020	301	320 830 433	B08LRB9P4V Heat Shrink Butt Wire Connector:	\$8.99	
	E 01	020	301	320 830 433	B08Y59P6D1 BOJACK 3 Values 130 Pcs Solde	\$9.99	
	E 01	020	301	320 830 433	B09871MY4 LUCKUT Grinding Wheels Grindl	\$18.98	
	E 01	020	301	320 830 433	B0992L7SX2 FOXBC 5-inch Scroll Saw Blade F	\$9.99	
	E 01	020	301	320 830 433	B09GKWK57C 10pcs Solar Lamp Circuit Boarc	\$23.61	
	E 01	020	301	320 830 433	B09RZQFGGH Alligator Clips Electrical, 20PCS	\$5.99	
	E 01	020	301	320 830 433	B09XLHCSF4 Double Sided Tape 1in x 16.5ft, N	\$14.43	
	E 01	020	301	320 830 433	B0B632RMVL SALLI 50 Pack Cut Off Wheel 4 1,	\$19.99	
	E 01	020	301	320 830 433	B0BTWCL5RQ Voircoloria 105pcs Colorful Ball	\$7.99	
	E 01	020	301	320 830 433	B0C33Y23G4 Carburetor Carb Replaces Nikki 2	\$15.95	
	E 01	020	301	320 830 433	B0CDL94YDD ZFYOUNG Organic Activated Ct	\$31.52	
	E 01	020	301	320 830 433	B0CN4M5P5Q KOEZEI Power Wheels Adapt	\$9.99	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78121	4295		AMAZON CAPITAL SERVICES		Check
			E 01 020 301 320 830 433	BOCPDJ59CR RVBOATPAT Battery Adapter 18		\$13.99
			E 01 020 301 320 830 433	BOCS29F7C Sailong 12 AWG Wire Harness C		\$7.99
			E 01 020 301 320 830 433	BOCS81N13Z Miracle-Gro Sphagnum Peat Moss		\$18.99
			E 01 020 301 320 830 433	BOCT7TLWLVLV 25QT Horticultural Perlite Bulk, C		\$31.99
			E 01 020 301 320 830 433	Amazon Shipping Charge		\$0.00
PO#: 6206	Voucher #:	45881	Invoice	Invoice No: 1VRW-PX71-CXF3	5/16/2025	Paid Amt: \$567.34
PO#: 6311	Voucher #:	45908	Invoice	Invoice No: 1N17-X66K-9WCP	5/16/2025	Paid Amt: \$11.81
			E 01 020 256 000 000 430	BOBWH6CQF2 PILOT G2 Mineral Art Collector		\$11.81
			E 01 020 256 000 000 430	B00E3K3UX2 Mars M&M'S, SNICKERS, 3 MU		\$92.94
			E 01 020 256 000 000 430	B086Z71GQ3 Casio fx-300ES Plus 2nd Edition		\$182.60
			E 01 020 256 000 000 430	B0C3B8NN3C Zonon 100 Pcs 4 Inch Clear Plas		\$19.99
			E 01 020 256 000 000 430	B0C87B5W7B SCRIBBLEDO 10 Pack Dry Era		\$189.95
			E 01 020 256 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6311	Voucher #:	45909	Invoice	Invoice No: 1G4F-7WC7-4FKQ	5/16/2025	Paid Amt: \$485.48
PO#: 6294	Voucher #:	45837	Invoice	Invoice No: 1WW9-DLND-19HG	5/16/2025	Paid Amt: \$9.02
			E 01 010 203 500 000 430	B07M8HZGF3 36 Pack Magnetic Dry Erase Nar		\$9.02
			E 01 020 220 000 000 430	B001B0AGH0 Quartet Bulletin Bar Strip, Cork B		\$160.50
			E 01 020 220 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6340	Voucher #:	45910	Invoice	Invoice No: 1MUJ-6HHN-64QL	5/16/2025	Paid Amt: \$160.50
						Check Amount: \$3,701.21
PCB	78122	4891		Andy's Towing LLC		Check
			E 01 005 760 000 720 305	Bus Tow 2010		\$314.16
PO#:	Voucher #:	45777	Invoice	Invoice No: #25-161410	5/16/2025	Paid Amt: \$314.16
			E 01 005 760 000 720 305	Bus Tow 13-14		\$337.17
PO#:	Voucher #:	45778	Invoice	Invoice No: #25-161409	5/16/2025	Paid Amt: \$337.17
						Check Amount: \$651.33
PCB	78123	1859		BARRY BAYERL		Check
			E 01 020 296 059 000 305	Softball Junior Varsity Umpire Mora		\$130.00
PO#:	Voucher #:	45809	Invoice	Invoice No: 05.02.2025	5/16/2025	Paid Amt: \$130.00
						Check Amount: \$130.00
PCB	78124	4466		BG INNOVATIONS		Check
			E 01 005 690 690 000 556	RP7504 BenQ RP7504 75" panel		\$19,600.00
			E 01 005 690 690 000 556	- Balancebox@ 400 Medium Duty Height Adjusta		\$1,067.00
			E 01 005 690 690 000 556	Shipping		\$315.00
PO#: 6302	Voucher #:	45772	Invoice	Invoice No: INV-4004	5/16/2025	Paid Amt: \$20,982.00
						Check Amount: \$20,982.00

Royalton Public Schools
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78125	4684		BLACKBERRY GOLF COURSE		Check	
			E 01	020 296 103 000 369	Pre-section Golf Meet		\$46.00
PO#:	Voucher #:	45825	Invoice	Invoice No: 05.01.2025	5/16/2025	Paid Amt:	\$46.00
						Check Amount:	\$46.00
PCB	78126	5073		Bt Diesel Performance & Repair		Check	
			E 01	005 760 000 720 401	Winter Anti Gel		\$159.90
PO#:	Voucher #:	45799	Invoice	Invoice No: 1000300	5/16/2025	Paid Amt:	\$159.90
						Check Amount:	\$159.90
PCB	78127	2558		Carl Simmons		Check	
			E 01	020 294 064 000 305	Baseball Varsity Umpire Pillager		\$130.00
PO#:	Voucher #:	45807	Invoice	Invoice No: 04.10.2025	5/16/2025	Paid Amt:	\$130.00
			E 01	020 296 059 000 305	Softball Varsity Umpire Mora		\$130.00
PO#:	Voucher #:	45810	Invoice	Invoice No: 05.02.2025	5/16/2025	Paid Amt:	\$130.00
						Check Amount:	\$260.00
PCB	78128	4596		CENTRAL MCGOWAN, INC		Check	
			E 01	020 301 320 830 433	Welding Gases and Supplies		\$457.35
PO#:	Voucher #:	45873	Invoice	Invoice No: 0000990247	5/16/2025	Paid Amt:	\$457.35
						Check Amount:	\$457.35
PCB	78129	4396		CHRIS VOSEN AUTO REPAIR		Check	
			E 01	005 760 000 720 401	Van #26 oil, filter, wheel bearing assembly		\$525.14
PO#:	Voucher #:	45793	Invoice	Invoice No: 8097	5/16/2025	Paid Amt:	\$525.14
			E 01	005 760 000 720 350	Van #28 Rear Brake pads, rotors, pinion		\$1,435.50
PO#:	Voucher #:	45791	Invoice	Invoice No: 8120	5/16/2025	Paid Amt:	\$1,435.50
			E 01	005 760 000 720 350	Van #27 Thermostat, belt, shop supplie		\$324.71
PO#:	Voucher #:	45792	Invoice	Invoice No: 8018	5/16/2025	Paid Amt:	\$324.71
						Check Amount:	\$2,285.35
PCB	78130	1086		CITY OF ROYALTON		Check	
			E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$846.88
PO#:	Voucher #:	45783	Invoice	Invoice No: 05.02.2025	5/16/2025	Paid Amt:	\$846.88
			E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,321.14
PO#:	Voucher #:	45784	Invoice	Invoice No: 05-02-2025	5/16/2025	Paid Amt:	\$1,321.14
						Check Amount:	\$2,168.02
PCB	78131	3864		D. ERVASTI SALES CO., LLC		Check	
			E 01	020 292 000 000 401	White Marking Chalk, Hilltopper & Infield Condi		\$1,352.00
PO#:	Voucher #:	45914	Invoice	Invoice No: 17540	5/16/2025	Paid Amt:	\$1,352.00
						Check Amount:	\$1,352.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78132	4680		DALE DECKER		Check	
		E 01 020 296 059 000 305		Varsity Softball Official ACGC DH			\$260.00
PO#:	Voucher #:	45811	Invoice	Invoice No: 05.01.2025	5/16/2025	Paid Amt:	\$260.00
						Check Amount:	\$260.00
PCB	78133	3512		DAVE PETERSON		Check	
		E 01 020 296 059 000 305		V Softball Umpire LPGE			\$130.00
PO#:	Voucher #:	45918	Invoice	Invoice No: 05.14.2025	5/16/2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78134	5076		David Kreft		Check	
		E 01 020 294 064 000 305		Baseball Varsity umpire EVW DH			\$260.00
PO#:	Voucher #:	45819	Invoice	Invoice No: 05.08.2025	5/16/2025	Paid Amt:	\$260.00
						Check Amount:	\$260.00
PCB	78135	1114		DEMCO		Check	
		E 01 010 620 000 000 401		W13735540 Premium book tape 2"x30 yards			\$56.28
		E 01 010 620 000 000 401		Shipping			\$10.95
PO#:	Voucher #:	45800	Invoice	Invoice No: 7638679	5/16/2025	Paid Amt:	\$67.23
						Check Amount:	\$67.23
PCB	78136	1133		ECM PUBLISHERS INC		Check	
		E 01 005 010 000 000 305		March 27 Regular Meetings			\$126.00
PO#:	Voucher #:	45879	Invoice	Invoice No: 1468771	5/16/2025	Paid Amt:	\$126.00
		E 01 005 010 000 000 305		May 12 Regular Agenda			\$86.00
PO#:	Voucher #:	45877	Invoice	Invoice No: 1047987	5/16/2025	Paid Amt:	\$86.00
						Check Amount:	\$212.00
PCB	78137	1215		HILLYARD INC		Check	
		E 01 005 810 000 000 350		Maintenance Machine I Vacuum 24			\$114.50
PO#:	Voucher #:	45856	Invoice	Invoice No: 700652796	5/16/2025	Paid Amt:	\$114.50
		E 01 005 810 000 000 401		custodial supplies			\$2,497.22
PO#:	Voucher #:	45855	Invoice	Invoice No: 605816546	5/16/2025	Paid Amt:	\$2,497.22
		E 01 005 810 000 000 401		Wiper Glass & Surface Whit			\$47.40
PO#:	Voucher #:	45804	Invoice	Invoice No: 605802845	5/16/2025	Paid Amt:	\$47.40
		E 01 005 810 000 000 350		Maintenance Machine Extractor Commodore			\$51.50
PO#:	Voucher #:	45862	Invoice	Invoice No: 700653109	5/16/2025	Paid Amt:	\$51.50
		E 01 005 810 000 000 350		Maintenance Machine ADV9087342020 Scrubb			\$188.68
PO#:	Voucher #:	45860	Invoice	Invoice No: 700653108	5/16/2025	Paid Amt:	\$188.68
		E 01 005 810 000 000 350		Maintenance HILL56009			\$342.28
PO#:	Voucher #:	45857	Invoice	Invoice No: 700652794	5/16/2025	Paid Amt:	\$342.28

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78137	1215		HILLYARD INC		Check	
			E 01	005 810 000 000 350	Maintenance Machine IVacuum 24		\$335.00
PO#:		Voucher #:	45859	Invoice No: 700653106	5/16/2025	Paid Amt:	\$335.00
PO#: 6303		Voucher #:	45805	Invoice No: 700650776	5/16/2025	Paid Amt:	\$1,909.79
			E 01	005 810 000 000 401	Custodial supplies		\$146.00
PO#:		Voucher #:	45858	Invoice No: 700652795	5/16/2025	Paid Amt:	\$146.00
			E 01	005 810 000 000 350	Maintenance Machine Advenger 2805R		\$152.26
PO#:		Voucher #:	45861	Invoice No: 700653107	5/16/2025	Paid Amt:	\$152.26
						Check Amount:	\$5,784.63
PCB	78138	3687		HOLDINGFORD HARDWARE		Check	
			E 01	020 301 320 830 433	Open PO Engines Class Supplies		\$28.56
PO#: 5864		Voucher #:	45872	Invoice No: 66972	5/16/2025	Paid Amt:	\$28.56
			E 01	020 301 320 830 433	Open PO Engines Class Supplies		\$61.69
PO#: 5864		Voucher #:	45870	Invoice No: 64996	5/16/2025	Paid Amt:	\$61.69
			E 01	020 301 320 830 433	Open PO Engines Class Supplies		\$2.75
PO#: 5864		Voucher #:	45871	Invoice No: 66419	5/16/2025	Paid Amt:	\$2.75
						Check Amount:	\$93.00
PCB	78139	1247		J W PEPPER & SON INC		Check	
			E 01	010 258 000 000 430	11388230 - MusicPlay Online Subscription		\$200.00
PO#: 6297		Voucher #:	45883	Invoice No: 367490272	5/16/2025	Paid Amt:	\$200.00
						Check Amount:	\$200.00
PCB	78140	3638		JEFFREY KELLERMAN		Check	
			E 01	020 296 059 000 305	V Softball Umpire Kimball		\$130.00
PO#:		Voucher #:	45920	Invoice No: 05.12.2025	5/16/2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78141	1790		Joel Lofstrom		Check	
			E 01	020 294 064 000 305	Varsity Basaball Umpire Kimball		\$130.00
PO#:		Voucher #:	45913	Invoice No: 05.13.2025	5/16/2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78142	2302		KEITH HAIDER		Check	
			E 01	020 296 059 000 305	Softball Varsity Umpire Mora		\$130.00
PO#:		Voucher #:	45808	Invoice No: 05.02.2025	5/16/2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Amount
PCB	78143	1267		KEMPS, LLC		Check	
			E 02	005 770 000 701 495 MILK			\$197.40
PO#:	Voucher #:		45761	Invoice	5/16/2025	Paid Amt:	\$197.40
			E 02	005 770 000 701 495 MILK			\$412.25
PO#:	Voucher #:		45762	Invoice	5/16/2025	Paid Amt:	\$412.25
			E 02	005 770 000 701 495 MILK			\$461.60
PO#:	Voucher #:		45763	Invoice	5/16/2025	Paid Amt:	\$461.60
			E 02	005 770 000 701 495 MILK			\$419.40
PO#:	Voucher #:		45850	Invoice	5/16/2025	Paid Amt:	\$419.40
			E 02	005 770 000 701 495 MILK			\$306.60
PO#:	Voucher #:		45764	Invoice	5/16/2025	Paid Amt:	\$306.60
			E 02	005 770 000 701 495 MILK			\$280.15
PO#:	Voucher #:		45760	Invoice	5/16/2025	Paid Amt:	\$280.15
			E 02	005 770 000 701 495 MILK			\$483.90
PO#:	Voucher #:		45849	Invoice	5/16/2025	Paid Amt:	\$483.90
			E 02	005 770 000 701 495 MILK			\$161.40
PO#:	Voucher #:		45759	Invoice	5/16/2025	Paid Amt:	\$161.40
						Check Amount:	\$2,722.70
PCB	78144	3236		LITTLE FALLS RADIO		Check	
			E 01	020 211 000 000 305 Softball & Baseball			\$100.00
PO#:	Voucher #:		45916	Invoice	5/16/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78145	1292		LONG PRAIRIE GREY EAGLE SCHOOLS		Check	
			E 01	020 296 088 000 391 Girls Hockey			\$4,195.95
PO#:	Voucher #:		45915	Invoice	5/16/2025	Paid Amt:	\$4,195.95
						Check Amount:	\$4,195.95
PCB	78146	4486		M & B SEALCOATING, LLC		Check	
			E 01	005 810 000 000 305 Parking lot crack fill and pot hole repair			\$6,500.00
PO#:	Voucher #:		45886	Invoice	5/16/2025	Paid Amt:	\$6,500.00
						Check Amount:	\$6,500.00
PCB	78147	4540		MARCO		Check	
			E 01	005 110 690 000 580 Copiers			\$1,976.60
PO#:	Voucher #:		45840	Invoice	5/16/2025	Paid Amt:	\$1,976.60
						Check Amount:	\$1,976.60

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78148	4700		MARK REDEMSKE		Check	
			E 01	020 296 059 000 305	V Softball Umpire Holdingford		\$130.00
PO#:	Voucher #:		45919	Invoice	Invoice No: 05.12.2025	5/16/2025	\$130.00
							Check Amount: \$130.00
PCB	78149	1326		MENARDS		Check	
			E 01	005 810 000 000 401	Custodial Supplies		\$400.72
PO#:	Voucher #:		45863	Invoice	Invoice No: 58046	5/16/2025	\$400.72
			E 01	005 810 000 000 401	8X17 Clifton Develed		\$305.64
PO#:	Voucher #:		45884	Invoice	Invoice No: 59159	5/16/2025	\$305.64
			E 01	005 810 000 000 401	8X17 Clifton Develed		\$305.64
PO#:	Voucher #:		45851	Invoice	Invoice No: 58072	5/16/2025	\$305.64
			E 01	005 810 000 000 401	8X17 Clifton Develed		\$188.00
PO#:	Voucher #:		45885	Invoice	Invoice No: 59537	5/16/2025	\$305.64
			E 01	005 810 000 000 401	Custodial Supplies		\$188.00
PO#:	Voucher #:		45864	Invoice	Invoice No: 58569	5/16/2025	\$188.00
			E 01	005 810 000 000 401	8X17 Clifton Develed		\$305.64
PO#:	Voucher #:		45888	Invoice	Invoice No: 58349	5/16/2025	\$305.64
			E 01	020 301 321 830 433	class supplies		\$134.38
PO#:	Voucher #:		45865	Invoice	Invoice No: 58170	5/16/2025	\$134.38
							Check Amount: \$1,945.66
PCB	78150	2524		MIDCONTINENT COMMUNICATIONS		Check	
			E 01	005 810 000 000 320	PHONE SERVICE & Internet		\$1,487.15
PO#:	Voucher #:		45788	Invoice	Invoice No: 14529320114693	5/16/2025	\$1,487.15
							Check Amount: \$1,487.15
PCB	78151	1331		MID-STATE EDUCATION DIST		Check	
			E 01	005 400 000 000 394	ADMIN		\$7,923.12
			E 01	010 412 450 740 396	ECSE		\$7,501.78
			E 01	010 412 450 740 397	ECSE		\$0.00
			E 01	005 405 450 740 396	HEAR IMPAIRED		\$1,712.06
			E 01	005 405 450 740 397	HEAR IMPAIRED		\$205.94
			E 01	005 420 450 740 396	OT/PT		\$4,674.00
			E 01	005 420 450 740 397	OT/PT		\$938.51
			E 01	005 420 450 740 396	APE		\$2,723.73
			E 01	005 420 450 740 397	APE		\$512.06
			E 04	005 580 450 325 390	ECFE		\$5,453.87
			E 04	005 582 450 344 390	PRESCHOOL SCREENING		\$837.87
			E 01	010 401 450 740 396	SPEECH/LANGUAGE		\$17,058.45

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78151	1331		MID-STATE EDUCATION DIST		Check
	E 01	010	401	450 740 397		\$2,683.32
	E 01	005	420	450 740 396	SPEECH/LANGUAGE	\$12,827.66
	E 01	005	420	450 740 397	Psych Service	\$116.67
	E 01	020	211	390 000 391	Psych Service	\$1,086.50
	E 01	010	402	450 740 396	Telecommunication Access	\$1,128.42
	E 01	010	402	450 740 397	Due Process	\$169.26
PO#:	Voucher #:	45773	Invoice	Invoice No: 3944	5/16/2025	Paid Amt: \$67,553.22
						Check Amount: \$67,553.22
PCB	78152	2121		MIDWEST SPECIAL INSTRUMENTS CORP		Check
	E 01	005	720	000 000 305	Full Audiometer Calibration	\$240.00
PO#:	Voucher #:	45876	Invoice	Invoice No: 2504280-IN	5/16/2025	Paid Amt: \$240.00
						Check Amount: \$240.00
PCB	78153	3820		MIKE GIAMBRUNO		Check
	E 01	020	294	064 000 305	Baseball Varsity Umpire	\$130.00
PO#:	Voucher #:	45816	Invoice	Invoice No: 05.06.2025	5/16/2025	Paid Amt: \$130.00
						Check Amount: \$130.00
PCB	78154	3258		MINNESOTA CLAY USA		Check
	E 01	020	212	000 000 430	#7 WHITE BUFF CLAY CONE 06-6-WET	\$119.40
	E 01	020	212	000 000 430	SPECKLED BUFF CLAY CONE 6-10 WET	\$77.00
	E 01	020	212	000 000 430	PC-1 SATURATION METALLIC PINT AMACO.	\$31.45
	E 01	020	212	000 000 430	PC-4 PALLADIUM PINT AMACO GLAZE	\$20.40
	E 01	020	212	000 000 430	PC-26 BLUE LAGOON PINT AMACO GLAZE	\$18.70
	E 01	020	212	000 000 430	PC-15 SATIN ORIBE PINT AMACO GLAZE	\$18.70
	E 01	020	212	000 000 430	SC-7 LEAPIN' LIZARD PINT MAYCO	\$17.85
	E 01	020	212	000 000 430	SC-76 CARA-BEIN BLUE PINT MAYCO	\$17.85
PO#:	Voucher #:	45776	Invoice	Invoice No: 153425	5/16/2025	Paid Amt: \$321.35
						Check Amount: \$321.35
	E 01	010	212	000 000 430	Clay CLWEW	\$190.00
	E 01	010	212	000 000 430	MSC74P Hot Tamale Glaze	\$35.70
	E 01	010	212	000 000 430	MSC24P Dandelion	\$35.70
	E 01	010	212	000 000 430	MSC26P Green thumb	\$17.85
	E 01	010	212	000 000 430	MSC76P CARA-BEIN	\$17.85
	E 01	010	212	000 000 430	MSC16P Cotton tail	\$53.55
	E 01	010	212	000 000 430	MSC15P Tuxedo	\$35.70
PO#:	Voucher #:	45911	Invoice	Invoice No: 154572	5/16/2025	Paid Amt: \$386.35
						Check Amount: \$386.35

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78155	3696		MINNESOTA COMMUNITY ED ASSOC		Check	
		E 04	005	000 321 305	Job Posting Community Ed Director		\$50.00
PO#:	Voucher #:	45771	Invoice	Invoice No: 9595	5/16/2025	Paid Amt:	\$50.00
						Check Amount:	\$50.00
PCB	78156	4611		MINNESOTA FFA ASSOCIATION		Check	
		E 01	020	298 062 000 369	STATE CONVENTION FEES		\$2,043.00
PO#:	Voucher #:	45824	Invoice	Invoice No: 7446	5/16/2025	Paid Amt:	\$2,043.00
						Check Amount:	\$2,043.00
PCB	78157	3634		MINNESOTA HISTORICAL SOCIETY		Check	
		R 01	010	203 100 000 050	Oliver Kelly Farm		\$520.00
PO#:	Voucher #:	45912	Invoice	Invoice No: 33354	5/16/2025	Paid Amt:	\$520.00
						Check Amount:	\$520.00
PCB	78158	3965		MRI SOFTWARE LLC		Check	
		E 01	005	110 000 000 305	Staff Screen & Copy Fee		\$27.00
PO#:	Voucher #:	45801	Invoice	Invoice No: MRIUS2380320	5/16/2025	Paid Amt:	\$27.00
						Check Amount:	\$27.00
PCB	78159	5075		MSOPA		Check	
		E 01	005	020 000 000 820	Membership Mandy Sadlo		\$100.00
PO#:	Voucher #:	45815	Invoice	Invoice No: 05.09.2025	5/16/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78160	1375		NAPA AUTO PARTS		Check	
		E 01	005	760 000 720 401	Shop Supplies		\$98.34
PO#:	Voucher #:	45798	Invoice	Invoice No: 639947	5/16/2025	Paid Amt:	\$98.34
		E 01	005	760 000 720 401	Credit		\$71.45
PO#:	Voucher #:	45796	Credit	Invoice No: 636344	5/16/2025	Paid Amt:	(\$71.45)
		E 01	005	760 000 720 401	Air Filter Bus 4-22		\$63.99
PO#:	Voucher #:	45797	Invoice	Invoice No: 639931	5/16/2025	Paid Amt:	\$63.99
		E 01	005	760 000 720 401	Shop Supplies		\$17.49
PO#:	Voucher #:	45795	Invoice	Invoice No: 637843	5/16/2025	Paid Amt:	\$17.49
						Check Amount:	\$108.37
PCB	78161	1734		Nedda Zetah		Check	
		E 01	020	296 059 000 305	JV & V Umpire LPGE		\$260.00
PO#:	Voucher #:	45917	Invoice	Invoice No: 05.14.2025	5/16/2025	Paid Amt:	\$260.00
						Check Amount:	\$260.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78162	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check	
			E 01	005 760 000 720 401 Flasher System			\$256.34
PO#:	Voucher #:	45794	Invoice	Invoice No: 323035	5/16/2025	Paid Amt:	\$256.34
							Check Amount: \$256.34
PCB	78163	4608		NORTH CENTRAL INT'L, LLC		Check	
			E 01	005 760 000 720 401 Rivet Driver			\$60.00
PO#:	Voucher #:	45842	Invoice	Invoice No: X220110168:01	5/16/2025	Paid Amt:	\$60.00
			E 01	005 760 000 720 401 Rivet Driver Credit			\$60.00
PO#:	Voucher #:	45843	Credit	Invoice No: X220110168:01	5/16/2025	Paid Amt:	(\$60.00)
			E 01	005 760 000 720 350 Bus 10-10 engine repair			\$4,349.88
PO#:	Voucher #:	45780	Invoice	Invoice No: R220010287:01	5/16/2025	Paid Amt:	\$4,349.88
			E 01	005 760 000 720 350 2014 Bus Engine Repair			\$2,948.98
PO#:	Voucher #:	45781	Invoice	Invoice No: R220010337:01	5/16/2025	Paid Amt:	\$2,948.98
			E 01	005 760 000 720 350 2010 Bus Transmission Repair			\$1,903.04
PO#:	Voucher #:	45782	Invoice	Invoice No: R220010338:01	5/16/2025	Paid Amt:	\$1,903.04
			E 01	005 760 000 720 350 2010 Bus Electrical Repair			\$324.74
PO#:	Voucher #:	45790	Invoice	Invoice No: R220010364:01	5/16/2025	Paid Amt:	\$324.74
							Check Amount: \$9,526.64
PCB	78164	1406		PAN-O-GOLD BAKING CO		Check	
			E 02	005 770 000 701 490 BREAD Invoice Payment Shortage			\$100.00
PO#:	Voucher #:	45832	Invoice	Invoice No: 10000125111003A	5/16/2025	Paid Amt:	\$100.00
			E 02	005 770 000 701 490 Bread			\$118.80
PO#:	Voucher #:	45878	Invoice	Invoice No: 10000125132013	5/16/2025	Paid Amt:	\$118.80
			E 02	005 770 000 701 490 BREAD			\$85.20
PO#:	Voucher #:	45769	Invoice	Invoice No: 10000125125011	5/16/2025	Paid Amt:	\$85.20
			E 02	005 770 000 701 490 BREAD			\$158.00
PO#:	Voucher #:	45770	Invoice	Invoice No: 10000125125012	5/16/2025	Paid Amt:	\$158.00
			E 02	005 770 000 701 490 Bread			\$210.50
PO#:	Voucher #:	45887	Invoice	Invoice No: 10000125132014	5/16/2025	Paid Amt:	\$210.50
							Check Amount: \$672.50
PCB	78165	2191		PATRICK SCHNEIDER		Check	
			E 01	020 294 064 000 305 Baseball Varsity umpire EVW DH			\$260.00
PO#:	Voucher #:	45818	Invoice	Invoice No: 05.08.2025	5/16/2025	Paid Amt:	\$260.00
							Check Amount: \$260.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78166	4289		PAYNESVILLE AREA SCHOOLS		Check	
		E 01 020 296 103 000 369		Golf meet entry fee			\$150.00
PO#:	Voucher #:	45821	Invoice	Invoice No: 05.08.2025	5/16/2025	Paid Amt:	\$150.00
						Check Amount:	\$150.00
PCB	78167	3681		POWER DISTRIBUTORS		Check	
		E 01 020 301 320 830 433		Small Engines 2 Gaskets, Rings, Seals			\$265.88
PO#:	Voucher #:	45882	Invoice	Invoice No: INV102548484	5/16/2025	Paid Amt:	\$265.88
						Check Amount:	\$265.88
PCB	78168	4242		RADEMACHER COMPANIES, INC.		Check	
		E 01 020 301 322 830 433		Class supplies			\$2.69
PO#:	Voucher #:	45822	Invoice	Invoice No: 002-00336374	5/16/2025	Paid Amt:	\$2.69
		E 01 020 301 322 830 433		Class supplies			\$8.88
PO#:	Voucher #:	45823	Invoice	Invoice No: 00181574	5/16/2025	Paid Amt:	\$8.88
						Check Amount:	\$11.57
PCB	78169	1463		RICE HARDWARE HANK		Check	
		E 01 005 760 000 720 401		Misc Fastners			\$1.57
PO#:	Voucher #:	45775	Invoice	Invoice No: 35429	5/16/2025	Paid Amt:	\$1.57
						Check Amount:	\$1.57
PCB	78170	4642		RICKS TOWING & AUTO PARTS		Check	
		E 01 005 760 000 720 401		Y-Misc Parts			\$20.00
PO#:	Voucher #:	45779	Invoice	Invoice No: 356608	5/16/2025	Paid Amt:	\$20.00
						Check Amount:	\$20.00
PCB	78171	1857		Ron Seibring		Check	
		E 01 020 296 059 000 305		Varsity Softball Official ACGC DH			\$260.00
PO#:	Voucher #:	45812	Invoice	Invoice No: 05.01.2025	5/16/2025	Paid Amt:	\$260.00
						Check Amount:	\$260.00
PCB	78172	5077		Royalton FFA Alumni & Supporters		Check	
		E 01 020 298 062 000 369		State Convention Food			\$433.63
PO#:	Voucher #:	45828	Invoice	Invoice No: 05.05.2025	5/16/2025	Paid Amt:	\$433.63
						Check Amount:	\$433.63
PCB	78173	1477		ROYALTON LUMBER COMPANY		Check	
		E 01 005 810 000 000 401		Custodial Supplies			\$118.88
PO#:	Voucher #:	45854	Invoice	Invoice No: 879590	5/16/2025	Paid Amt:	\$118.88
						Check Amount:	\$118.88

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78174	4340		SCHOLASTIC, INC. Book Club		Check	
		E 01 010 203 000 000 430		RIF Books			\$2,489.63
PO#: 6242	Voucher #:	45880	Invoice	Invoice No: 12427288	5/16/2025	Paid Amt:	\$2,489.63
						Check Amount:	\$2,489.63
PCB	78175	4408		School Management Services		Check	
		E 01 005 110 000 000 305		Milage			\$372.40
PO#:	Voucher #:	45813	Invoice	Invoice No: 102384	5/16/2025	Paid Amt:	\$372.40
						Check Amount:	\$372.40
PCB	78176	1087		SCHOOL SPECIALTY		Check	
		E 01 020 260 000 000 430		Aluminum Foil			\$25.72
PO#: 6142	Voucher #:	45827	Invoice	Invoice No: 208135616329	5/16/2025	Paid Amt:	\$25.72
						Check Amount:	\$25.72
PCB	78177	2464		SPEER CHIROPRACTIC, PA		Check	
		E 01 005 760 000 720 305		DOT PHYSICAL R Skwira			\$100.00
PO#:	Voucher #:	45826	Invoice	Invoice No: 05.01.2025	5/16/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78178	4755		SQUIRES, WALDSPURGER & MACE		Check	
		E 01 005 020 000 000 313		Legal			\$140.00
PO#:	Voucher #:	45774	Invoice	Invoice No: 24395	5/16/2025	Paid Amt:	\$140.00
						Check Amount:	\$140.00
PCB	78179	2577		SYSCO WESTERN MN, INC.		Check	
		E 02 005 770 000 701 401		SUPPLIES			\$40.25
PO#:	Voucher #:	45768	Invoice	Invoice No: 253905393	5/16/2025	Paid Amt:	\$40.25
		E 02 005 770 000 701 490		LUNCH			\$3,416.05
		E 02 005 770 000 701 401		SUPPLIES			\$29.16
PO#:	Voucher #:	45802	Invoice	Invoice No: 253905395	5/16/2025	Paid Amt:	\$3,445.21
		E 02 005 770 000 701 491		Commodity			\$12.52
PO#:	Voucher #:	45852	Invoice	Invoice No: 253910606	5/16/2025	Paid Amt:	\$12.52
		E 02 005 770 000 701 491		Commodity			\$18.80
PO#:	Voucher #:	45803	Invoice	Invoice No: 253905394	5/16/2025	Paid Amt:	\$18.80
		E 02 005 770 000 701 490		LUNCH			\$3,333.44
		E 02 005 770 000 701 401		SUPPLIES			\$97.92
PO#:	Voucher #:	45853	Invoice	Invoice No: 253910607	5/16/2025	Paid Amt:	\$3,431.36
		E 02 005 770 000 705 490		Breakfast			\$778.39
		E 02 005 770 000 701 401		Supplies			\$97.46
PO#:	Voucher #:	45765	Invoice	Invoice No: 253905390	5/16/2025	Paid Amt:	\$875.85

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78179	2577		SYSCO WESTERN MN, INC.		Check
			E 02	005 770 000 701 491 Commodity		\$39.74
PO#:	Voucher #:	45766	Invoice	Invoice No: 253905391	5/16/2025	Paid Amt: \$39.74
PO#:	Voucher #:	45834	Invoice	Invoice No: 253910603	5/16/2025	Paid Amt: \$476.24
			E 02	005 770 000 701 490 Breakfast		\$2,275.86
			E 02	005 770 000 701 490 LUNCH		\$70.47
PO#:	Voucher #:	45835	Invoice	Invoice No: 253910605	5/16/2025	Paid Amt: \$2,346.33
			E 02	005 770 000 701 491 Commodity		\$61.60
PO#:	Voucher #:	45836	Invoice	Invoice No: 253910604	5/16/2025	Paid Amt: \$61.60
			E 04	005 582 000 344 430 Preschool Graduation		\$192.38
PO#:	Voucher #:	45889	Invoice	Invoice No: 253910602	5/16/2025	Paid Amt: \$192.38
			E 02	005 770 000 701 490 LUNCH		\$3,368.78
			E 02	005 770 000 701 401 SUPPLIES		\$155.20
PO#:	Voucher #:	45767	Invoice	Invoice No: 253905392	5/16/2025	Paid Amt: \$3,523.98
						Check Amount: \$14,464.26
PCB	78180	5074		Tanner Toenjes		Check
			E 01	020 294 064 000 305 BB Varsity Umpire Holdingford		\$130.00
PO#:	Voucher #:	45806	Invoice	Invoice No: 04.29.2025	5/16/2025	Paid Amt: \$130.00
						Check Amount: \$130.00
PCB	78181	4924		The Boelter Companies Inc		Check
			E 02	005 770 000 701 401 Bun Pan Full Size		\$195.46
PO#:	Voucher #:	45833	Invoice	Invoice No: 98474261	5/16/2025	Paid Amt: \$195.46
						Check Amount: \$195.46
PCB	78182	4206		T-MOBILE		Check
			E 01	005 810 000 000 320 Mobile Internet Acct 971799683		\$40.00
PO#:	Voucher #:	45789	Invoice	Invoice No: 04.21.2025	5/16/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
PCB	78183	2635		TONY'S CAT & BACKHOE		Check
			E 01	005 810 000 000 363 Snow Removal		\$6,990.00
PO#:	Voucher #:	45814	Invoice	Invoice No: 2099	5/16/2025	Paid Amt: \$6,990.00
						Check Amount: \$6,990.00
PCB	78184	1849		TRENT M HERMAN		Check
			E 01	020 294 064 000 305 Baseball Varsity Umpire		\$130.00
PO#:	Voucher #:	45817	Invoice	Invoice No: 05.06.2025	5/16/2025	Paid Amt: \$130.00
						Check Amount: \$130.00

Royalton Public Schools
Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78185	2724	B 01	AFSCME COUNCIL 65	5/30/2025	Check	\$273.22
PO#:	Voucher #:	45982	Invoice	Invoice No: S2025220			\$273.22
PCB	78186	3757	B 01	Blue Cross Blue Shield	5/30/2025	Check	\$187.51
PO#:	Voucher #:	45998	Invoice	Invoice No: S2025220			\$165.42
PO#:	Voucher #:	45907	Invoice	Invoice No: S2025210			\$190.29
PCB	78187	4665	B 01	HARTFORD INSURANCE	5/30/2025	Check	\$748.16
PO#:	Voucher #:	45986	Invoice	Invoice No: S2025220			\$1,392.76
PO#:	Voucher #:	45895	Invoice	Invoice No: S2025210			\$751.90
PO#:	Voucher #:	45898	Invoice	Invoice No: S2025210			\$494.41
PO#:	Voucher #:	45989	Invoice	Invoice No: S2025220			\$407.20
PO#:	Voucher #:	45985	Invoice	Invoice No: S2025220			\$824.66

Royalton Public Schools
Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount
PCB	78187	4665		HARTFORD INSURANCE		Check	
			B 02	215 031 LTD			\$129.12
PO#:	Voucher #:	45890	Credit	Invoice No: S2025210	5/30/2025	Paid Amt:	(\$129.12)
		B 01	215 032 Life				\$728.46
		B 02	215 032 Life				\$28.00
		B 04	215 032 Life				\$31.06
PO#:	Voucher #:	45894	Invoice	Invoice No: S2025210	5/30/2025	Paid Amt:	\$787.52
		B 02	215 031 LTD				\$178.54
PO#:	Voucher #:	45978	Credit	Invoice No: S2025220	5/30/2025	Paid Amt:	(\$178.54)
							Check Amount: \$4,350.79
PCB	78188	4620		HealthPartners Inc		Check	
			B 01	215 030 Hospital			\$42,081.09
			B 02	215 030 Hospital			\$1,093.91
			B 04	215 030 Hospital			\$2,577.01
PO#:	Voucher #:	45892	Invoice	Invoice No: S2025210	5/30/2025	Paid Amt:	\$45,752.01
		B 01	215 030 Hospital				\$42,044.82
		B 01	215 030 Adjustment				(\$7,622.03)
		B 02	215 030 Hospital				\$1,093.82
		B 04	215 030 Hospital				\$2,616.44
PO#:	Voucher #:	45983	Invoice	Invoice No: S2025220	5/30/2025	Paid Amt:	\$38,133.05
		E 01	005 110 000 305 EAP				\$132.00
PO#:	Voucher #:	46010	Invoice	Invoice No: 677355562680	5/30/2025	Paid Amt:	\$132.00
		B 01	215 035 Dental				\$1,751.01
		B 02	215 035 Payroll Deductions				\$17.77
		B 04	215 035 Payroll Deductions				\$79.97
PO#:	Voucher #:	45891	Invoice	Invoice No: S2025210	5/30/2025	Paid Amt:	\$1,848.75
		B 01	215 035 Dental				\$1,889.07
		B 02	215 035 Payroll Deductions				\$17.77
		B 04	215 035 Payroll Deductions				\$115.52
		B 01	215 035 Adjustment				(\$245.64)
PO#:	Voucher #:	45979	Invoice	Invoice No: S2025220	5/30/2025	Paid Amt:	\$1,776.72
							Check Amount: \$87,642.53
PCB	78189	1474		Royalton Education Minnesota		Check	
			B 01	215 040 MFT			\$4,360.40
			B 04	215 040 MFT			\$88.00
PO#:	Voucher #:	45980	Invoice	Invoice No: S2025220	5/30/2025	Paid Amt:	\$4,448.40
							Check Amount: \$4,448.40

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78190	1473		ROYALTON ESP		Check
			B 01	215 040		\$1,055.98
			B 02	215 040		\$27.17
			B 04	215 040		\$56.11
PO#:	Voucher #:	45981	Invoice	Invoice No: S2025220	5/30/2025	Paid Amt: \$1,139.26
						Check Amount: \$1,139.26
						Report Total: \$546,640.49

ROYALTON PUBLIC SCHOOLS ISD 485	ROYALTON PUBLIC SCHOOLS ISD 485	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES	April 30, 2025
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REVENUE							April 30, 2025	April 30, 2024	April 30, 2023		
REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	April 30, 2024	April 30, 2023
STATE	9,225,545	9,727,486	9,993,360	10,732,541	8,357,224	2,375,317	77.9%	77.7%	80.3%	7,555,071	7,408,703
FEDERAL	820,435	377,765	120,000	164,000	37,751	126,249	23.0%	29.2%	73.2%	110,264	600,381
PROPERTY TAXES	663,787	788,165	838,060	847,745	367,898	479,847	43.4%	39.3%	0.0%	309,822	-
LOCAL (FEES, INTEREST, ETC.)	819,937	784,723	515,475	524,822	561,163	(36,341)	106.9%	82.1%	107.3%	644,521	880,111
TOTALS	11,529,704	11,678,138	11,466,895	12,269,108	9,324,038	2,945,070	76.0%	73.8%	77.1%	8,619,678	8,889,195

EXPENDITURES							April 30, 2025	April 30, 2024	April 30, 2023		
OBJECT SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	April 30, 2024	April 30, 2023
SALARIES & WAGES	6,412,479	6,871,879	7,063,649	7,030,106	4,994,854	2,035,252	71.0%	71.3%	71.3%	4,900,807	4,573,417
EMPLOYEE BENEFITS	1,756,061	1,910,867	1,964,817	2,161,451	1,487,900	673,551	68.8%	72.4%	74.3%	1,383,006	1,305,006
PURCHASED SERVICES	1,776,111	2,065,094	1,443,836	1,879,742	1,452,692	427,050	77.3%	77.0%	80.7%	1,590,377	1,433,983
SUPPLIES	994,099	1,050,348	830,923	813,216	630,707	182,509	77.6%	78.4%	77.3%	823,687	767,958
EQUIPMENT	1,014,689	264,033	265,000	316,381	266,477	49,904	84.2%	62.1%	82.6%	163,837	837,708
OTHER EXPENDITURES	28,070	2,412	32,150	1,208	65,392	(64,184)	5413.3%	1098.2%	105.6%	26,485	29,638
TOTALS	11,981,509	12,164,634	11,600,375	12,202,105	8,898,024	3,304,081	72.9%	73.1%	74.7%	8,888,198	8,947,710

							April 30, 2025	April 30, 2024	April 30, 2023		
PROGRAM SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	April 30, 2024	April 30, 2023
SITE ADMINISTRATION	469,610	377,274	434,166	407,569	378,467	29,102	92.9%	91.5%	75.9%	345,205	356,433
DISTRICT ADMINISTRATION	284,379	283,238	277,291	277,682	223,111	54,571	80.3%	79.9%	81.7%	226,306	232,371
SUPPORT SERVICES	374,130	432,624	400,892	456,898	470,020	(13,121)	102.9%	88.6%	93.6%	383,125	350,238
REGULAR INSTRUCTION	4,401,453	4,740,822	4,712,269	4,757,005	3,220,529	1,536,475	67.7%	69.2%	70.8%	3,283,000	3,118,044
EXTRA-CURRICULAR ACTIVITES	692,268	667,876	429,602	589,329	464,848	124,481	78.9%	71.6%	77.1%	478,188	533,498
VOCATIONAL INSTRUCTION	235,669	310,868	326,338	313,781	224,544	89,237	71.6%	69.3%	72.8%	215,288	171,598
SPECIAL EDUCATION	1,444,518	1,881,015	1,690,515	1,876,174	1,232,923	643,251	65.7%	68.9%	67.5%	1,295,967	975,081
INSTRUCTIONAL SUPPORT	853,634	707,111	639,091	753,266	485,268	267,998	64.4%	53.8%	69.8%	380,170	595,599
PUPIL SUPPORT SERVICES	1,288,990	1,075,787	1,154,796	1,125,210	846,632	278,577	75.2%	77.4%	68.3%	833,140	880,991
FACILITIES	1,831,906	1,597,576	1,401,392	1,476,888	1,181,028	295,860	80.0%	83.8%	86.9%	1,338,430	1,592,386
OTHER FINANCING USES	104,952	90,443	134,023	168,304	170,654	(2,350)	101.4%	122.3%	134.8%	110,646	141,471
TOTALS	11,981,509	12,164,634	11,600,375	12,202,105	8,898,024	3,304,081	72.9%	73.1%	74.7%	8,889,465	8,947,710

ROYALTON PUBLIC SCHOOLS ISD 485	ROYALTON PUBLIC SCHOOLS ISD 485						REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES				April 30, 2025	
	ACTIVITY - OTHER FUNDS						April 30, 2025	April 30, 2024	April 30, 2023			
REVENUE	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	April 30, 2024	April 30, 2023	
FOOD SERVICE	684,998	786,620	757,330	858,230	584,480	273,750	68.1%	64.8%	75.4%	509,586	516,820	
COMMUNITY EDUCATION	469,765	575,610	507,413	544,104	402,084	142,020	73.9%	69.9%	77.6%	402,325	364,496	
DEBT SERVICE	2,032,740	2,019,203	2,078,334	2,126,689	1,190,481	936,208	56.0%	55.9%	50.7%	1,127,913	1,030,890	
EXPENDITURES						April 30, 2025	April 30, 2024	April 30, 2023				
EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	April 30, 2024	April 30, 2023	
FOOD SERVICE	721,057	756,066	722,753	787,592	556,109	231,483	70.6%	69.3%	69.8%	523,596	503,489	
COMMUNITY EDUCATION	436,612	563,212	581,470	554,009	389,586	164,423	70.3%	76.7%	71.7%	432,119	313,002	
DEBT SERVICE	2,020,583	2,022,333	2,021,183	2,082,972	2,021,183	61,789	97.0%	100.0%	100.0%	2,022,333	2,020,583	
SUMMARY - ALL FUNDS						April 30, 2025	April 30, 2024	April 30, 2023				
SUMMARY	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	April 30, 2024	April 30, 2023	
REVENUE	14,717,207	15,059,571	14,809,972	15,798,131	11,501,083	4,297,048	72.8%	70.8%	73.4%	10,659,503	10,801,400	
EXPENDITURES	15,159,760	15,506,244	14,925,781	15,626,678	11,864,902	3,761,776	75.9%	76.5%	77.7%	11,866,246	11,784,784	
SPENDING VARIANCE	(442,553)	(446,673)	(115,809)	171,453	(363,819)	N/A	N/A	N/A	N/A	(1,206,743)	(983,384)	

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$476,663.84
02 Food Service	\$43,588.14
04 Community Service	\$26,388.51
Report Total	\$546,640.49

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
PO#:	Voucher #:	45668	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$1,312.82
		B 01	215 005	Tax Ann		
		B 01	215 005	Tax Ann		
		B 04	215 005	Payroll Deductions		
PO#:	Voucher #:	45669	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$10,025.06
		B 01	215 005	Tax Ann		
PO#:	Voucher #:	45670	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$145.84
		B 01	215 005	Tax Ann		
PO#:	Voucher #:	45671	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$237.50
		B 01	215 005	Tax Ann		
PO#:	Voucher #:	45666	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$653.22
		B 01	215 005	Tax Ann		
PO#:	Voucher #:	45667	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$150.00
		B 01	215 005	Tax Ann		
						Check Amount: \$12,524.44
PCB	1415			PERA		Wire
PO#:	Voucher #:	45662	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$13,880.69
		B 01	215 017	PERA		
		B 02	215 017	PERA		
		B 04	215 017	PERA		
						Check Amount: \$16,710.57
PCB	1558			TEACHERS RETIREMENT ASSN		Wire
PO#:	Voucher #:	45665	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$31,962.54
		B 01	215 018	TRA		
		B 04	215 018	TRA		
						Check Amount: \$33,208.51
PCB	1096			COMMISSIONER OF REVENUE		Wire
PO#:	Voucher #:	45663	Invoice	Invoice No: S2025200	5/1/2025	Paid Amt: \$9,353.08
		B 01	215 013	State Tax		
		B 02	215 013	State Tax		
		B 04	215 013	State Tax		
						Check Amount: \$10,096.03
PCB	3113			REPUBLIC SERVICES #891		Wire
PO#:	Voucher #:	45741	Invoice	Invoice No: 0891-00147351	5/7/2025	Paid Amt: \$1,981.85
		E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		
						Check Amount: \$1,981.85

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	3113			REPUBLIC SERVICES #891		Wire	
		E 01 005 810 000 000 330		WASTE MANAGEMENT SERVICE			\$1,688.13
PO#:	Voucher #:	45742	Invoice	Invoice No: 0891-001447352	5/7/2025	Paid Amt:	\$1,688.13
						Check Amount:	\$1,688.13
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810 000 000 331		Acct 0191115490			\$363.55
PO#:	Voucher #:	45743	Invoice	Invoice No: 019039819757	5/7/2025	Paid Amt:	\$363.55
						Check Amount:	\$363.55
PCB	4614			WEX		Wire	
		B 01 215 084		HSA			\$7,516.49
		B 02 215 084		HSA			\$45.00
		B 04 215 084		Payroll Deductions			\$177.08
PO#:	Voucher #:	45659	Invoice	Invoice No: S2025200	5/8/2025	Paid Amt:	\$7,738.57
						Check Amount:	\$7,738.57
PCB	4614			WEX		Wire	
		B 01 215 082		Daycare			\$208.33
PO#:	Voucher #:	45750	Invoice	Invoice No: 05.05.2025	5/8/2025	Paid Amt:	\$208.33
						Check Amount:	\$208.33
PCB	4614			WEX		Wire	
		B 01 215 082		Flex			\$330.08
PO#:	Voucher #:	45751	Invoice	Invoice No: 05.07.2025	5/8/2025	Paid Amt:	\$330.08
						Check Amount:	\$330.08
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810 000 000 331		Acct 5091115490 MS/HS			\$11,299.02
PO#:	Voucher #:	45752	Invoice	Invoice No: 509148722249	5/8/2025	Paid Amt:	\$11,299.02
						Check Amount:	\$11,299.02
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810 000 000 331		Acct 6691032130 Elect			\$31.24
PO#:	Voucher #:	45753	Invoice	Invoice No: 669557452150	5/8/2025	Paid Amt:	\$31.24
						Check Amount:	\$31.24
PCB	1346			MINNESOTA POWER		Wire	
		E 01 010 810 000 000 331		Acct 4015125490 Electric			\$3,623.92
PO#:	Voucher #:	45754	Invoice	Invoice No: 401345947427	5/8/2025	Paid Amt:	\$3,623.92
						Check Amount:	\$3,623.92

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	1346			MINNESOTA POWER		Wire	
		E 01	020	810 000 000 331	Acct 811180000 Elect		\$55.13
PO#:	Voucher #:	45755	Invoice	Invoice No: 811927010512	5/8/2025	Paid Amt:	\$55.13
						Check Amount:	\$55.13
PCB	4370			CAPITAL ONE		Wire	
		E 01	020	301 321 830 433	Classroom Supplies Goldade PO 5842		\$120.12
PO#:	Voucher #:	45758	Invoice	Invoice No: 04.14.2025	5/8/2025	Paid Amt:	\$120.12
		E 01	020	740 000 000 401	Misc. supplies for students		\$474.01
PO#: 6239	Voucher #:	45756	Invoice	Invoice No: 04.11.2025	5/8/2025	Paid Amt:	\$474.01
		E 01	020	298 151 000 401	Open PO for Care Closet		\$407.64
PO#: 4370	Voucher #:	45757	Invoice	Invoice No: 04.11.2025	5/8/2025	Paid Amt:	\$407.64
						Check Amount:	\$1,001.77
PCB	4614			WEX		Wire	
		B 01	215	082	Flex		\$40.00
PO#:	Voucher #:	45831	Invoice	Invoice No: 05.10.2025	5/12/2025	Paid Amt:	\$40.00
						Check Amount:	\$40.00
PCB	4614			WEX		Wire	
		B 01	215	082	Flex		\$20.00
PO#:	Voucher #:	45922	Invoice	Invoice No: 05.15.2025	5/16/2025	Paid Amt:	\$20.00
						Check Amount:	\$20.00
PCB	1096			COMMISSIONER OF REVENUE		Wire	
		B 01	215	013	State Tax		\$9,007.17
		B 02	215	013	State Tax		\$327.35
		B 04	215	013	State Tax		\$336.52
PO#:	Voucher #:	45897	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$9,671.04
						Check Amount:	\$9,671.04
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
		B 01	215	005	Tax Ann		\$1,312.82
PO#:	Voucher #:	45902	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$1,312.82
		B 01	215	005	Tax Ann		\$9,771.11
		B 04	215	005	Payroll Deductions		\$253.90
PO#:	Voucher #:	45903	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$10,025.01
		B 01	215	005	Tax Ann		\$145.84
PO#:	Voucher #:	45904	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$145.84
		B 01	215	005	Tax Ann		\$237.50
PO#:	Voucher #:	45905	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$237.50

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
		B 01	215 005	Tax Ann			\$681.55
PO#:	Voucher #:	45900	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$681.55
PO#:	Voucher #:	45901	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$150.00
						Check Amount:	\$12,552.72
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01	215 010	FICA			\$40,580.18
		B 02	215 010	FICA			\$2,022.02
		B 04	215 010	FICA			\$1,853.04
		B 01	215 011	Federal Tax			\$15,546.74
		B 02	215 011	Federal Tax			\$495.36
		B 04	215 011	Federal Tax			\$324.30
PO#:	Voucher #:	45906	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$60,821.64
						Check Amount:	\$60,821.64
PCB	1415			PERA		Wire	
		B 01	215 017	PERA			\$13,280.26
		B 02	215 017	PERA			\$1,901.80
		B 04	215 017	PERA			\$700.33
PO#:	Voucher #:	45896	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$15,882.39
						Check Amount:	\$15,882.39
PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
		B 01	215 018	TRA			\$31,521.83
		B 04	215 018	TRA			\$1,234.84
PO#:	Voucher #:	45899	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$32,756.67
						Check Amount:	\$32,756.67
PCB	4614			WEX		Wire	
		B 01	215 084	HSA			\$7,516.50
		B 02	215 084	HSA			\$45.00
		B 04	215 084	Payroll Deductions			\$177.10
PO#:	Voucher #:	45893	Invoice	Invoice No: S2025210	5/16/2025	Paid Amt:	\$7,738.60
						Check Amount:	\$7,738.60
PCB	4614			WEX		Wire	
		B 01	215 082	Daycare			\$208.33
PO#:	Voucher #:	45923	Invoice	Invoice No: 05.19.2025	5/20/2025	Paid Amt:	\$208.33
						Check Amount:	\$208.33

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 5/1/25-5/31/25 Period: 202511-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	1096			COMMISSIONER OF REVENUE		Wire
		B 01	215	013		\$10,904.38
		B 02	215	013		\$429.46
		B 04	215	013		\$311.13
PO#:	Voucher #:	45988	Invoice	Invoice No: S2025220	5/30/2025	Paid Amt: \$11,644.97
						Check Amount: \$11,644.97
						Report Total: \$252,197.50

Resignations 06.09.2025

Name	Position	Effective Date
Kristine Wehrkamp Herman	Superintendent	06.30.2025
Jill Justin	Kitchen Helper	05.30.2025
June Brezinka	Bus Driver	08.09.2025

New Hires 06.09.2025

Name	Position	Effective Date
Ellen Peterson	English Teacher	08.19.2025
Whitney Zirbes	DO/CE Secretary	05.27.2025
Jayna Carlson	MidState Summer School Preschool Teacher	05.16.2025-06.30.2025
Jennifer Noble	Community Ed Director	07.01.2025
Chelsea Aschenbrenner	ESY ES Paraprofessional	06.09.2025

COMMUNITY EDUCATION DIRECTOR'S CONTRACT

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

The School District and the Employee agree as follows:

ARTICLE I DURATION

Section 1. Effective Time Period. This Agreement shall remain in full force and effect for a period commencing July 1, 2025, through June 30, 2026, unless modified by the mutual written consent of the School Board and the Employee, or unless terminated by law or as provided in Article IX of this Agreement. For purposes of this Agreement, the term "year," "duty year," "school year," or "contract year" shall refer to the period of time from July 1 through June 30.

ARTICLE II BASIC RIGHTS

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

ARTICLE III DUTY YEAR

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

Section 2. Basic Work Year. The Employee's duty year shall consist of 215 work days inclusive of sick days and personal leave. The Employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

Section 3. Determination of Days Worked. The Superintendent will ultimately establish the yearly schedule and determine the days on which the Employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 215 for the year.

ARTICLE IV RATES OF PAY

Section 1. Rates of Pay.

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

Subd. 1. Salary.

2025-2026 \$72,000

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

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

ARTICLE V LEAVES OF ABSENCE

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

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

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

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

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

Subd. 4. Returning of Unused Sick Days for Financial Compensation. After 3 years of service a full-time employee shall receive 25% of the employee's daily rate of pay for accumulated and unused sick leave days when retiring from the School District unless discharged for cause. After 6 years of service a full-time employee shall receive 30% of the employee's daily rate of pay for accumulated and unused sick leave days when retiring from the School District unless discharged for cause. After 20 years of service a full-time employee shall receive 50% of the employee's daily rate of pay for accumulated and unused sick leave days when retiring from the School District unless discharged for cause. (Definition-Completion of the respective duty days constitutes a year of service.)

Section 2. Personal Leave. The Employee shall be entitled to 3 personal days per year. Personal leave shall be non-cumulative.

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

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

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

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

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

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

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

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

- a. The birth of a child;
- b. The adoption or foster placement of a child;

- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE VI GROUP INSURANCE

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

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

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

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

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

2025-2026 \$850.00

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

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

**ARTICLE VII
403b MATCHING CONTRIBUTION PLAN**

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

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

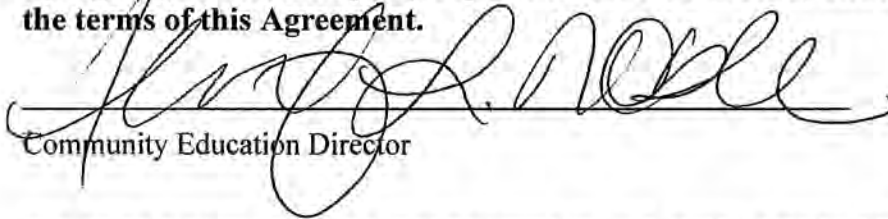
Section 2. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

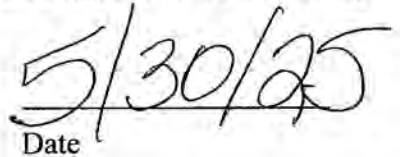
**ARTICLE VIII
DISCHARGE AND RESIGNATION FROM EMPLOYMENT**

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

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

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


Community Education Director


Date

INDEPENDENT SCHOOL DISTRICT NO. 485, ROYALTON, MN

By _____
Board of Education, Chairperson

Date

By _____
Board of Education, Clerk

Date



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 2026
BUDGET UPDATE
SCHOOL BOARD MEETING**

ENROLLMENT PROJECTION

- 25-26 Enrollment Projection Pre-K ECSE - 12th Grade = 916
 - Kindergarten enrollment 65 students
 - All other grades roll forward
- May 2025 enrollment K-12 = 925
- 10 year average enrollment = 923 K-12
- 24-25 Adopted Budget: 910 ADM / Revised Budget: 918 ADM
- 23-24 School ADM Served Report: 907 ADM / 991 APU

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
24-25	13.00	0.00	76.00	66.00	68.00	69.00	70.00	72.00	62.00	69.00	72.00	82.00	74.00	60.00	78.00	918.00	1.21%
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 / no longer used starting in FY25
KGF	Adjusted ADM for non-special education kindergarten students in full-time programs

GENERAL FUND FY26 ASSUMPTIONS

REVENUE:

- 2.74% INCREASE TO THE FORMULA (112,800)
- COMPENSATORY (230,000)
- UNEMPLOYMENT INSURANCE COVERAGE (141,500)
- SPECIAL EDUCATION ADSIS (\$84,500)
- OTHER CATEGORIES FLAT

EXPENSE:

- 3.00% INCREASE IN ALL CATEGORIES
- CURRICULUM GAP YEAR
- MINIMAL CAPITAL & LTFM PROJECTS
- UPDATED STAFFING

REVENUE EXCEEDS EXPENSE - \$240,000

UNASSIGNED FUND BALANCE PROJECTION

- 17% - \$2,080,000 (INCREASE FROM FY25 REVISED BUDGET OF 15.8% - \$1,928,000)
- BOARD POLICY 14-20%

GENERAL FUND FY26 REVENUE

REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget
STATE	9,225,545	9,727,486	9,993,360	10,732,541	10,940,821
FEDERAL	820,435	377,765	120,000	164,000	164,000
PROPERTY TAXES	663,787	788,165	838,060	847,745	849,335
LOCAL (FEES, INTEREST, ETC.)	819,937	784,723	515,475	524,822	423,252
TOTALS	11,529,704	11,678,138	11,466,895	12,269,108	12,377,408

GENERAL FUND FY26 EXPENSE

OBJECT SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget
SALARIES & WAGES	6,412,479	6,871,879	7,063,649	7,030,106	7,123,366
EMPLOYEE BENEFITS	1,756,061	1,910,867	1,964,817	2,161,451	2,118,532
PURCHASED SERVICES	1,776,111	2,065,094	1,443,836	1,879,742	1,804,297
SUPPLIES	994,099	1,050,348	830,923	813,216	782,195
EQUIPMENT	1,014,689	264,033	265,000	316,381	302,000
OTHER EXPENDITURES	28,070	2,412	32,150	1,208	3,390
TOTALS	11,981,509	12,164,634	11,600,375	12,202,105	12,133,780

OTHER FUNDS FY26 REVENUE

ACTIVITY - OTHER FUNDS

			Adopted Budget	Revised Budget	Next Year Budget
REVENUE	June 30, 2023	June 30, 2024			
FOOD SERVICE	684,998	786,620	757,330	858,230	815,700
COMMUNITY EDUCATION	469,765	575,610	507,413	544,104	516,030
DEBT SERVICE	2,032,740	2,019,203	2,078,334	2,126,689	2,156,280

REVENUE ASSUMPTIONS:

- CONSERVATIVE ALL FUNDS
- LESS PATHWAY I FUNDING - COMMUNITY EDUCATION (\$30,000)
- DECREASE IN PAID PRESCHOOL TUITION (\$30,000)
- DEBT SERVICE BASED ON LEVY / AID STATUTES

OTHER FUNDS FY26 EXPENSE

EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget
FOOD SERVICE	721,057	756,066	722,753	787,592	802,544
COMMUNITY EDUCATION	436,612	563,212	581,470	554,009	493,007
DEBT SERVICE	2,020,583	2,022,333	2,021,183	2,082,972	1,964,281

EXPENSE:

- ALL FUNDS BASED ON YTD TRENDS & CURRENT UPDATES
- DEBT SERVICE BASED ON BONDED DEBT PAYMENT SCHEDULE

FUND BALANCE FY26 PROJECTION - ALL OTHER FUNDS

FOOD SERVICE - 31% / \$253,000 (FY25 - 30% / 239,000)

COMMUNITY EDUCATION - 83% / \$409,500 (FY25 - 68% / \$387,000)

DEBT SERVICE - 32% / 638,000 (FY25 - 24% / \$493,000)



Thank you!

**ROYALTON PUBLIC
SCHOOLS ISD 485**

ROYALTON PUBLIC SCHOOLS ISD 485

REVENUE

REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget
STATE	9,225,545	9,727,486	9,993,360	10,732,541	10,940,821
FEDERAL	820,435	377,765	120,000	164,000	164,000
PROPERTY TAXES	663,787	788,165	838,060	847,745	849,335
LOCAL (FEES, INTEREST, ETC.)	819,937	784,723	515,475	524,822	423,252
TOTALS	11,529,704	11,678,138	11,466,895	12,269,108	12,377,408

EXPENDITURES

OBJECT SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget
SALARIES & WAGES	6,412,479	6,871,879	7,063,649	7,030,106	7,123,366
EMPLOYEE BENEFITS	1,756,061	1,910,867	1,964,817	2,161,451	2,118,532
PURCHASED SERVICES	1,776,111	2,065,094	1,443,836	1,879,742	1,804,297
SUPPLIES	994,099	1,050,348	830,923	813,216	782,195
EQUIPMENT	1,014,689	264,033	265,000	316,381	302,000
OTHER EXPENDITURES	28,070	2,412	32,150	1,208	3,390
TOTALS	11,981,509	12,164,634	11,600,375	12,202,105	12,133,780

PROGRAM SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget
SITE ADMINISTRATION	469,610	377,274	434,166	407,569	440,457
DISTRICT ADMINISTRATION	284,379	283,238	277,291	277,682	293,253
SUPPORT SERVICES	374,130	432,624	400,892	456,898	422,179
REGULAR INSTRUCTION	4,401,453	4,740,822	4,712,269	4,757,005	4,740,070
EXTRA-CURRICULAR ACTIVITES	692,268	667,876	429,602	589,329	594,834
VOCATIONAL INSTRUCTION	235,669	310,868	326,338	313,781	338,810
SPECIAL EDUCATION	1,444,518	1,881,015	1,690,515	1,876,174	1,849,677
INSTRUCTIONAL SUPPORT	853,634	707,111	639,091	753,266	754,320
PUPIL SUPPORT SERVICES	1,288,990	1,075,787	1,154,796	1,125,210	1,148,250
FACILITIES	1,831,906	1,597,576	1,401,392	1,476,888	1,378,494
OTHER FINANCING USES	104,952	90,443	134,023	168,304	173,435
TOTALS	11,981,509	12,164,634	11,600,375	12,202,105	12,133,780

**ROYALTON PUBLIC
SCHOOLS ISD 485**

ROYALTON PUBLIC SCHOOLS ISD 485

ACTIVITY - OTHER FUNDS

			Adopted Budget	Revised Budget	Next Year Budget
REVENUE	June 30, 2023	June 30, 2024			
FOOD SERVICE	684,998	786,620	757,330	858,230	815,700
COMMUNITY EDUCATION	469,765	575,610	507,413	544,104	516,030
DEBT SERVICE	2,032,740	2,019,203	2,078,334	2,126,689	2,156,280

			Adopted Budget	Revised Budget	Next Year Budget
EXPENDITURES	June 30, 2023	June 30, 2024			
FOOD SERVICE	721,057	756,066	722,753	787,592	802,544
COMMUNITY EDUCATION	436,612	563,212	581,470	554,009	493,007
DEBT SERVICE	2,020,583	2,022,333	2,021,183	2,082,972	1,964,281

SUMMARY - ALL FUNDS

			Adopted Budget	Revised Budget	Next Year Budget
SUMMARY	June 30, 2023	June 30, 2024			
REVENUE	14,717,207	15,059,571	14,809,972	15,798,131	15,865,418
EXPENDITURES	15,159,760	15,506,244	14,925,781	15,626,678	15,393,612
SPENDING VARIANCE	(442,553)	(446,673)	(115,809)	171,453	471,806



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

PROPERTY, WORKERS COMPENSATION &
CYBER INSURANCE QUOTE COMPARISONS

June 9, 2025

PROPERTY INSURANCE RFP TIMELINE

Announcement of RFP - March 7, 2025

Closing Date for Written Questions - March 12, 2025 at 1 p.m.

Proposals Due - March 19, 2025 at 1 p.m.

Selection of Broker Interviews - Week of March 24, 2025

Broker Interviews - Week of April 7, 2025

Brokers Finalists Assigned Insurance Companies - April 11, 2025

Insurance Quotes Due - May 19, 2025 at 1 p.m. (EXTENDED DUE TO UNDERWRITERS REQUEST)

Coverage Meetings - Week of May 26, 2025

Board Recommendation & Approval - June 9, 2025

OVERVIEW OF AGENTS/BROKERS

USI INSURANCE SERVICES, LLC - MOHAMMAD ELSAWAF

CHRISTENSEN GROUP - SHAWN WENSEL

NORTH RISK PARTNERS - BEN SCHNEIDER

WEIZENEGGER ENGEL INSURANCE - JACOB HUSER

USI INSURANCE SERVICES, LLC COVERAGE OFFERINGS

COVERAGE	CARRIER	EXPIRING PREMIUM	PROPOSED PREMIUM
PROPERTY	LIBERTY MUTUAL	\$75,086	\$77,999
GENERAL LIABILITY	LIBERTY MUTUAL	\$17,486	\$22,432
PROFESSIONAL LIABILITY	LIBERTY MUTUAL	\$12,316	\$13,301
AUTO	LIBERTY MUTUAL	\$24,805	\$26,353
UMBRELLA	LIBERTY MUTUAL	\$2,491	\$2,733
CYBER	BEAZLEY	\$4,150	\$3,550
SERVICE FEE	USI	\$3,137	\$0
WORK COMP	RAS	\$53,090	\$54,000*

*NO WORK COMP QUOTE

EXPIRING PREMIUM \$192,561 (DOES NOT INCLUDE ACTIVE SHOOTER/FIREARMS)

PROPOSED PREMIUM: \$200,368 (INCLUDES WORK COMP ESTIMATE)

PROPERTY VALUE: \$88,868,244

FLAT DEDUCTIBLE: \$10,000

1% WIND & HAIL DEDUCTIBLE

CHRISTENSEN GROUP COVERAGE OFFERINGS

COVERAGE	CARRIER	PROPOSED PREMIUM
PROPERTY	EMC	\$83,603
GENERAL LIABILITY	EMC	\$10,931
PROFESSIONAL LIABILITY	EMC	\$12,293
AUTO	EMC	\$19,897
UMBRELLA	EMC	\$3,672
WORK COMP	EMC	\$39,592
CYBER	BEAZLEY	\$3,137*

*NO CYBER QUOTE

TOTAL PROPOSED PREMIUM \$173,125
(DOES INCLUDE ACTIVE SHOOTER/FIREARMS & CYBER PROPOSED)

PROPERTY VALUE: \$88,868,244

FLAT DEDUCTIBLE: \$25,000/\$10,000

1% WIND & HAIL DEDUCTIBLE

NORTH RISK PARTNERS COVERAGE OFFERINGS

COVERAGE	CARRIER	PROPOSED PREMIUM
PROPERTY	GLATFELTER	\$83,491
GENERAL LIABILITY	GLATFELTER	\$10,829
INLAND MARINE	GLATFELTER	\$1,385
CRIME	GLATFELTER	\$447
AUTO	GLATFELTER	\$14,946
EDUCATORS LIABILITY	GLATFELTER	\$16,897
EXCESS LIABILITY	GLATFELTER	\$4,769
WORK COMP	ACCIDENT FUND	\$46,331
CYBER	BEAZLEY	\$3,137*

*NO CYBER QUOTE

TOTAL PREMIUM \$182,232

(DOES NOT INCLUDE ACTIVE SHOOTER/FIREARMS & INCLUDES CYBER PROPOSED)

PROPERTY VALUE: \$99,811,430

FLAT DEDUCTIBLE: \$25,000 (INCLUDES WIND & HAIL)

WEIZENEGGER ENGEL COVERAGE OFFERINGS

COVERAGE	CARRIER	PROPOSED PREMIUM
PROPERTY	WRIGHT	\$98,167
GENERAL LIABILITY	WRIGHT	\$8,316
INLAND MARINE	WRIGHT	\$840
CRIME	WRIGHT	\$407
AUTO	WRIGHT	\$16,675
EDUCATORS LIABILITY	WRIGHT	\$8,623
EXCESS LIABILITY	WRIGHT	\$2,311
WORK COMP	SFM	\$32,097
CYBER	BEAZLEY	\$3,137*

TOTAL PREMIUM \$170,573

(DOES INCLUDE ACTIVE SHOOTER FIREARMS & CYBER PROPOSED*)

PROPERTY VALUE: \$92,036,340

FLAT DEDUCTIBLE: \$25,000 (INCLUDES WIND & HAIL)

PROPERTY, WORKERS COMPENSATION & CYBER INSURANCE COMPARISON

AGENT/BROKER	CARRIER	TOTAL PROPOSED PREMIUM	COMMENTS
USI INSURANCE	LIBERTY MUTUAL RAS BEAZLEY	\$200,368	WIND/HAIL DEDUCTIBLE 1% DOES NOT INCLUDE SHOOTER COVERAGE
CHRISTENSEN GROUP	EMC EMC BEAZLEY	\$173,125	WIND/HAIL DEDUCTIBLE 1% INCLUDES ACTIVE SHOOTER COVERAGE
NORTH RISK PARTNERS	GLATFELTER ACCIDENT FUND BEAZLEY	\$182,232	FLAT \$25,000 DEDUCTIBLE & INCLUDES WIND/HAIL DOES NOT INCLUDE ACTIVE SHOOTER COVERAGE
WEIZENEGGER ENGEL*	WRIGHT SFM BEAZLEY	\$170,573	FLAT \$25,000 DEDUCTIBLE & INCLUDES WIND/HAIL INCLUDES ACTIVE SHOOTER COVERAGE

*RECOMMENDATION - WEIZENEGGER ENGEL



Thank you!



**2025-2026 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of ROYALTON HIGH SCHOOL / MIDDLE (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

ROYALTON HIGH SCHOOL / MIDDLE SCHOOL
Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

JON ANDRES
(Designated School Board Member – please print)

KAITLYN ARZEN
(Designated School Representative – please print)

JON.ANDRES@ISD485.ORG
Email Address

KAITLYN.ARZEN@ISD485.ORG
Email Address

208.02 ACTIVITY REPRESENTATIVES

KAITLYN ARZEN
(Boys Sports – please print)

KAITLYN ARZEN
(Girls Sports – please print)

TAMI SHAUGHNESSY
(Speech – please print)

CHRIS COPPICUS
(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

JON ANDRES
(Board Member – please print)

HAYLIE WOLBECK
(Student – please print)

JEN ALBRIGHT
(Parent – please print)

JEREMY SCHAA
(Faculty Member – please print)

KAITLYN ARZEN
(Mailing Representative – please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: Signature required
(Clerk/Secretary - Local Governing Board)
electronically through DocuSign
Date: _____

Signed: Signature required
(Superintendent or Head of School)
electronically through DocuSign
Date: _____

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Swimming and Diving - Girls beginning with the **2025** - **2026** school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Little Falls High School	Little Falls
High School #2:	Pillager High School	Pillager
High School #3:	Staples-Motley	Staples
High School #4:	Royalton	Royalton

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, **MUST** be included with this application.
- No** **DO NOT SUBMIT** this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution	
High School #1	A	B	C	A.	Our school is dropping the activity.
High School #2	A	B	C	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C		

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

- Approved
 Not Approved

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Swimming and Diving beginning with the 20 25 - 20 26 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Little Falls	647	Little Falls	8AA	6A
High School #2:	Pillager	322	Pillager		
High School #3:	Royalton	265	Royalton		
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	9	3	6	1	3	7
High School #2	1		2			
High School #3	1			1		
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

Little Falls

6. Team Colors: Purple and White Team Mascot: Flyers

7. Host School (school that will receive revenue share check): _____

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____

MSHSL Executive Director

Fundraising Request Form

Organization: Football grades 7-12

Specific reason for fund raiser: To raise money for the increased ~~cost~~^{price} of football equipment to ensure Athletes safety

Date fund raiser will begin: 8/11/25 Date fund raiser will end: 9/30/25

Item(s) to be sold or event: Bags of salt

Price per item: \$10/bag Estimated net profit: \$2,500-

Approvals

Activities Director Signature/Date _____

Principal Signature/Date _____

Superintendent Signature/Date _____

Date approved by Board of Education: _____

Notes (if needed): _____



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2024-2025 Strategic Planning Update

June 9, 2025

2023-2024 Committee Work

The work of the 2023-2024 Strategic Planning Committee resulted in an interactive document on the website that allowed the public to click on each Strategic Priority area to view more in-depth information.

Priority #1

Comprehensive Achievement and Civic Readiness Goals (formerly World's Best Workforce)

*Click on "Priority #..." to see implemented actions.

All Children Are Ready For School

- AT THE END OF THE 2024-2025 SCHOOL YEAR, ALL PRESCHOOLERS IN THE 4-YEAR-OLD PROGRAM WILL ACHIEVE PROFICIENCY (A SCORE OF 6.4 OR GREATER) OR ONE YEAR'S GROWTH IN THEIR SOCIAL/EMOTIONAL SKILLS (OBJECTIVE 1A-3B) AS MEASURED BY THE PRESCHOOL ASSESSMENT DATA.

All Racial And Economic Achievement Gaps Between Students Are Closed

- THE PERCENT OF STUDENTS RECEIVING SPECIAL EDUCATION SERVICES AT ROYALTON PUBLIC SCHOOLS WHO EARN AN ACHIEVEMENT LEVEL OF MEETS OR EXCEEDS IN MATHEMATICS STANDARDS AS MEASURED BY THE MCA TEST, WILL BE ABOVE 50%.

All Students Are Ready For Career and College

- BY THE TIME OF GRADUATION, 50% OF SENIORS WILL DEVELOP A POST-GRADUATION PLAN DEMONSTRATING CAREER AND COLLEGE READINESS AND PRESENT IT TO A GRADUATION COMMITTEE IN THE SPRING OF 2025.

All Students Graduate From High School

- ALL STUDENTS WHO ARE ELIGIBLE TO GRADUATE AT ROYALTON PUBLIC SCHOOLS IN FOUR YEARS WILL REMAIN ABOVE 90%.

Prepare Students To Be Lifelong Learners

- ALL STUDENTS WILL PARTICIPATE IN AN ELECTIVE AND/OR ENRICHMENT OPPORTUNITY THAT PROMOTES LIFELONG LEARNING AS MEASURED BY STUDENT PARTICIPATION DATA.



Priority #2

Life Skills/Post-Secondary Preparation/Career Pathways

*Click on "Priority #..." to see implemented actions.

Priority #3

Social and Emotional Supports

*Click on "Priority #..." to see implemented actions.

Priority #4

Highly Effective Communication

*Click on "Priority #..." to see implemented actions.

Priority #5

Co-/Extra-Curricular Opportunities/Community Education and Participation

*Click on "Priority #..." to see implemented actions.

MISSION

CREATE A WELCOMING AND SAFE ENVIRONMENT WHERE ALL STUDENTS AND STAFF ARE EMPOWERED AND CHALLENGED TO ACHIEVE THEIR PERSONAL BEST.

VISION

TO DEVELOP LIFELONG LEARNERS WHO ADAPT CREATIVELY TO AN EVER-CHANGING WORLD.

CORE VALUES

RESPECT
HONESTY
INTEGRITY
LEADERSHIP
ACCOUNTABILITY
SERVICE

2024-2025 Committee Focus

The Committee met in September, November, February and April.

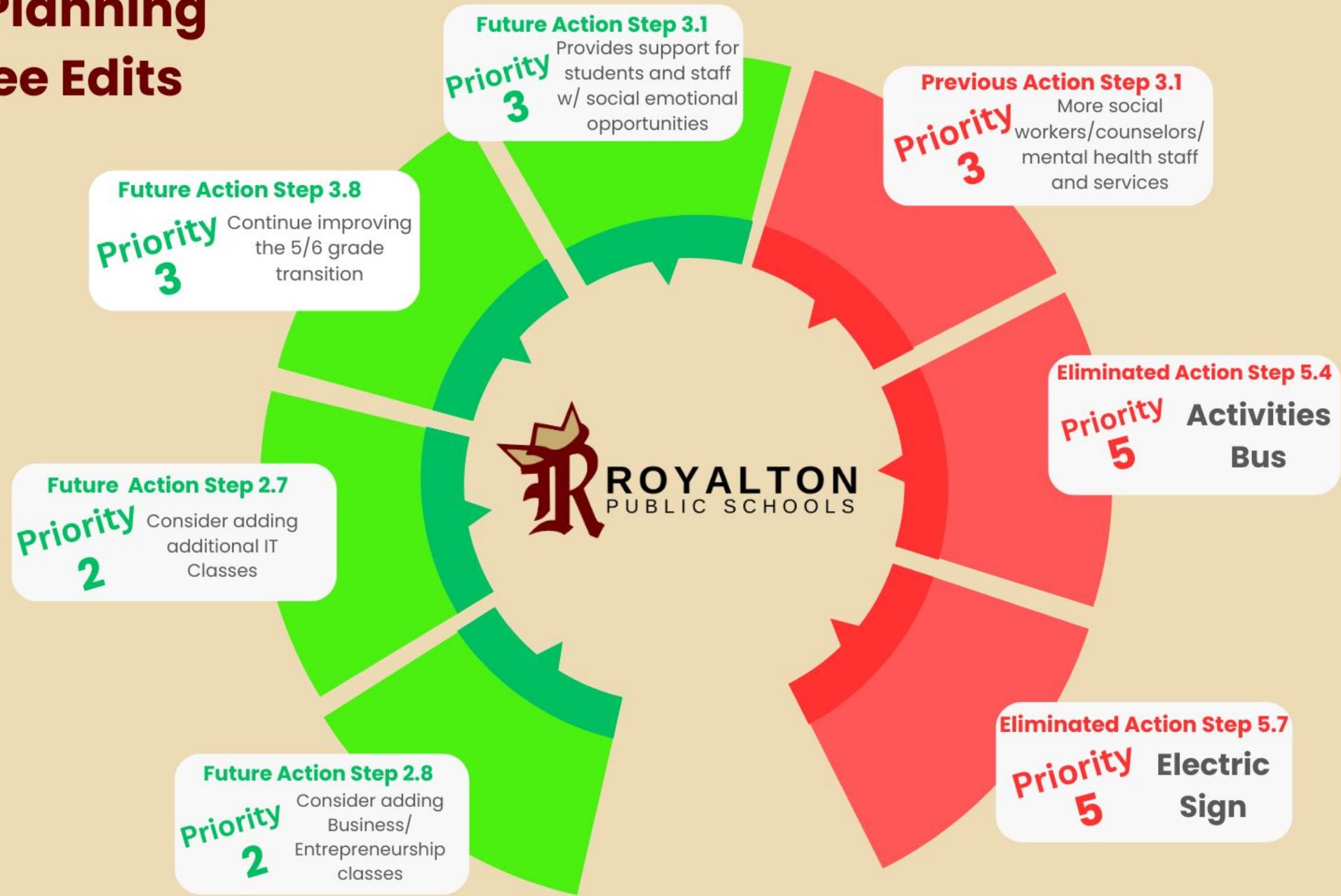
The 2024-2025 Strategic Planning Committee refined the goals and action steps of the Strategic Plan. This included a survey sent out District wide to include further stakeholder input.

Strategic Planning Survey Results

Administration was able to present the results of the District-wide survey at the April 30 meeting.

[Link to Strategic Planning Survey Results](#)

Strategic Planning Committee Edits



Updated Interactive Graphic

ROYALTON PUBLIC SCHOOLS
24-25 STRATEGIC PLAN

01 Comprehensive Achievement & Civic Readiness Goals

02 Life Skills/Post-Secondary/Career Pathways

03 Social and Emotional Supports

04 Highly Effective Communication

05 Co/Extra Curricular/Community Education Options

MISSION
Create a welcoming and safe environment where all students and staff are empowered and challenged to achieve their personal best.

VISION
To develop lifelong learners who adapt creatively to an ever-changing world.

RESPECT
HONESTY
INTEGRITY
LEADERSHIP
ACCOUNTABILITY
SERVICE

Board Suggestions/Edits/Input

Next Steps

Update the website

Continue to implement action steps



Thank you!

Addendum A

Guidelines for Implementation of Policy 506

The implementation requirements in Policy 506 will be adhered to by staff and administrators. Building Administrators will share the policy with staff, students and parents/guardians annually.

Teachers are expected to address student behavior and utilize the PBIS, MTSS, and other behavioral support systems in place to ensure a positive learning environment for students. If student behavior rises to the level of necessary intervention from administration, an investigation will occur. The depth of investigation will depend on the type of incident and the administrator is expected to use appropriate judgment in determining action steps.

Administrators will investigate any reported incidents as outlined in this policy as soon as possible with a heightened sense of urgency depending on the type of incident. Disciplinary action will comply with the discipline matrix provided in the student handbook.

Any discipline complaint will be handled as outlined in Addendum B to Policy 506.

Addendum B

Discipline Complaint Procedure of Policy 506

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

Complaints will be received and handled in the following manner:

- 1) Complaints can be made by email or telephone to the appropriate school district official. If the complaint is about a teacher, the communication should be directed to the principal. If the complaint is about the principal, the communication should be directed to the Superintendent.
- 2) Complaints will be investigated by district officials, who are not the subject of the complaint, within three days of the receipt of the complaint. During the investigation involved parties will be able to submit additional information related to the complaint.
- 3) Complainant will receive a written determination through email that addresses each allegation and the conclusions of the investigation.
- 4) If the investigation finds that behavior or discipline policies were not implemented appropriately, corrective action will be taken to amend the student's record.
- 5) Training, coaching, or other accountability practices will be provided to staff to ensure compliance with policies in the future.
- 6) Reprisal or retaliation toward a person who reports a complaint is prohibited and will result in appropriate disciplinary consequences.

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2024 (June)

506 STUDENT DISCIPLINE

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

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services,

school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the

maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

[For the purpose of Minnesota Statutes, section 121A.582 \(Student Discipline; Reasonable Force\), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph \(c\) is not a school employee or agent of the district.](#)

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;

- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to,

disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or

could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
 - E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
 - F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
 - G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;

- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires

removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

C. Procedures for Removal of a Student From a Class.

1. *Specify procedures to remove a student from a class to be followed by a teacher, school administrator, or other school district employee;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*
4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. *Specification of procedures;*
2. *Actions or approvals required such as notes, conferences, readmission plans.*

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. *Specification of Procedures;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

H. Students with a Disability; Special Provisions.

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a student with a disability who is removed from class or disciplined; and*
3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. *Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;*
2. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.*

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services;

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031; and

~~**O. Unscheduled Student Removal From Class**~~

~~A public school is encouraged to adopt a school policy on parental notification for unscheduled student removal from class. The public school must consult with child abuse prevention experts to incorporate best practices into the school policy. A public school with a policy on parental notification must include the policy in the employee handbook and disseminate information to school staff regarding child abuse prevention in a school setting.~~

~~[NOTE: The 2024 Minnesota legislature enacted this provision, which does not require a school board to adopt policy language. School districts may~~

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, ~~school readiness plus~~, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under ~~n~~Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the

child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the sSchool bBoard, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a

recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and

a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days

of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;

3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 - Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. §§ 121A.60 (Definitions)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 121A.611 (Recess and Other Breaks)
 - Minn. Stat. § 122A.42 (General Control of Schools)
 - Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
 - Minn. Stat. § 124D.03 (Enrollment Options Program)
 - Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
 - Minn. Stat. Ch. 125A (Special Education and Special Programs)
 - Minn. Stat. § 152.22, Subd. 6 (Definitions)

Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

[MSBA/MASA Model-Royalton](#) Policy 413 (Harassment and Violence)
[MSBA/MASA Model-Royalton](#) Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; [Vaping Awareness and Prevention Instruction](#))
[MSBA/MASA Model-Royalton](#) Policy 501 (School Weapons)
[MSBA/MASA Model-Royalton](#) Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
[MSBA/MASA Model-Royalton](#) Policy 503 (Student Attendance)
[MSBA/MASA Model-Royalton](#) Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
[MSBA/MASA Model-Royalton](#) Policy 507.5 (School Resource Officers)
[MSBA/MASA Model-Royalton](#) Policy 514 (Bullying Prohibition Policy)
[MSBA/MASA Model-Royalton](#) Policy 524 (Internet Acceptable Use and Safety Policy)
[MSBA/MASA Model-Royalton](#) Policy 525 (Violence Prevention)
[MSBA/MASA Model-Royalton](#) Policy 526 (Hazing Prohibition)
[MSBA/MASA Model-Royalton](#) Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
[MSBA/MASA Model-Royalton](#) Policy 610 (Field Trips)
[MSBA/MASA Model-Royalton](#) Policy 709 (Student Transportation Safety Policy)
[MSBA/MASA Model-Royalton](#) Policy 711 (Video Recording on School Buses)
[MSBA/MASA Model-Royalton](#) Policy 712 (Video Surveillance Other Than on Buses)

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance ([UGG](#)) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[NOTE: All ~~of the~~ requirements outlined in this policy apply to both direct grants and state-administered grants.]

- G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally ~~\$10,000~~, \$25,000 except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet *one* of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other

property that do not cost more than ~~\$175,000~~~~\$250,000~~ (periodically adjusted for inflation).

[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of ~~-\$5 or less. nominal value~~. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. Costs incurred must be necessary and cost effective.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered used when possible.

[NOTE: This change appears in the 2024 amended UGG.]

H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All non-procurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the Federal Award Identification Number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.

5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should ~~align~~ be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with [the United States Constitution](#), federal statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs. Costs incurred must be necessary and cost effective.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;

4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);

9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
- 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
- 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

- 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and

- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs

Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's

reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)
[2 C.F.R. § 200.112](#) (Conflict of Interest)
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)
[2 C.F.R. § 200.205\(d\)](#) (Federal Awarding Agency Review of [Merit of Proposals](#)~~Risk Posed by Applicants~~)

[2 C.F.R. § 200.214](#) (Suspension and Debarment)
[2 C.F.R. § 200.300\(b\)](#) (Statutory and National Policy Requirements)
[2 C.F.R. § 200.302](#) (Financial Management)
[2 C.F.R. § 200.303](#) (Internal Controls)
[2 C.F.R. § 200.305\(b\)\(1\)](#) (Federal Payment)
[2 C.F.R. § 200.310](#) (Insurance Coverage)
[2 C.F.R. § 200.311](#) (~~Federally-owned and Exempt~~Real Property)
[2 C.F.R. § 200.312](#) (~~Federally-owned and Exempt~~ Property)
[2 C.F.R. § 200.313\(d\)](#) (Equipment)
[2 C.F.R. § 200.314](#) (Supplies)
[2 C.F.R. § 200.315](#) (Intangible Property)
[2 C.F.R. § 200.318](#) (General Procurement Standards)
[2 C.F.R. § 200.319\(c\)](#) (Competition)
[2 C.F.R. § 200.320](#) (Methods of Procurement to be Followed)
[2 C.F.R. § 200.321](#) (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
[2 C.F.R. § 200.328](#) (Financial Reporting)
[2 C.F.R. § 200.339](#) (Remedies for Noncompliance)
[2 C.F.R. § 200.403\(c\)](#) (Factors Affecting Allowability of Costs)
[2 C.F.R. § 200.430](#) (Compensation – Personal Services)
[2 C.F.R. § 200.431](#) (Compensation – Fringe Benefits)
[2 C.F.R. § 200.447](#) (Insurance and Indemnification)
[2 C.F.R. § 200.463](#) (Recruiting Costs)
[2 C.F.R. § 200.464](#) (Relocation Costs of Employees)
[2 C.F.R. § 200.474](#) (Transportation Costs)
[2 C.F.R. § 200.475](#) (Travel Costs)

Cross References:

Members)

~~Royalton MSBA/MASA Model~~ Policy 208 (Development, Adoption, and Implementation of Policies)
~~MSBA/MASA Model~~[Royalton](#) Policy 210 (Conflict of Interest – School Board Members)
~~MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)~~
~~Royalton MSBA/MASA Model~~ Policy 412 (Expense Reimbursement)
~~MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)~~
~~MSBA/MASA Model Policy 701.1 (Modification of School District Budget)~~
~~MSBA/MASA Model Policy 702 (Accounting)~~
~~MSBA/MASA Model Policy 703 (Annual Audit)~~

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MSBA/MASA Model Policy 516.5
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Revised:

Rev: June 2023

516.5 OVERDOSE MEDICATION

~~*[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists, are not required to adopt a policy on the use of emergency drugs for the treatment of drug-related overdoses. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of a prescription medication, particularly to an individual to whom it was not prescribed. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]*~~

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- ~~**[Note: The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]**~~
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. School District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a school district-wide collaborative planning and implementation team (“School District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The School District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or

solicited as volunteers by the superintendent.

2. The School District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The School District Planning Team will develop school district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school district board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The School District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

~~E. Site Planning Teams~~

- ~~1. In consultation with the School District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.~~
- ~~2. The Site Planning Team will be responsible for the coordination and implementation of this policy, school district wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and school district wide procedures and~~

guidelines.

~~F-E.~~ School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the School District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

- Legal References:** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
[Minn. Stat. § 121A.224 \(Opiate Antagonists\)](#)
Minn. Stat. § 144.344 (Emergency Treatment)
[Minn. Stat. § 148.235 \(Prescribing Drugs and Therapeutic Devices\)](#)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
~~Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)~~
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)

20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: ~~MSBA/MASA Model~~ Royalton Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Royalton Public Schools Medication Authorization Form 1B

MEDICATION ADMINISTRATION

- Use the 6 rights at all times: right student, right medication, right dose, right route, right time, right record.
- After administration: record the date, time, and your signature/initials, on the student medication log each time a medication is given.
- If a medication is not given: record whether the student was absent, refused, or out of medication etc.
- Report any adverse reaction noted to the school nurse immediately and take appropriate action. Record on the log.
- Always return medication to the locked storage area immediately after administration. Exceptions to this rule include medication that students need immediate access to. Medications that need immediate access include but are not limited to asthma medications such as inhalers, insulin pens, epinephrine and Benadryl (only in cases where this is needed in an emergency).
- Injectable medications should be given only by the school nurse. However when circumstances exist when the school nurse is unavailable, properly trained staff will be delegated to perform this function. Injectable medications include but are not limited to insulin, glucagons, and epinephrine.
- A student may also administer injectable medications if the following conditions are met: doctor order, parent permission, and a meeting to assess knowledge and skill of the student by the school nurse. Injectable medications can include but are not limited to insulin, glucagons, and epinephrine.
- Unlicensed school staff may administer medication, when delegated by the school nurse. The school nurse will provide training, guidelines, direction, and supervision to school staff administering medication.
- Staff cannot give any medication without consulting with the school nurse or principal.
- Any time a student is placed on a medication that needs to be administered in school, the school nurse will meet with the appropriate personnel who may be responsible for this and provide training, guidelines, direction, and supervision to staff.

I HAVE REVIEWED THE MEDICATION POLICY, RECEIVED TRAINING IN MEDICATION ADMINISTRATION ON _____, 20__ BY _____ AND FEEL CAPABLE OF FOLLOWING PROCEDURES AS OUTLINED IN THE POLICY.

Signature

Date

School Health Professional

Date

Royalton Public Schools Medication Authorization Form 1A

Parents of pupils requesting that prescription medication be administered during school hours by school staff are required to provide for the school:

1. The physician's order
2. A parental release, and
3. Medication supplied in the original container.

Ask for prescription medication to be divided in two bottles completely labeled-one for home and one for school.

Students Name _____ DOB _____
Grade _____ Teacher _____ School _____

PHYSICIAN'S ORDER FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

I have prescribed the following medication for this student and request the dosages given during the school hours.

Medication name: _____ Dose: _____ Frequency: _____

Route: _____ Time: _____ PRN Repeat Frequency _____

- *Morning medication dose* _____ mg. to be given at school, **only** if student forgets to take at home.

For treatment of: _____ Possible side effects _____

Medication Allergies: _____ Any other medications taken at this time _____

Please check the box(s) below if applies:

- Student may self administer his/her inhaler.
- Student may self administer his/her EPI-pen injector.
- Student may self administer his/her insulin-pen.
- Student needs this medication while on field trips.
- Student may carry his/her inhaler
- Student may carry his/her EPI-pen
- Student may carry his/her insulin-pen

Any Special Instructions _____

Order Expires: _____

Physician's Signature _____ Date _____ Phone _____

Print Physician's Name _____

Parental Request for Administration of Medication

I request this medication be given as prescribed and I give the Health Services Staff to communicate with the ordering physician about this medication. I release the school personnel from any liability in the administration of this medication at school. I give permission to the school nurse to communicate with the student's teachers about my student's health condition and the action of the medication and/or treatments or procedures as deemed medically necessary. ***I understand that medication will not necessarily be administered by a school nurse.**

Parent/Guardian Signature _____

Daytime Phone: _____ Date _____

Royalton Public Schools Medication Authorization Form 4A

SELF CARRIED/SELF-ADMINISTERED PRESCRIBED MEDICATION AGREEMENT & EVALUATION FORM

This form is used once a physician's order is obtained for students to carry/self-administer an Inhaler or EpiPen Injector or Insulin Injector. Student's name and dosage instructions must appear on the inhaler, or injector.

To be filled out by School Nurse:

Student _____ Grade _____ DOB _____

Medication _____ Dose _____ Frequency _____

Physician Name _____ Phone Number _____

To be reviewed with student and school nurse. **All** boxes must be checked in order to be approved by the school nurse.

- The student can demonstrate correct use/administration
- The student recognizes proper and prescribed timing for medication
- The student agrees to not share medication with others
- The student will keep the medication in an agreed location (indicate location) _____
- The student agrees to come directly to the health office if having the following symptoms after using medication:

The student may carry the medication unless and until he/she fails to follow the above agreement. Yes / No

Any Comments/Added Responsibilities:

Student agrees to the above plan: Yes / No

Student Signature: _____ Date: _____

School Nurse Signature _____ Date: _____

Parent Agreement and Permission

I request that my child be allowed to carry his/her medication as listed above and be responsible for its proper storage and use. I will support my child to follow the above agreement and if he/she does not, I will be contacted and a new plan will be developed. To the legally extent permissible, staff members may be provided with such information regarding the student's medication and student's self-administration as may be in the best interest of the student.

Parent/Guardian Signature: _____ Date: _____

Daytime Phone Number: _____

Royalton Public Schools Medication Authorization Form 3A

AUTHORIZATION TO POSSESS AND SELF-ADMINISTER NONPRESCRIPTION PAIN RELIEF MEDICATIONS BY MIDDLE- AND HIGH SCHOOL STUDENTS (GRADES 6-12)

Pain relievers are medications such as Tylenol, (acetaminophen), Advil, Ibuprofen, Motrin, and Naproxen (Aleve.)

Students Name _____ Grade _____ DOB _____

I hereby request and authorize _____ to possess and self-administer
(student's name)
_____ according to the label instructions only for _____.
(name of medication) (condition)

Please list any allergies: _____

I understand that this permission expires at the end of the school year. I understand that the school district, at the discretion of the school nurse may revoke this privilege to possess and to use nonprescription pain relievers if the school district determines that the student is abusing the privilege. To the legally extent permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Parent/Guardian Signature _____ Date _____

Daytime Phone Number _____

Student Agreement

The dosage and frequency instructions have been reviewed with me by the school nurse. I understand that this medication is for my use only and is not to be shared with other classmates. I understand that this privilege to possess and self-administer my medication will be revoked if I am abusing this privilege or sharing, borrowing or distributing this medication.

Students Signature: _____ Date _____

School Nurse Signature: _____ Date _____

Royalton Public Schools Medication Authorization Form 1C

MEDICATION ADMINISTRATION

(End of school year medication return)

Date: _____

Student Name: _____ Grade: _____

Re: Medication Return

Dear Parent/Guardian:

We are making plans to close out this school year. This includes seeing that the medication your child has left will get home in a safe manner. Please make arrangements to pick up the medication at school between the hours of 8-3:30 as no medications will be sent home with students for safety reasons. Any medication left in the building at the end of the last student day will be destroyed.

If your child needs to take a prescription medication during the school hours next school year, please have your health care provider complete form 1A (found on the school website under district policies) before school starts in the fall (this can be done during workshop week). Your authorization to administer medications is required as well. NO medications will be given to your child until the physician and parent/guardian signatures and are received and on the same order form. Bring the completed medication authorization form and the medication in a properly labeled container when school begins in the fall. For safety reasons, parent(s)/guardian(s) must bring in the medication, not the student.

In regards to nonprescription medications such as Tylenol (acetaminophen), Advil, Ibuprofen, Motrin, and Naproxen (Aleve) students in grades 7-12 may carry these medications **ONLY IF** a signed parent permission form **AND** a student contract with the nurse is completed. Also these medications are given based on the dosage indicated for your child on the bottle. If a higher dosage is needed, a doctor's authorization is required.

Thank you for your cooperation.

Royalton School District Health Care Provider

Royalton Public Schools Medication Authorization Form 2A

OVER-THE-COUNTER MEDICATION AUTHORIZATION OF ADMINISTRATION OF MEDICATION

1. Over-the-counter medications and/or supplements may be administered to students at the discretion of school nurse.
 2. Written parent permission needs to be obtained.
 3. Parent needs to supply medication to school with proper label and dosage instructions.
 4. Dosage instructions will be based on label ONLY. If different instructions are needed than what is recommended on the label a physician order will need to be obtained.
 5. Acceptable over-the-counter medication are as follows; Tylenol (acetaminophen), Motrin (Ibuprofen, Advil).
 6. Cold/Cough medicines and cough drops will be acceptable however, only on a short term basis of 7 days. After which the school nurse will review with the parent as to how student's condition is improving or getting worse.
 7. Permission forms expire at the end of the school year and will need to be renewed at the beginning of the next school year.
 8. All medications need to be picked up by the last student day, after which will be destroyed by the school nurse.
-

Students Name: _____ Date: _____ DOB: _____

Teacher: _____ Grade _____ School: _____

To Authorize School Personnel:

I hereby request and authorize you to administer:

Name of Medication: _____ Dose: _____

to the above listed student for the following reason: _____

Please include physician's name and phone number in case of an emergency:

Physician: _____ Phone Number: _____

Please include printed name and phone number in case of emergency:

Parent/Guardian _____ Phone Number _____

I request that this medication be given to my child as stated on label instructions and reason's listed above. I release the school personnel from any liability in the administration of the medication at school. **I understand that medication will not necessarily be administered by a school nurse.**

Parent Signature: _____ Date _____

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with [Minnesota Statutes section Minn. Stat. § 121A.05](#).
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. ~~Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.~~
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and ~~school board members~~ by experts familiar with

sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.

- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a ~~curriculum committee~~ Strategic Planning Committee that explores ways of teaching ~~students~~ violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse

and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 ~~-(School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact Personnel Data)~~
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References:

~~MSBA/MASA Model~~ [Royalton](#) Policy 413 (Harassment and Violence)
~~MSBA/MASA Model~~ [Royalton](#) Policy 501 (School Weapons Policy)
~~MSBA/MASA Model~~ [Royalton](#) Policy 504 (Student Dress and Appearance)
~~MSBA/MASA Model~~ [Royalton](#) Policy 506 (Student Discipline)
~~MSBA/MASA Model~~ [Royalton](#) Policy 507 (Corporal Punishment)
~~MSBA/MASA Model~~ [Royalton](#) Policy 514 (Bullying Prohibition Policy)
~~MSBA/MASA Model~~ [Royalton](#) Policy 526 (Hazing Prohibition)
~~MSBA/MASA Model~~ [Royalton](#) Policy 529 (Staff Notification of Violent Behavior by Students)

Adopted: November 2, 2015

MSBA/MASA Model Royalton Policy 806
Orig. 1999

Revised: _____

Rev. 2024 Reviewed December 9, 2024

806 CRISIS MANAGEMENT POLICY

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

I. PURPOSE

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

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

II. GENERAL INFORMATION

A. The Policy and Plans

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

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

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

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

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

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

a. Lock-Down Procedures

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

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

b. Evacuation Procedures

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

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

~~[NOTE: Minnesota 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.]~~

c. Sheltering Procedures

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

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

2. Crisis-Specific Procedures

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

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

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

3. School Emergency Response Teams

a. Composition

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

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

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

b. Leaders

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

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

2. Students and Parents

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

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind

direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

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

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

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

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

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

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

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

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location

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

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

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

D. Emergency Telephone Numbers

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

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

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

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

E. Warning and Notification Systems

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

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

F. Early School Closure Procedures

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

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

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

G. Media Procedures

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

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

H. Behavioral Health Crisis Intervention Procedures

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

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

I. Long-Term Recovery Intervention Procedures

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

1. Physical/structural recovery.

2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

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

IV. ACTIVE SHOOTER DRILL

A. Definitions

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

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

B. Criteria

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

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

C. Student Mental Health and Wellness

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

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner ~~of the Minnesota Department of Education~~ 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.

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

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

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

B. Visitors

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

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

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

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

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

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

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

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

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

- Cross References:**
- ~~MSBA/MASA Model Royalt~~on Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
 - ~~MSBA/MASA Model Royalt~~on Policy 413 (Harassment and Violence)
 - ~~MSBA/MASA Model Royalt~~on Policy 501 (School Weapons Policy)
 - ~~MSBA/MASA Model Royalt~~on Policy 506 (Student Discipline)
 - ~~MSBA/MASA Model Royalt~~on Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
 - ~~MSBA/MASA Model Royat~~on Policy 903 (Visitors to School District Buildings and

Sites

Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](https://www.mn.gov/education/school-safety)

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2025

413 HARASSMENT AND VIOLENCE

[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.

- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.

[NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

- D. Protected Classifications

1. "Disability" means, with respect to an individual who
 - a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; ~~or~~
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for

physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of “familial status.”]

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined ‘sexual orientation’ in the Minnesota Human Rights Act.]

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an

intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or

violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby designates ~~_____~~ **Activities Director** as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and

proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: ~~Royalton MSBA/MASA Model~~ Policy 102 (Equal Educational Opportunity)
~~Royalton MSBA/MASA Model~~ Policy 401 (Equal Employment Opportunity)
~~Royalton MSBA/MASA Model Policy 402~~ (Disability Nondiscrimination Policy)
~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~
~~Royalton MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~Royalton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
~~Royalton MSBA/MASA Model~~ Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
~~Royalton MSBA/MASA Model~~ Policy 506 (Student Discipline)
~~Royalton MSBA/MASA Model~~ Policy 514 (Bullying Prohibition Policy)
~~Royalton MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
~~Royalton MSBA/MASA Model~~ Policy 521 (Student Disability Nondiscrimination)
~~Royalton MSBA/MASA Model~~ Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
~~MSBA/MASA Model~~Royalton Policy 524 (Internet Acceptable Use and Safety Policy)
~~Royalton MSBA/MASA Model~~ Policy 525 (Violence Prevention)
~~Royalton MSBA/MASA Model~~ Policy 526 (Hazing Prohibition)
~~MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)~~



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



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____



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



Where and when did the incident(s) occur? _____

List any witnesses that were present _____

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

(Complainant Signature)

(Date)

Received by _____

(Date)

621 LITERACY AND THE READ ACT

[NOTE: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.118~~17~~ to 120B.124.]

[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.

- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by ~~the Minnesota Department of Education (MDE)~~.
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
1. the student's reading proficiency as measured by a screener approved by MDE;
 2. reading-related services currently being provided to the student and the student's progress; and
 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and

literacy interventions.

- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the ~~MDE~~ Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.11~~9+8~~, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.11~~9+8~~.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may

include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
 - 1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 - 2. a process to notify and involve parents;
 - 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 - 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 - 5. identification of staff development needs, including a plan to meet those needs;
 - 6. the curricula used by school site and grade level;
 - 7. a statement of whether the school district has adopted an MTSS framework;
 - 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;

- b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level; and
 - 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner ~~of MDE~~ using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner ~~of MDE~~ may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.119~~18~~;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.11~~918~~ (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

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;

- Jay's Tree Care has generously donated 10 yards of red mulch to the Royalton School District
- Medtronic has generously donated \$4,000 to the Royalton School District for the Band program
- Medtronic has generously donated \$500 to the Royalton School District to be used for the Phy Ed program
- Royalton Lions Club has generously donated \$1,000 to the Royalton School District to be used for the Community Education program.

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 9th day of June, 2025.

_____ Board Chair, Rian Hofstad/Ellie Holm

Resolution for Acceptance of Gifts to the Royalton School District

_____ Board Clerk, Jon Andres