



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

July 14, 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

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Superintendent Report

8.b. Business Manager Report

8.c. Principal Report

Description: *Apprenticeship Update*

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 Special Meeting 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 Resignations

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.*

10. Discussion/Information/Action Items

10.a. Approval of IOwA Resolution

10.b. Approval of LTFM 10-year plan

10.c. Student Discipline Process Update

10.d. Approval 2025-2026 Employee Handbook

10.e. Approval of Donations by Resolution

10.f. Policy Reading

10.f.1. First Policy Reading

10.f.2. Approval of Second and Final Policy Readings

Description: *506-Student Discipline and Addendum*

516-Student Medication and Telehealth

525- Violence Prevention

10.f.3.Approval of Third Policy Reading

Description: 516.5- Overdose Medication

721- Uniform Grant Guidance

11.Upcoming Meeting Schedule

Description: July 23, 2025- Finance Committee Meeting-12pm

August 11, 2025-Regular Board Meeting-6pm

August 27, 2025-Finance Committee Meeting-12pm

August 27, 2025-Policy Committee Meeting-2pm

September 8, 2025-Regular Board Meeting-6pm

12.Adjournment



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

**FISCAL YEAR 2025
MAY BUDGET UPDATE
SCHOOL BOARD MEETING
JULY 14, 2025**

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 = MAY 2025

REVENUE									May 31, 2025	May 31, 2024	May 31, 2023
REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Encumb YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received
STATE	9,225,545	9,727,486	9,993,360	10,732,541	10,940,821	9,398,965	-	1,333,576	87.6%	87.1%	89.5%
FEDERAL	820,435	377,765	120,000	164,000	164,000	44,715	-	119,285	27.3%	42.6%	84.4%
PROPERTY TAXES	663,787	788,165	838,060	847,745	849,335	605,870	-	241,875	71.5%	64.0%	0.0%
LOCAL (FEES, INTEREST, ETC.)	819,937	784,723	515,475	524,822	423,252	645,253	-	(120,431)	122.9%	85.7%	152.4%
TOTALS	11,529,704	11,678,138	11,466,895	12,269,108	12,377,408	10,694,803	-	1,574,305	87.2%	84.0%	88.5%

- Overall, slightly ahead as a % of the board approved revised budget at 87.2%
 - Local revenue exceeds current budget due to an increase in donations
 - Mid-State payment of \$103,879 received June 2025

GENERAL FUND EXPENDITURES - MONTH END MAY 2025

EXPENDITURES									May 31, 2025	May 31, 2024	May 31, 2023
OBJECT SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Encumb YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended
SALARIES & WAGES	6,412,479	6,871,879	7,063,649	7,030,106	7,123,366	5,618,470	-	1,411,636	79.9%	80.5%	80.2%
EMPLOYEE BENEFITS	1,756,061	1,910,867	1,964,817	2,161,451	2,118,532	1,643,959	-	517,492	76.1%	81.2%	83.0%
PURCHASED SERVICES	1,776,111	2,065,094	1,443,836	1,879,742	1,804,297	1,724,826	-	154,917	91.8%	80.0%	96.7%
SUPPLIES	994,099	1,050,348	830,923	813,216	782,195	728,920	-	84,296	89.6%	84.9%	87.7%
EQUIPMENT	1,014,689	264,033	265,000	316,381	302,000	289,436	-	26,945	91.5%	62.8%	82.8%
OTHER EXPENDITURES	28,070	2,412	32,150	1,208	3,390	65,492	-	(64,284)	5421.6%	1097.7%	111.1%
TOTALS	11,981,509	12,164,634	11,600,375	12,202,105	12,133,780	10,071,103	-	2,131,002	82.5%	80.7%	84.0%

- Overall, on track as a % of the board approved revised budget at 82.5%

GENERAL FUND EXPENDITURES - MONTH END MAY 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 - under budget
- Supplies - on track w/ budget
- Capital - on track w/ budget
 - Bus purchase
 - Technology
 - Curriculum
- Other - on track w/ budget
 - Reclassification - end of year chargebacks

LONG TERM FACILITY MAINTENANCE (LTFM) FY27 REVENUE

2025 PAY 2026 LEVY = FY27 REVENUE

- BASED ON APU (955.26) AND BUILDING AGE (34 YEARS)
- AID AND LEVY ALLOCATION
 - 35% LEVY
 - 65% AID
- \$352,627 TOTAL LTFM REVENUE
 - GENERAL FUND PORTION - \$185,210
 - DEBT SERVICE PORTION - \$167,417
 - PAID OFF FY33

LONG TERM FACILITY MAINTENANCE (LTFM) FY27 EXPENSE

- \$43,600 TOTAL LTFM EXPENSE BUDGETED
 - HEALTH & SAFETY - \$8,600
 - FIRE SAFETY - \$11,300
 - BUILDING ENVELOPE - \$2,700
 - BUILDING HARDWARE & EQUIPMENT - \$2,000
 - MECHANICAL SYSTEMS - \$9,000
 - SITE PROJECTS - \$10,000

LONG TERM FACILITY MAINTENANCE (LTFM) PROJECTED FUND BALANCE

- FY25 - \$85,000
- FY26 - \$231,000
- FY27 - \$372,000
- FY28 - \$514,000
- FY29 - \$656,000
- FY30 - \$797,000
- FY31 - \$939,000
- FY32 - \$1,080,000 (roof work projected to begin)
- FY33 - \$1,390,000 (LTFM BOND PAID OFF)
- FY34 - \$1,698,000
- FY35 - \$2,007,000

*ASSIGNED FUND BALANCE - ROOF = \$100,000



Thank you!

Regular Meeting

Monday, June 9, 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: Absent
Rian Hofstad: Absent
Ellie Holm: Present
Maria Traut: Present
Present: 4, Absent: 2.

1. **Call to Order**

2. **Pledge to Flag**

3. **Roll Call**

4. **Board Chair Comments**

5. **Approval of Agenda**

Action(s):

Approval of Agenda. This motion, made by Maria Traut and seconded by Lucas Boyd, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

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.

Action(s):

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

Voting Detail:

Andres: Yea

Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

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

Action(s):

Approval of FY26 Budget. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

10.b. Approval of Insurance Broker Proposal

Action(s):

Approval of insurance broker proposal of Weizenegger Engel. This motion, made by Maria Traut and seconded by Lucas Boyd, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

10.c. Approval of MSHSL Resolution for Membership

Action(s):

Approval of the MSHSL Resolution for Membership. This motion, made by Jon Andres and seconded by Ellie Holm, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea

Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

10.d. Approval of Girls Swimming Co-Op

Action(s):

Approval of Girls Swimming Co-Op. This motion, made by Lucas Boyd and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

10.e. Approval of Football Salt Fundraiser

Action(s):

Approval of Football Salt Fundraiser. This motion, made by Maria Traut and seconded by Ellie Holm, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

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

Action(s):

Approval of 2025-2026 Strategic Plan Update. This motion, made by Jon Andres and seconded by Maria Traut, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

10.g. Policy Reading

10.g.1. First Policy Reading

10.g.2. Second Policy Reading:

Policy 506: Student Discipline + Addendum
Policy 516: Student 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

Action(s):

Motion to approve Second and Final policies. This motion, made by Maria Traut and seconded by Ellie Holm, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

10.g.4. Approval of Third Policy Readings

621: Literacy and the Read Act

Action(s):

Approval of the Third Policy Reading. This motion, made by Jon Andres and seconded by Maria Traut, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

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: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

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

Discussion: Changed the Finance and Policy Committee meetings from June 25th to June 24th. Same times of the day.

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

Action(s):

Motion to close the open meeting made at 7:09 PM. This motion, made by Maria

Traut and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

With Subsidiary Motions:

Motion to open the closed meeting made at 7:13PM. This motion, made by Ellie Holm and seconded by Maria Traut, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

Motion to close the closed meeting made at 7:29PM. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

Motion open the open meeting made at 7:29PM. This motion, made by Jon Andres and seconded by Lucas Boyd, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent
Holm: Yea
Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

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

Action(s):

Motion to add Superintendent search discussion as 10i. This motion, made by Jon Andres and seconded by Lucas Boyd, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Absent
Hofstad: Absent

Holm: Yea

Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

14. **Adjournment**

Action(s):

The meeting was adjourned at 7:55PM. This motion, made by Maria Traut and seconded by Ellie Holm, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Absent

Hofstad: Absent

Holm: Yea

Traut: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

Board Secretary

Interim Superintendent Contract

Thursday, June 26, 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. Interim Superintendent Contract Negotiations

3.b. Approval of Interim Superintendent Contract

Action(s):

Motion to approve Interim Superintendent Contract. This motion, made by Ellie Holm 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

4. Adjournment

Action(s):

Motion to adjourn meeting made at ___:___ PM. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Yea
Hofstad: Yea
Holm: Yea
Traut: Yea

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Interim Superintendent Interviews

Wednesday, June 18, 2025 6:00 PM

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

Jon Andres: Present
Lucas Boyd: Present
Randy Hackett: Present
Rian Hofstad: Absent
Ellie Holm: Present
Maria Traut: Present
Present: 5, Absent: 1.

1. Call To Order

2. Roll Call

3. Agendas Items

3.a. Interim Superintendent Candidate Interviews

Discussion: The Board interviewed the following candidates:

Wayne LePard
Dr Randal Bergquist

3.b. Interim Superintendent Candidate Discussion

Action(s):

Motion to vote for candidate choice Traut- LePard Hackett- LePard Holm- LePard Boyd- LePard Andres- LePard. This motion, made by Lucas Boyd and seconded by Randy Hackett, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Yea
Hofstad: Absent
Holm: Yea
Traut: Yea

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

4. Adjournment

Action(s):

Motion to adjourn at 8:40pm. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Yea
Hofstad: Absent
Holm: Yea
Traut: Yea

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

Board Secretary

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78191	2217		ACT Education Corp		Check	
			E 01	020 710 000 000 461	ACT TESTING		\$1,262.50
PO#:		Voucher #:	45945	Invoice	Invoice No: 33237	6/2/2025	\$1,262.50
PCB	78192	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	020 301 321 830 433	B000F8XIP6 Pacon Super Value Poster Board, ;		\$25.99
			E 01	020 301 321 830 433	B00QMVLXU Fiskars 25-Inch Loppers for Tre		\$79.28
			E 01	020 301 321 830 433	B00TP1C1UC Amazon Basics Surge Protector		\$7.90
			E 01	020 301 321 830 433	B011JV9HA2 Cheerwing Syma X5SW-V3 FPV		\$179.92
			E 01	020 301 321 830 433	B01D0OANU4 Almoh #10 Security Self Seal En		\$8.69
			E 01	020 301 321 830 433	B071JM699P Amazon Basics Wood-Cased #2 I		\$10.90
			E 01	020 301 321 830 433	B08189GFP7 Shinoda Design Center 2 Pack of		\$57.75
			E 01	020 301 321 830 433	B086P836K4 X-ACTO Pencil Sharpener, Schoo		\$24.99
			E 01	020 301 321 830 433	B098DPR27M Scissors, Multipurpose office Sci		\$9.98
			E 01	020 301 321 830 433	B0B1WCD6H5 220p Corsage Pins, Boutonniere		\$5.38
			E 01	020 301 321 830 433	B0B4B2CWVM 100pcs Corsage Boutonniere P		\$6.99
			E 01	020 301 321 830 433	B0DLP11BKL BEOffer 4 Pack Pruning Shears, €		\$9.99
			E 01	020 301 321 830 433	Amazon Shipping Charge		\$19.99
PO#: 6346	Voucher #:	45961	Invoice	Invoice No: 16YK-47RD-1MQ9	6/2/2025	Paid Amt:	\$447.75
			E 01	005 690 690 000 455	B001GAOTSW Pilot, G2 Premium Gel Roller Pi		\$13.95
			E 01	005 690 690 000 455	Amazon Shipping Charge		\$0.00
PO#: 6301	Voucher #:	45928	Invoice	Invoice No: 1NHR-MYCC-44Y9	6/2/2025	Paid Amt:	\$13.95
			E 01	020 301 321 830 433	B09WNJ85MY Outdoor Guardian Pathfinder Siç		\$15.99
			E 01	020 301 321 830 433	B0BFJWC144 SEEDR GARDEN WORKS Indc		\$8.99
PO#: 6348	Voucher #:	45947	Invoice	Invoice No: 17CP-1FX9-4CTV	6/2/2025	Paid Amt:	\$24.98
			E 01	020 301 321 830 433	B0C6V5BLQK Personalization Universe Pizzeriç		\$15.99
			E 01	020 301 321 830 433	Amazon Shipping Charge		\$9.99
PO#: 6348	Voucher #:	45948	Invoice	Invoice No: 1PJX-1XCT-L7QL	6/2/2025	Paid Amt:	\$25.98
			E 01	005 810 000 000 401	B01IU6X1YC Elkay 1000001600		\$33.98
			E 01	005 810 000 000 401	B07F1XXWD4 100 Pack - Lockdown Magnetic ;		\$137.30
			E 01	005 810 000 000 401	B07MRG2527 Nu-Calgon Special Hd Cal Clean		\$190.00
			E 01	005 810 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6370	Voucher #:	45950	Invoice	Invoice No: 1XMX-Y6DJ-CJKV	6/2/2025	Paid Amt:	\$361.28
			E 01	020 212 000 000 430	B00125V10U Scotch Contractor Grade Masking		\$18.24
			E 01	020 212 000 000 430	B0042SW SW4 Sax True Flow Heavy Body Acry		\$20.39
			E 01	020 212 000 000 430	B00G4CJ8GK Sharpie Permanent Markers, Fin		\$17.97
			E 01	020 212 000 000 430	B08NMNSWS6 June Gold 18 Gray Kneaded Er		\$6.85

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78192	4295		AMAZON CAPITAL SERVICES		Check	
		E 01 020 212 000 000 430		BOBZPFTJ79 ESRICH 11X14 Canvases for Pai			\$173.94
		E 01 020 212 000 000 430		Discount			(\$8.70)
PO#: 6355	Voucher #:	45951	Invoice	Invoice No: 1QLY-G764-KJQ1	6/2/2025	Paid Amt:	\$228.69
						Check Amount:	\$1,102.63
PCB	78193	4180		AUTO VALUE LITTLE FALLS		Check	
		E 01 005 760 000 720 401		Brake Fluid			\$30.99
PO#: 45966	Voucher #:	45966	Invoice	Invoice No: 12090694	6/2/2025	Paid Amt:	\$30.99
PO#: 45967	Voucher #:	45967	Invoice	Invoice No: 12090693	6/2/2025	Paid Amt:	\$79.95
				400L COB LED Swivel		Check Amount:	\$110.94
PCB	78194	1903		BECKER SCREENPRINTING		Check	
		E 04 005 505 000 321 401		Youth Girls Jersey			\$356.25
		E 04 005 505 000 321 401		Adult Ladies jersey			\$552.00
PO#: 6371	Voucher #:	45927	Invoice	Invoice No: 6635	6/2/2025	Paid Amt:	\$908.25
						Check Amount:	\$908.25
PCB	78195	4541		BIO CORPORATION INC		Check	
		E 01 020 260 000 000 430		Clams (24)			\$36.00
		E 01 020 260 000 000 430		Squid (24)			\$91.20
		E 01 020 260 000 000 430		Sheep Heart (12)			\$61.20
		E 01 020 260 000 000 430		Sea Anemone (24)			\$84.00
		E 01 020 260 000 000 430		Frog (3 class set)			\$160.89
		E 01 020 260 000 000 430		Fetal Pig (12)			\$166.20
		E 01 020 260 000 000 430		Shipping			\$121.67
PO#: 6349	Voucher #:	45949	Invoice	Invoice No: 7941	6/2/2025	Paid Amt:	\$721.16
						Check Amount:	\$721.16
PCB	78196	4684		BLACKBERRY GOLF COURSE		Check	
		E 01 020 294 103 000 369		Pre-section Golf Meet			\$138.00
PO#: 45976	Voucher #:	45976	Invoice	Invoice No: 05.27.2025	6/2/2025	Paid Amt:	\$138.00
						Check Amount:	\$138.00
PCB	78197	1074		CENTRA SOTA COOPERATIVE		Check	
		E 01 005 760 000 720 442		Unleaded Gas			\$1,103.70
		E 01 005 760 000 720 442		Discount			(\$38.74)
PO#: 45971	Voucher #:	45971	Invoice	Invoice No: 5450357	6/2/2025	Paid Amt:	\$1,064.96
		E 01 005 760 000 720 442		Unleaded Gas			\$801.60
		E 01 005 760 000 720 442		Discount			(\$30.09)
PO#: 45970	Voucher #:	45970	Invoice	Invoice No: 5450485	6/2/2025	Paid Amt:	\$771.51
						Check Amount:	\$771.51

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78197	1074		CENTRA SOTA COOPERATIVE		Check
			E 01	005 760 000 720 442	Unleaded Gas	\$1,081.67
			E 01	005 760 000 720 442	Discount	(\$41.38)
PO#:	Voucher #:	45969	Invoice	No: 5450442	6/2/2025	Paid Amt: \$1,040.29
		E 01	005 760 000 720 442	Fieldmaster Diesel	\$4,541.79	
		E 01	005 760 000 720 442	Discount	(\$142.51)	
PO#:	Voucher #:	45968	Invoice	No: 5450484	6/2/2025	Paid Amt: \$4,399.28
						Check Amount: \$7,276.04
PCB	78198	1132		ECKROTH MUSIC CO		Check
			E 01	020 258 091 000 430	Trevor James Student Flute w/ Case	\$789.16
			E 01	020 258 091 000 430	Yamaha Advantage Student Clarinet w/ Case	\$1,108.88
			E 01	020 258 091 000 430	Yamaha Advantage Student Alto Sax w/ Case	\$2,697.78
			E 01	020 258 091 000 430	Yamaha Advantage Student Trumpet w/ Case	\$1,497.78
			E 01	020 258 091 000 430	Yamaha Advantage Student Trombone w/ Case	\$1,497.78
PO#:6183	Voucher #:	45958	Invoice	No: 5627549	6/2/2025	Paid Amt: \$7,591.38
		E 01	020 211 000 302 460	GW5AW Drumsticks	\$213.00	
		E 01	020 211 000 302 460	KALKA15S Soprano Ukulele	\$1,625.00	
		E 01	020 211 000 302 460	SN6X Ukulele Tuner	\$507.50	
		E 01	020 211 000 302 460	FF1205 Piano Lesson Books	\$299.75	
PO#: 6319	Voucher #:	45972	Invoice	No: 5675258	6/2/2025	Paid Amt: \$2,645.25
						Check Amount: \$10,236.63
PCB	78199	1133		ECM PUBLISHERS INC		Check
			E 01	005 010 000 000 305	May 29 Agenda	\$44.00
PO#:	Voucher #:	45944	Invoice	No: 1049821	6/2/2025	Paid Amt: \$44.00
						Check Amount: \$44.00
PCB	78200	1152		EVERGREEN LAWN IRRIGATION		Check
			E 01	005 810 000 000 350	Move Pipe and Heads	\$205.00
PO#:	Voucher #:	46004	Invoice	No: 8633	6/2/2025	Paid Amt: \$205.00
						Check Amount: \$205.00
PCB	78201	4610		FP MAILING SOLUTIONS		Check
			E 01	005 105 000 000 329	Mailing Machine/Supplies 02/12/2025 - 05/11/21	\$342.00
PO#:	Voucher #:	45960	Invoice	No: RMI00074164	6/2/2025	Paid Amt: \$342.00
						Check Amount: \$342.00
PCB	78202	1215		HILLYARD INC		Check
			E 01	005 810 000 000 350	Maintenance Machine Advenger	\$250.29
PO#:	Voucher #:	45930	Invoice	No: 700655273	6/2/2025	Paid Amt: \$250.29

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78202	1215		HILLYARD INC		Check	
		E 01	005	810 000 401			\$4,381.32
PO#:	6373	Voucher #:	45943	Invoice	6/2/2025	Paid Amt:	\$4,381.32
				Invoice No: 605835959		Check Amount:	\$4,631.61
PCB	78203	1241		ISCORP		Check	
		E 01	005	110 000 305			\$157.50
PO#:		Voucher #:	46006	Invoice	6/2/2025	Paid Amt:	\$157.50
				Invoice No: 0746387		Check Amount:	\$157.50
PCB	78204	1247		J W PEPPER & SON INC		Check	
		E 01	020	211 000 302			\$89.00
		E 01	020	211 000 302			\$89.00
		E 01	020	211 000 302			\$89.00
		E 01	020	211 000 302			\$89.00
		E 01	020	211 000 302			\$24.99
PO#:	6321	Voucher #:	45959	Invoice	6/2/2025	Paid Amt:	\$380.99
				Invoice No: 367513533			
		E 01	020	211 000 302			\$20.00
		E 01	020	211 000 302			\$19.99
PO#:	6320	Voucher #:	45973	Invoice	6/2/2025	Paid Amt:	\$39.99
				Invoice No: 367504488		Check Amount:	\$420.98
PCB	78205	1267		KEMPS, LLC		Check	
		E 02	005	770 000 701			\$290.40
PO#:		Voucher #:	45946	Invoice	6/2/2025	Paid Amt:	\$290.40
				Invoice No: 5768780			
		E 02	005	770 000 701			\$484.20
PO#:		Voucher #:	45933	Invoice	6/2/2025	Paid Amt:	\$484.20
				Invoice No: 5763466			
		E 02	005	770 000 701			\$435.60
PO#:		Voucher #:	45934	Invoice	6/2/2025	Paid Amt:	\$435.60
				Invoice No: 5763734		Check Amount:	\$1,210.20
PCB	78206	3595		LIZ MERTEN PHOTOGRAPHY		Check	
		E 01	020	292 000 000			\$390.00
PO#:		Voucher #:	45941	Invoice	6/2/2025	Paid Amt:	\$390.00
				Invoice No: 0146		Check Amount:	\$390.00
PCB	78207	4696		LYNX NATIONAL GOLF COURSE		Check	
		E 01	020	296 103 000			\$45.00
PO#:		Voucher #:	45974	Invoice	6/2/2025	Paid Amt:	\$45.00
				Invoice No: 05.19.2025			

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78207	4696		LYNX NATIONAL GOLF COURSE		Check	
		E 01 020 294 103 000 369		CMC Golf Tournament			\$120.00
PO#:	Voucher #:	45975	Invoice	Invoice No: 05.27.2025	6/2/2025	Paid Amt:	\$120.00
						Check Amount:	\$165.00
PCB	78208	1334		MIDWEST BUS PARTS INC		Check	
		E 01 005 760 000 720 401		IC Rub Rail, Curved Polyrod & Screw			\$547.34
PO#:	Voucher #:	46001	Invoice	Invoice No: SO8137	6/2/2025	Paid Amt:	\$547.34
		E 01 005 760 000 720 401		Weldon Turn Light			\$94.56
PO#:	Voucher #:	46002	Invoice	Invoice No: SO8284	6/2/2025	Paid Amt:	\$94.56
						Check Amount:	\$641.90
PCB	78209	1375		NAPA AUTO PARTS		Check	
		E 01 005 760 000 720 401		Shop Supplies Rivets & Forney			\$74.40
PO#:	Voucher #:	45964	Invoice	Invoice No: 640689	6/2/2025	Paid Amt:	\$74.40
		E 01 005 760 000 720 401		Gasket Material Bus 5-24			\$10.11
PO#:	Voucher #:	45965	Invoice	Invoice No: 641933	6/2/2025	Paid Amt:	\$10.11
						Check Amount:	\$84.51
PCB	78210	4515		Northern Pines Mental Health Center		Check	
		E 01 005 730 000 373 378		Behavioral Interventionist April 2025			\$1,875.00
PO#:	Voucher #:	46007	Invoice	Invoice No: INV534	6/2/2025	Paid Amt:	\$1,875.00
						Check Amount:	\$1,875.00
PCB	78211	1403		OSAKIS PUBLIC SCHOOL		Check	
		E 01 020 294 064 000 305		Umpires at MAC vs Osakis			\$130.00
PO#:	Voucher #:	45942	Invoice	Invoice No: 04.29.2025	6/2/2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78212	1406		PAN-O-GOLD BAKING CO		Check	
		E 02 005 770 000 701 490		Bread			\$87.85
PO#:	Voucher #:	46011	Invoice	Invoice No: 10000125147011	6/2/2025	Paid Amt:	\$87.85
		E 02 005 770 000 701 490		Bread			\$32.20
PO#:	Voucher #:	45938	Invoice	Invoice No: 10000125133003	6/2/2025	Paid Amt:	\$32.20
		E 02 005 770 000 701 490		Bread			\$64.80
PO#:	Voucher #:	45936	Invoice	Invoice No: 10000125139008	6/2/2025	Paid Amt:	\$64.80
		E 02 005 770 000 701 490		Bread			\$65.20
PO#:	Voucher #:	45937	Invoice	Invoice No: 10000125139009	6/2/2025	Paid Amt:	\$65.20
						Check Amount:	\$250.05

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78213	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check	
			E 01	005 810 000 000 401 Rear Tires for Zero Turn	6/2/2025		\$397.98
PO#:	Voucher #:	45929	Invoice	Invoice No: 730168		Paid Amt:	\$397.98
						Check Amount:	\$397.98
PCB	78214	4339		SCHOLASTIC Inc Magazines		Check	
			E 01	010 203 000 302 460 Let's Find Out ADDITIONAL Weekly Readers	6/2/2025		\$34.08
PO#:	Voucher #:	46012	Invoice	Invoice No: M7497948 5		Paid Amt:	\$34.08
						Check Amount:	\$34.08
PCB	78215	4408		School Management Services		Check	
			E 01	005 110 000 000 305 Human Resources Project and Milage	6/2/2025		\$1,677.00
PO#:	Voucher #:	46008	Invoice	Invoice No: 102419		Paid Amt:	\$1,677.00
						Check Amount:	\$1,677.00
PCB	78216	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 490 LUNCH	6/2/2025		\$169.41
PO#:	Voucher #:	45957	Invoice	Invoice No: 253915319		Paid Amt:	\$169.41
			E 02	005 770 000 701 491 Commodity	6/2/2025		\$57.25
PO#:	Voucher #:	45953	Invoice	Invoice No: 253915313		Paid Amt:	\$57.25
			E 02	005 770 000 701 490 LUNCH	6/2/2025		\$1,818.84
			E 02	005 770 000 701 401 SUPPLIES	6/2/2025		\$21.74
PO#:	Voucher #:	45940	Invoice	Invoice No: 253920885		Paid Amt:	\$1,840.58
			E 02	005 770 000 701 490 LUNCH	6/2/2025		\$2,935.21
			E 02	005 770 000 701 401 SUPPLIES	6/2/2025		\$62.99
PO#:	Voucher #:	45956	Invoice	Invoice No: 253915318		Paid Amt:	\$2,998.20
			E 02	005 770 000 701 491 Commodity	6/2/2025		\$66.08
PO#:	Voucher #:	45952	Invoice	Invoice No: 253915317		Paid Amt:	\$66.08
			E 02	005 770 000 705 490 Breakfast	6/2/2025		\$368.91
PO#:	Voucher #:	45939	Invoice	Invoice No: 253915316		Paid Amt:	\$368.91
			E 01	010 203 000 000 401 Cookies for Kindergarten Graduation	6/2/2025		\$166.16
PO#:	Voucher #:	45954	Invoice	Invoice No: 253915315		Paid Amt:	\$166.16
			E 02	005 770 000 701 490 LUNCH	6/2/2025		\$2,920.56
			E 02	005 770 000 701 401 SUPPLIES	6/2/2025		\$480.72
PO#:	Voucher #:	45955	Invoice	Invoice No: 253915314		Paid Amt:	\$3,401.28
						Check Amount:	\$9,067.87

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78217	1559		TECH CHECK, LLC		Check	
		E 01 005 690 000 305		Professional Services			\$438.75
PO#:	Voucher #:	45935	Invoice	Invoice No: 8154C	6/2/2025	Paid Amt:	\$438.75
						Check Amount:	\$438.75
PCB	78218	4206		T-MOBILE		Check	
		E 01 005 810 000 320		Mobile Internet Acct 971799683			\$40.00
PO#:	Voucher #:	45999	Invoice	Invoice No: 05.21.2025	6/2/2025	Paid Amt:	\$40.00
						Check Amount:	\$40.00
PCB	78219	3274		VARITRONICS, LLC		Check	
		E 01 005 690 000 456		2016A Cutoff Maker Cutter Housing Tips: 2-pac			\$79.99
		E 01 005 690 000 456		Shipping			\$7.99
PO#: 6220	Voucher #:	46005	Invoice	Invoice No: PSI-185255	6/2/2025	Paid Amt:	\$87.98
						Check Amount:	\$87.98
PCB	78220	4530		Veritiv Visual LLC		Check	
		E 01 020 301 321 830 433		printer tags and parts for printer			\$180.70
PO#: 6364	Voucher #:	45962	Invoice	Invoice No: 789000	6/2/2025	Paid Amt:	\$180.70
		E 01 020 301 321 830 433		Parts for Printer PO 6364			\$67.64
PO#: 6364	Voucher #:	45963	Invoice	Invoice No: 789103	6/2/2025	Paid Amt:	\$67.64
						Check Amount:	\$248.34
PCB	78221	1592		VERIZON WIRELESS		Check	
		E 01 005 810 000 000 320		PHONE SERVICE			\$301.20
PO#:	Voucher #:	45931	Invoice	Invoice No: 6113263357	6/2/2025	Paid Amt:	\$301.20
						Check Amount:	\$301.20
PCB	78222	1611		XCEL ENERGY		Check	
		E 01 005 810 000 000 440		Acct 51-4433400-5			\$2,856.00
PO#:	Voucher #:	45932	Invoice	Invoice No: 927150164	6/2/2025	Paid Amt:	\$2,856.00
						Check Amount:	\$2,856.00
PCB	78223	4964		Yale Mechanical LLC		Check	
		E 01 005 810 000 000 350		Room 132 Ventilator blower			\$2,457.51
PO#:	Voucher #:	46009	Invoice	Invoice No: 267766	6/2/2025	Paid Amt:	\$2,457.51
						Check Amount:	\$2,457.51
PCB	78224	5058		Adam Giedd		Check	
		E 01 020 230 000 000 430		Confidence Readers subscription			\$38.00
PO#: 6283	Voucher #:	46108	Invoice	Invoice No: 04.25.2025	6/9/2025	Paid Amt:	\$38.00
						Check Amount:	\$38.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:
PCB	78225	4295		AMAZON CAPITAL SERVICES		Check	
	E 01	020	230	000 000 430	0645480835 Arepa vs. Arepa: A funny battle bet	\$9.50	
	E 01	020	230	000 000 430	173878066X Arepas ¿de dónde son? (Colección	\$9.50	
	E 01	020	230	000 000 430	1956594574 El verano de las oportunidades (Sp	\$9.50	
	E 01	020	230	000 000 430	1957729236 Esmé y Beto no tienen miedo de d	\$8.95	
	E 01	020	230	000 000 430	1961684012 ...pero corazones no sabemos (Ca	\$9.00	
	E 01	020	230	000 000 430	1961684101 Soltar la sopa (Spanish Edition)	\$8.75	
	E 01	020	230	000 000 430	B0DJJDJG369 A Félix le gusta el rock (Confidenc	\$10.00	
	E 01	020	230	000 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6284	Voucher #:	46042	Invoice	Invoice No: 1K1K-7TD3-D7Q3	6/9/2025	Paid Amt:	\$65.20
	E 01	020	211	258 000 530	B08WHHWRTST JBL Wireless Two Microphone	\$99.95	
	E 01	020	211	258 000 530	B09CW9WXML JBL PartyBox 710 -Party Speake	\$699.95	
	E 01	020	211	258 000 530	Amazon Shipping Charge	\$0.00	
PO#: 6360	Voucher #:	46094	Invoice	Invoice No: 1KYM-TWCX-VDY4	6/9/2025	Paid Amt:	\$799.90
	E 01	020	260	000 000 430	B005KROMZG Red Star Active Dry Yeast, 2 Pou	\$8.29	
	E 01	020	260	000 000 430	B0BCK9MJVW SEBETOW Masking Tape Bulk	\$31.99	
	E 01	020	260	000 000 430	B0BS95MCGS 200 Pack Sterile Plastic Petri Di	\$40.99	
	E 01	020	260	000 000 430	B0CKZ8Y1WL AKOLAFE 20 Pack 50 ml Gradu	\$20.99	
	E 01	020	260	000 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6354	Voucher #:	46103	Invoice	Invoice No: 166C-D1GQ-1MWY	6/9/2025	Paid Amt:	\$102.26
	E 01	020	301	320 830 433	Credit Yeast	\$6.00	
PO#:	Voucher #:	46059	Credit	Invoice No: 1L7W-XXV4-FMVQ	6/9/2025	Paid Amt:	(\$6.00)
	E 01	005	690	000 455	B07DC5PPFV Anker Cable [2 Pack, 6FT], USB	\$9.99	
	E 01	005	690	000 455	B07DD5YHMH Anker Cable [2 Pack, 3FT], USE	\$21.75	
	E 01	005	690	000 455	Amazon Shipping Charge	\$0.00	
PO#: 6353	Voucher #:	46113	Invoice	Invoice No: 19QR-G73C-J9FL	6/9/2025	Paid Amt:	\$31.74
	E 01	020	211	000 302 460	B06XGNX9D9 Callaway FT Launch Zone Golf H	\$148.44	
	E 01	020	211	000 302 460	B08BXBDRDY GoSports Golf Hitting Mat - ELIT	\$636.50	
	E 01	020	211	000 302 460	B08MDX4G8W FITVEN Freestanding Punching	\$164.99	
	E 01	020	211	000 302 460	B08MMWQ34BY RDX Boxing Gloves, Pro Trainin	\$30.99	
	E 01	020	211	000 302 460	B08MMWSBK6 RDX Boxing Gloves, Pro Trainin	\$32.99	
	E 01	020	211	000 302 460	B0BN7ZG3VL Yilooog 120 Pack Foam Golf Prac	\$79.98	
	E 01	020	211	000 302 460	B0DT9X6MR2 QURAS Mini Golf Flags for Putti	\$78.99	
	E 01	020	211	000 302 460	Amazon Shipping Charge	\$25.00	
PO#: 6366	Voucher #:	46035	Invoice	Invoice No: 1FT1-D6LY-3DV7	6/9/2025	Paid Amt:	\$1,197.88
	E 01	020	301	320 830 433	B0C5J CZ4CR ASTOU New Alternator fit for VM	\$79.41	
PO#: 6335	Voucher #:	46023	Invoice	Invoice No: 1F1W-4LJH-C336	6/9/2025	Paid Amt:	\$79.41

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Amount
PCB	78225	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	010 203 200 000 430	Classroom Supplies Marschel Credit		\$83.09
PO#:		Voucher #:	46037	Credit	Invoice No: 1YXC-1XF7-H1TQ	6/9/2025	
			E 01	020 301 320 830 433	B0002BEZ62 Metra Electronics 99-9008 Dash I		\$23.98
			E 01	020 301 320 830 433	B01CG8N0H8 BOSS Audio Systems 616UAB C		\$57.60
			E 01	020 301 320 830 433	B07WYF4RP4 Luxiv Car Window Tint Applicatic		\$27.16
			E 01	020 301 320 830 433	B08NJCKQTH Yilaie RGB LED Rock Lights, 6(\$26.39
			E 01	020 301 320 830 433	B08RR3MQJ TRUE LINE Automotive Car Win		\$49.98
			E 01	020 301 320 830 433	B0BJW4ZNBX Thewinio Stereo Radio Wiring H		\$13.99
			E 01	020 301 320 830 433	B0BNXSQXNY Car Radio Connector Replacem		\$23.76
			E 01	020 301 320 830 433	B0DJ6RSMZB AUOSTMO 2-Pin Alternator Wir		\$17.98
			E 01	020 301 320 830 433	Amazon Shipping Charge		\$0.00
PO#:	6335	Voucher #:	46024	Invoice	Invoice No: 1VFF-KVVX-4P9H	6/9/2025	
			E 01	020 301 320 830 433	B07BF6S9PV Cancanle Recoil Fan Cover Shra		\$16.00
			E 01	020 301 320 830 433	B08V8KFC26 ACDelco ARM601-34 3/8" & 1/2" F		\$164.99
			E 01	020 301 320 830 433	B094QJGNSX Ruma Pull Start Recoil Starter A:		\$14.95
			E 01	020 301 320 830 433	B0DFWH1PHV MAPVOLUT 25PCS Corner Bri		\$9.99
			E 01	020 301 320 830 433	B0DHJXT7XF ??Digital Torque Screwdriver 7.0:		\$26.90
			E 01	020 301 320 830 433	Amazon Shipping Charge		\$0.00
PO#:	6347	Voucher #:	46065	Invoice	Invoice No: 1FV7-Y6WL-LJG3	6/9/2025	
			E 01	005 810 000 000 401	B0068K3CQP BR SQ D QO 2P 50A 1-1/2"		\$28.00
PO#:	6252	Voucher #:	46038	Invoice	Invoice No: 1M7X-JNK9-KN4L	6/9/2025	
			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	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
PO#:	6262	Voucher #:	46036	Invoice	Invoice No: 1RC6-D9X4-6D3C	6/9/2025	
			E 01	005 810 000 000 401	Custodial Supplies Credit		\$28.00
PO#:		Voucher #:	46039	Credit	Invoice No: 1KKR-YNK1-MHXM	6/9/2025	
			E 01	005 720 000 000 401	Nurse Supply Credit		\$68.94
PO#:		Voucher #:	46040	Credit	Invoice No: 1KL7-3V7L-1F7R	6/9/2025	
			E 04	005 505 000 321 401	B001K9GN5G Champion Sports Viper Soccer E		\$114.50
			E 04	005 505 000 321 401	B004WSL&S Champro Catcher's Knee Suppor		\$33.60
			E 04	005 505 000 321 401	B008C2CQVE Champro Catcher's Knee Suppo		\$39.16
			E 04	005 505 000 321 401	B078J3SDSC Fitdom Heavy Duty XL Soccer Me		\$53.90
			E 04	005 505 000 321 401	B07FKXHP1H Samsill 0.5 Inch 3 Ring Binder, N		\$13.99
			E 04	005 505 000 321 401	B07RGRJXL47 Alien Pros Bat Grip Tape for Base		\$19.98

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78225	4295		AMAZON CAPITAL SERVICES		Check	
		E 04	005	505 000 321 401	Amazon Shipping Charge		\$0.00
PO#: 6344	Voucher #:	46041	Invoice	Invoice No: 1KKK-LMT3-CHPD	6/9/2025	Paid Amt:	\$275.13
						Check Amount:	\$2,950.25
PCB	78226	4478		AMERICAN MAILING MACHINE, INC		Check	
		E 01	005	110 000 000 401	PIC PostBase Standard Inkjet Cartridge Set-up 1		\$141.00
		E 01	005	110 000 000 401	Shipping		\$17.08
PO#:	Voucher #:	46111	Invoice	Invoice No: IN124364	6/9/2025	Paid Amt:	\$158.08
						Check Amount:	\$158.08
PCB	78227	4300		BATTERIES PLUS BULBS #794		Check	
		E 01	005	810 000 000 401	Batteries		\$197.85
PO#:	Voucher #:	46075	Invoice	Invoice No: 06.03.2025	6/9/2025	Paid Amt:	\$197.85
						Check Amount:	\$197.85
PCB	78228	4761		CANS R US, LLC		Check	
		E 01	005	810 000 000 335	Toilet Rental April		\$990.00
PO#:	Voucher #:	46021	Invoice	Invoice No: I1775	6/9/2025	Paid Amt:	\$990.00
		E 01	005	810 000 000 335	Toilet Rental March		\$110.00
		E 01	005	810 000 000 335	Toilet Rental March		\$400.00
PO#:	Voucher #:	46022	Invoice	Invoice No: I1684	6/9/2025	Paid Amt:	\$510.00
						Check Amount:	\$1,500.00
PCB	78229	5066		Carlson Music Center Inc		Check	
		E 01	020	211 258 000 530	GB1K PE- 5' Grand Piano		\$12,199.99
		E 01	020	211 258 000 530	6542 Grand Truck		\$800.00
		E 01	020	211 258 000 530	GPGPS Humidity Climate Control		\$550.00
		E 01	020	211 258 000 530	Custom Cover		\$300.00
		E 01	020	211 258 000 530	Delivery		\$500.00
PO#: 6337	Voucher #:	46020	Invoice	Invoice No: 7435	6/9/2025	Paid Amt:	\$14,349.99
						Check Amount:	\$14,349.99
PCB	78230	4712		CATHEDRAL HIGH SCHOOL		Check	
		E 01	020	296 103 000 369	Girls Golf Entry Fees		\$100.00
PO#:	Voucher #:	46060	Invoice	Invoice No: 06.03.2025	6/9/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78231	1074		CENTRA SOTA COOPERATIVE		Check	
		E 01	005	760 000 720 442	Unleaded Gas		\$1,013.41
		E 01	005	760 000 720 442	Discount		(\$37.34)
PO#:	Voucher #:	46057	Invoice	Invoice No: 5450531	6/9/2025	Paid Amt:	\$976.07

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78231	1074		CENTRA SOTA COOPERATIVE		Check	
		E 01	005	760 000 720 442		Unleaded Gas	\$944.15
		E 01	005	760 000 720 442		Discount	(\$33.54)
PO#:	Voucher #:	46058	Invoice	Invoice No: 5450593	6/9/2025	Paid Amt:	\$910.61
						Check Amount:	\$1,886.68
PCB	78232	4396		CHRIS VOSEN AUTO REPAIR		Check	
		E 01	005	760 000 720 350		Van #25 Oil, Filter, Front Sway Bar	\$390.93
PO#:	Voucher #:	46081	Invoice	Invoice No: 8156	6/9/2025	Paid Amt:	\$390.93
PO#:	Voucher #:	46082	Invoice	Invoice No: 8157	6/9/2025	Paid Amt:	\$177.99
		E 01	005	760 000 720 350		Van #26 TPMS Sensor	\$177.99
PO#:	Voucher #:	46083	Invoice	Invoice No: 8159	6/9/2025	Paid Amt:	\$177.99
		E 01	005	760 000 720 350		Van #24 Oil & Filter	\$99.13
PO#:	Voucher #:	46084	Invoice	Invoice No: 8152	6/9/2025	Paid Amt:	\$99.13
		E 01	005	760 000 720 350		Van #27 Rear Lift Gate Latch, Stop Light Switch	\$405.04
						Paid Amt:	\$405.04
						Check Amount:	\$1,073.09
PCB	78233	1092		COLE PAPERS, INC.		Check	
		E 01	005	810 000 000 401		Hand soap for both buildings	\$1,139.20
PO#:	Voucher #:	46048	Invoice	Invoice No: 10576465	6/9/2025	Paid Amt:	\$1,139.20
						Check Amount:	\$1,139.20
PCB	78234	4610		FP MAILING SOLUTIONS		Check	
		E 01	005	105 000 000 329		Mailing Machine/Supplies 05/12/2025 to 08/11/2	\$114.00
PO#:	Voucher #:	46019	Invoice	Invoice No: RI106663012	6/9/2025	Paid Amt:	\$114.00
PO#:	Voucher #:	46017	Invoice	Invoice No: RI106663014	6/9/2025	Paid Amt:	\$114.00
		E 01	005	105 000 000 329		Mailing Machine/Supplies 05/12/2025 to 08/11/2	\$114.00
PO#:	Voucher #:	46018	Invoice	Invoice No: RI106663013	6/9/2025	Paid Amt:	\$114.00
		E 01	005	105 000 000 329		Mailing Machine/Supplies 05/12/2025 to 08/11/2	\$114.00
						Paid Amt:	\$114.00
						Check Amount:	\$342.00
PCB	78235	1182		GOPHER		Check	
		E 01	020	211 000 302 460		Heart Rate Monitor Pack	\$7,998.00
		E 01	020	211 000 302 460		Plyo Box Set	\$729.00
		E 01	020	211 000 302 460		Low Hurdle Set	\$99.95
		E 01	020	211 000 302 460		13" Balance Disc	\$89.90
		E 01	020	211 000 302 460		24" Balance Disc	\$189.90
		E 01	020	211 000 302 460		30' Parachute	\$519.00
		E 01	020	211 000 302 460		Portable Disc Golf Basket	\$876.00
		E 01	020	211 000 302 460		Spikeball	\$129.90
		E 01	020	211 000 302 460		Polish Golf	\$199.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78235	1182		GOPHER		Check
			E 01 020 211 000 302 460	Soft Stix Golf Clubs Set		\$379.00
			E 01 020 211 000 302 460	Discount		(\$938.37)
			E 01 020 211 000 302 460	Freight		\$1,444.77
PO#: 6359	Voucher #:	46033	Invoice No:	IN448086	6/9/2025	Paid Amt: \$11,716.05
			E 01 020 211 000 302 460	Vertical Jump Tester		\$979.00
			E 01 020 211 000 302 460	Discount		(\$97.90)
PO#: 6359	Voucher #:	46034	Invoice No:	IN448498	6/9/2025	Paid Amt: \$881.10
						Check Amount: \$12,597.15
PCB	78236	5053		Gophermods, LLC		Check
			E 01 005 690 690 000 315	MacBook Pro Repair		\$797.00
PO#:	Voucher #:	46073	Invoice No:	7026	6/9/2025	Paid Amt: \$797.00
						Check Amount: \$797.00
PCB	78237	1215		HILLYARD INC		Check
			E 01 005 810 000 350	Service on IScrub 26		\$259.70
PO#:	Voucher #:	46051	Invoice No:	700653725	6/9/2025	Paid Amt: \$259.70
			E 01 005 810 000 350	Service on Terra 28B		\$83.00
PO#:	Voucher #:	46050	Invoice No:	700654033	6/9/2025	Paid Amt: \$83.00
			E 02 005 770 000 701 401	Dish Detergent		\$157.01
PO#:	Voucher #:	46074	Invoice No:	605844355	6/9/2025	Paid Amt: \$157.01
			E 01 005 810 000 401	Custodial supplies		\$157.45
PO#: 6303	Voucher #:	46049	Invoice No:	700653724	6/9/2025	Paid Amt: \$157.45
			E 01 005 810 000 401	Custodial supplies		\$132.40
PO#: 6303	Voucher #:	46056	Invoice No:	605843040	6/9/2025	Paid Amt: \$132.40
			E 01 005 810 000 350	Service on Trident Extractor		\$45.50
PO#:	Voucher #:	46052	Invoice No:	700653726	6/9/2025	Paid Amt: \$45.50
						Check Amount: \$835.06
PCB	78238	3687		HOLDINGFORD HARDWARE		Check
			E 01 020 301 320 830 433	Open PO Engines Class Supplies		\$6.07
PO#: 5864	Voucher #:	46097	Invoice No:	67847	6/9/2025	Paid Amt: \$6.07
			E 01 020 301 320 830 433	Open PO Engines Class Supplies		\$35.98
PO#: 5864	Voucher #:	46104	Invoice No:	68368	6/9/2025	Paid Amt: \$35.98
						Check Amount: \$42.05
PCB	78239	1247		J W PEPPER & SON INC		Check
			E 01 020 211 258 000 530	Melody Music Chair		\$15,712.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78239	1247		J W PEPPER & SON INC		Check	
			E 01	020 211 258 000 530	Shipping		\$2,095.00
PO#:	6351	Voucher #:	46098	Invoice	Invoice No: 367553215	Paid Amt:	\$17,807.00
						Check Amount:	\$17,807.00
PCB	78240	5082		Kansas Turnpike Authority		Check	
			E 01	020 298 053 000 369	Toll Fees Robotic Trip		\$46.94
PO#:		Voucher #:	46109	Invoice	Invoice No: 31466313	Paid Amt:	\$46.94
						Check Amount:	\$46.94
PCB	78241	1267		KEMPS, LLC		Check	
			E 02	005 770 000 701 495	MILK		\$419.40
PO#:		Voucher #:	46032	Invoice	Invoice No: 5787326	Paid Amt:	\$419.40
			E 02	005 770 000 701 495	MILK		\$177.30
PO#:		Voucher #:	46029	Invoice	Invoice No: 5787509	Paid Amt:	\$177.30
			E 02	005 770 000 701 495	MILK		\$419.40
PO#:		Voucher #:	46031	Invoice	Invoice No: 5775508	Paid Amt:	\$419.40
			E 02	005 770 000 701 495	MILK		\$129.60
PO#:		Voucher #:	46028	Invoice	Invoice No: 5760504	Paid Amt:	\$129.60
			E 02	005 770 000 701 495	MILK		\$258.00
PO#:		Voucher #:	46030	Invoice	Invoice No: 5780541	Paid Amt:	\$258.00
			E 02	005 770 000 701 495	MILK		\$516.30
PO#:		Voucher #:	46025	Invoice	Invoice No: 5775588	Paid Amt:	\$516.30
			E 02	005 770 000 701 495	MILK		\$160.80
PO#:		Voucher #:	46026	Invoice	Invoice No: 5782780	Paid Amt:	\$160.80
			E 02	005 770 000 701 495	MILK		\$306.60
PO#:		Voucher #:	46027	Invoice	Invoice No: 5758119	Paid Amt:	\$306.60
						Check Amount:	\$2,387.40
PCB	78242	1271		KIMBALL AREA SCHOOLS		Check	
			E 01	020 294 103 000 369	Boys Golf Invite		\$125.00
PO#:		Voucher #:	46061	Invoice	Invoice No: 06.03.2025	Paid Amt:	\$125.00
			E 01	020 296 103 000 369	Girls Golf Invite		\$100.00
PO#:		Voucher #:	46110	Invoice	Invoice No: 06-03-2025	Paid Amt:	\$100.00
						Check Amount:	\$225.00
PCB	78243	1899		MARCO TECHNOLOGIES, LLC		Check	
			E 01	005 690 690 000 305	3.5mm and HDMI Audio Repair		\$687.25
PO#:		Voucher #:	46112	Invoice	Invoice No: INV13924865	Paid Amt:	\$687.25
						Check Amount:	\$687.25

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78244	1326		MENARDS		Check
			E 01	020 301 320 830 433		\$218.70
PO#: 6237	Voucher #:	46096	Invoice	Invoice No: 59464	6/9/2025	Paid Amt: \$218.70
			E 01	005 810 000 000 401		\$1,116.57
PO#:	Voucher #:	46107	Invoice	Invoice No: 59625	6/9/2025	Paid Amt: \$1,116.57
			E 01	005 810 000 000 401		\$51.60
PO#:	Voucher #:	46106	Invoice	Invoice No: 60028	6/9/2025	Paid Amt: \$51.60
			E 01	020 301 320 830 433		\$44.92
PO#:	Voucher #:	46105	Invoice	Invoice No: 60442	6/9/2025	Paid Amt: \$44.92
						Check Amount: \$1,431.79
PCB	78245	2524		MIDCONTINENT COMMUNICATIONS		Check
			E 01	005 810 000 000 320		\$1,487.15
PO#:	Voucher #:	46016	Invoice	Invoice No: 14529320114749	6/9/2025	Paid Amt: \$1,487.15
						Check Amount: \$1,487.15
PCB	78246	4931		Mielke Oil Co., INC		Check
			E 01	005 760 000 720 401		\$1,804.44
PO#:	Voucher #:	46121	Invoice	Invoice No: 360188	6/9/2025	Paid Amt: \$1,804.44
						Check Amount: \$1,804.44
PCB	78247	1375		NAPA AUTO PARTS		Check
			E 01	005 760 000 720 401		\$55.96
PO#:	Voucher #:	46080	Invoice	Invoice No: 642445	6/9/2025	Paid Amt: \$55.96
			E 01	005 760 000 720 401		\$83.90
PO#:	Voucher #:	46079	Invoice	Invoice No: 642493	6/9/2025	Paid Amt: \$83.90
						Check Amount: \$139.86
PCB	78248	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
			E 01	005 760 000 720 401		\$192.24
PO#:	Voucher #:	46085	Invoice	Invoice No: 324046	6/9/2025	Paid Amt: \$192.24
			E 01	005 760 000 720 401		\$485.68
PO#:	Voucher #:	46089	Invoice	Invoice No: 323171	6/9/2025	Paid Amt: \$485.68
			E 01	005 760 000 720 401		\$196.06
PO#:	Voucher #:	46093	Credit	Invoice No: CM315678	6/9/2025	Paid Amt: (\$196.06)
			E 01	005 760 000 720 401		\$30.46
PO#:	Voucher #:	46090	Invoice	Invoice No: 323299	6/9/2025	Paid Amt: \$30.46
			E 01	005 760 000 720 401		\$497.94
PO#:	Voucher #:	46000	Invoice	Invoice No: 323269	6/9/2025	Paid Amt: \$497.94
			E 01	005 760 000 720 401		\$28.29
PO#:	Voucher #:	46116	Invoice	Invoice No: 323726	6/9/2025	Paid Amt: \$28.29

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check	Check Amount:
PCB	78248	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
			E 01	005 760 000 720 401 Filter Air Compre Gas Buses			\$45.69	
PO#:	Voucher #:		46091	Invoice Invoice No: 323299X1	6/9/2025	Paid Amt:	\$45.69	
PO#:	Voucher #:		46092	Credit Invoice No: CM323269	6/9/2025	Paid Amt:	(\$107.17)	
PO#:	Voucher #:		46117	Invoice Invoice No: 323496	6/9/2025	Paid Amt:	\$47.66	
PO#:	Voucher #:		46088	Invoice Invoice No: 322210	6/9/2025	Paid Amt:	\$426.88	
PO#:	Voucher #:		46087	Invoice Invoice No: 321335	6/9/2025	Paid Amt:	\$109.90	
PO#:	Voucher #:		46120	Credit Invoice No: CM317960	6/9/2025	Paid Amt:	\$237.32	
PO#:	Voucher #:		46135	Credit Invoice No: CM323496	6/9/2025	Paid Amt:	\$47.66	
								\$1,276.53
PCB	78249	4608		NORTH CENTRAL INT'L, LLC		Check		
			E 01	005 760 000 720 401 Governor, Air, Brake, D-2 W/G Credit			\$23.25	
PO#:	Voucher #:		46045	Credit Invoice No: X22011640:01	6/9/2025	Paid Amt:	(\$23.25)	
PO#:	Voucher #:		46086	Invoice Invoice No: X220112967:01	6/9/2025	Paid Amt:	\$57.03	
PO#:	Voucher #:		46046	Invoice Invoice No: X22011502:01	6/9/2025	Paid Amt:	\$241.76	
PO#:	Voucher #:		46072	Invoice Invoice No: R220010364:01 Fix	6/9/2025	Paid Amt:	\$31.45	
PO#:	Voucher #:		46076	Invoice Invoice No: X220112251:01	6/9/2025	Paid Amt:	\$78.27	
PO#:	Voucher #:		46077	Invoice Invoice No: X22011408:01	6/9/2025	Paid Amt:	\$215.81	
PO#:	Voucher #:		46044	Invoice Invoice No: X220111407:01	6/9/2025	Paid Amt:	\$23.25	
PO#:	Voucher #:		46078	Invoice Invoice No: X220112778:01	6/9/2025	Paid Amt:	\$346.42	
								\$970.74

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78250	1406		PAN-O-GOLD BAKING CO		Check	
		E 02	005	770 000 701 490 Bread			\$100.00
PO#:	Voucher #:	46064	Invoice	Invoice No: 10000125147012	6/9/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78251	4289		PAYNESVILLE AREA SCHOOLS		Check	
		E 01	020	294 103 000 369 Golf meet entry fee			\$50.00
PO#:	Voucher #:	46062	Invoice	Invoice No: 06.03.2025	6/9/2025	Paid Amt:	\$50.00
						Check Amount:	\$50.00
PCB	78252	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check	
		E 01	005	810 000 000 401 Parts for Mower			\$33.59
PO#:	Voucher #:	46043	Invoice	Invoice No: 731134	6/9/2025	Paid Amt:	\$33.59
						Check Amount:	\$33.59
PCB	78253	1440		PROVANTAGE		Check	
		E 01	005	690 690 000 455 QNV-7012R Hanwha Techwin America 4MP IR \			\$280.00
PO#:	Voucher #:	46114	Invoice	Invoice No: 9863741	6/9/2025	Paid Amt:	\$280.00
		E 01	005	690 690 000 455 SBP-137WMW1 Hanwha Techwin America Out			\$46.00
PO#:	Voucher #:	46115	Invoice	Invoice No: 9863738	6/9/2025	Paid Amt:	\$46.00
						Check Amount:	\$326.00
PCB	78254	4242		RADEMACHER COMPANIES, INC.		Check	
		E 01	020	301 322 830 433 Class Supplies Goldade PO # 5840			\$29.42
PO#:	Voucher #:	46095	Invoice	Invoice No: 002-00357781	6/9/2025	Paid Amt:	\$29.42
		E 02	005	770 000 701 490 Food Service Pepperoni			\$9.98
PO#:	Voucher #:	46099	Invoice	Invoice No: 003-00025093	6/9/2025	Paid Amt:	\$9.98
		E 01	005	110 000 000 401 DO Supplies			\$5.99
PO#:	Voucher #:	46100	Invoice	Invoice No: 002-00358726	6/9/2025	Paid Amt:	\$5.99
		E 01	020	301 322 830 433 Class Supplies Goldade PO # 5840			\$97.74
PO#:	Voucher #:	46101	Invoice	Invoice No: 002-00351692	6/9/2025	Paid Amt:	\$97.74
		E 01	020	301 322 830 433 Class supplies			\$74.39
PO#:	Voucher #:	46102	Invoice	Invoice No: 001-00194006	6/9/2025	Paid Amt:	\$74.39
						Check Amount:	\$217.52
PCB	78255	5079		Reading Is Fundamental, Inc		Check	
		E 01	010	203 000 302 460 Reading is Fundamental in-kind contribution			\$4,000.00
PO#:	Voucher #:	46054	Invoice	Invoice No: MATCHGRANT2025	6/9/2025	Paid Amt:	\$4,000.00
						Check Amount:	\$4,000.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78256	1477		ROYALTON LUMBER COMPANY		Check	
			E 01	020 298 061 000 401			\$250.16
PO#:		Voucher #:	46063	Invoice	Invoice No: 879980	Paid Amt:	\$250.16
PO#:		Voucher #:	46055	Invoice	Invoice No: 880381	Paid Amt:	\$33.86
						Check Amount:	\$284.02
PCB	78257	5048		Sertich Environmental Services		Check	
			E 01	005 760 000 720 305			\$65.00
PO#:		Voucher #:	46122	Invoice	Invoice No: 12491	Paid Amt:	\$65.00
						Check Amount:	\$65.00
PCB	78258	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 490			\$860.04
			E 02	005 770 000 701 401			\$32.08
PO#:		Voucher #:	46015	Invoice	Invoice No: 253920883	Paid Amt:	\$892.12
PO#:		Voucher #:	46014	Invoice	Invoice No: 253920884	Paid Amt:	\$69.88
PO#:		Voucher #:	46013	Invoice	Invoice No: 253920882	Paid Amt:	\$20.29
						Check Amount:	\$982.29
PCB	78259	1559		TECH CHECK, LLC		Check	
			E 01	020 211 258 000 530			\$1,858.64
			E 01	020 211 258 000 530			\$44.61
PO#:	6342	Voucher #:	46053	Invoice	Invoice No: 8143C	Paid Amt:	\$1,903.25
						Check Amount:	\$1,903.25
PCB	78260	2279		VEX ROBOTICS, INC		Check	
			E 04	005 505 053 321 401			\$149.99
			E 04	005 505 053 321 401			\$44.82
PO#:	6343	Voucher #:	46047	Invoice	Invoice No: 809564	Paid Amt:	\$194.81
						Check Amount:	\$194.81
PCB	78261	5089		Adam Helleickson		Check	
			R 02	005 770 000 701 601			\$6.40
PO#:		Voucher #:	46216	Invoice	Invoice No: 06.18.2025	Paid Amt:	\$6.40
						Check Amount:	\$6.40

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78262	5100		Adam Yourczek		Check	
			R 02	005 770 000 701 601	Zero Out Lunch Account		\$19.70
PO#:		Voucher #:	46227	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt: \$19.70 Check Amount: \$19.70
PCB	78263	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	020 211 000 302 460	BOBBWFR3JY CROSSNET 4-Way Volleyball N		\$114.99
			E 01	020 211 000 302 460	Amazon Shipping Charge		\$0.00
PO#:	6392	Voucher #:	46192	Invoice	Invoice No: 14J9-JTN6-JN9Q	6/23/2025	Paid Amt: \$114.99
			E 04	005 505 000 321 401	B010R04KSA Rawlings COOLFLO Batting He		\$292.00
			E 04	005 505 000 321 401	BOCVTMDHCR Irjizzo Magnetic Baseball Lineu		\$39.96
			E 04	005 505 000 321 401	Amazon Shipping Charge		\$0.00
PO#:	6369	Voucher #:	46237	Invoice	Invoice No: 1CMX-76MF-4NPJ	6/23/2025	Paid Amt: \$331.96
			E 01	005 810 000 000 401	B07QLJ3WHP SEAFLO 55-Series Diaphragm f		\$113.99
			E 01	005 810 000 000 401	B0D66B2D45 REXBETI Razor Blade Scraper Tr		\$10.19
			E 01	005 810 000 000 401	Amazon Shipping Charge		\$0.00
PO#:	6378	Voucher #:	46178	Invoice	Invoice No: 1FQ6-J9MW-H6H4	6/23/2025	Paid Amt: \$124.18 Check Amount: \$571.13
PCB	78264	5094		Barret Novitzki		Check	
			R 02	005 770 000 701 601	Zero Out Lunch Account		\$7.40
PO#:		Voucher #:	46221	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt: \$7.40 Check Amount: \$7.40
PCB	78265	1903		BECKER SCREENPRINTING		Check	
			E 04	005 505 000 321 401	9 Youth T-shirts		\$110.25
			E 04	005 505 000 321 401	4 adult T-shirts		\$49.00
PO#:	6403	Voucher #:	46193	Invoice	Invoice No: 6661	6/23/2025	Paid Amt: \$159.25
			E 04	005 505 000 321 401	Sandlot Team T Shirts		\$126.00
			E 04	005 505 000 321 401	Sandlot Team T Shirts		\$130.50
			E 04	005 505 000 321 401	Sandlot Team T Shirts		\$7.25
PO#:	6390	Voucher #:	46194	Invoice	Invoice No: 6654	6/23/2025	Paid Amt: \$263.75
			E 04	005 505 000 321 401	31 Youth Soccer Shirts		\$217.00
			E 04	005 505 000 321 401	25 Youth Toss Ball Shirts		\$181.25
			E 04	005 505 000 321 401	43 T-Ball Shirts		\$311.75
			E 04	005 505 000 321 401	8 Golf Shirts		\$58.00
PO#:	6415	Voucher #:	46236	Invoice	Invoice No: 6658	6/23/2025	Paid Amt: \$768.00 Check Amount: \$1,191.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78266	4360		BENEFIT EXTRAS, INC.		Check	
			E 01	005 110 000 000 305 Cobra Letters			\$105.00
PO#:	Voucher #:	46157	Invoice	Invoice No: 1294304	6/23/2025	Paid Amt:	\$105.00
						Check Amount:	\$105.00
PCB	78267	5099		Brandon Waytashek		Check	
			R 02	005 770 000 701 601 Zero Out Lunch Account			\$24.30
PO#:	Voucher #:	46226	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$24.30
						Check Amount:	\$24.30
PCB	78268	5092		Brenda Lenz		Check	
			R 02	005 770 000 701 601 Zero Out Lunch Account			\$46.40
PO#:	Voucher #:	46219	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$46.40
						Check Amount:	\$46.40
PCB	78269	5091		Brett Keske		Check	
			R 02	005 770 000 701 601 Zero Out Lunch Account			\$4.55
PO#:	Voucher #:	46218	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$4.55
						Check Amount:	\$4.55
PCB	78270	2016		BSN SPORTS		Check	
			E 01	020 296 059 000 305 Game Soft Balls			\$436.76
PO#:	Voucher #:	46195	Invoice	Invoice No: 929570207	6/23/2025	Paid Amt:	\$436.76
						Check Amount:	\$436.76
PCB	78271	1061		BUDS TO BLOSSOMS		Check	
			E 01	020 211 218 000 401 Senior flowers, centerpiece, etc.			\$541.00
PO#:	Voucher #:	46177	Invoice	Invoice No: 592	6/23/2025	Paid Amt:	\$541.00
			E 01	020 301 321 830 433 2 invoices			\$307.00
PO#:	Voucher #:	46153	Invoice	Invoice No: 753	6/23/2025	Paid Amt:	\$307.00
			E 01	020 301 321 830 433 2 invoices			\$385.00
PO#:	Voucher #:	46154	Invoice	Invoice No: 591	6/23/2025	Paid Amt:	\$385.00
			E 01	020 301 320 830 433 Going Green House Plants			\$80.00
PO#:	Voucher #:	46181	Invoice	Invoice No: 754	6/23/2025	Paid Amt:	\$80.00
						Check Amount:	\$1,313.00
PCB	78272	5085		ByteSpeed LLC		Check	
			E 01	020 211 000 302 460 GRAVITY GAMING BY BYTESPEED ESPORT			\$1,535.00
PO#:	Voucher #:	46241	Invoice	Invoice No: INV0179156	6/23/2025	Paid Amt:	\$1,535.00
						Check Amount:	\$1,535.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78273	4761		CANS R US, LLC		Check	
			E 01 005 810 000 335	Toilet Rental May			\$990.00
PO#:	Voucher #:		46203	Invoice	6/23/2025	Paid Amt:	\$990.00
						Check Amount:	\$990.00
PCB	78274	1074		CENTRA SOTA COOPERATIVE		Check	
			E 01 005 760 000 720 442	Unleaded Gas			\$1,162.68
			E 01 005 760 000 720 442	Discount			(\$42.84)
PO#:	Voucher #:		46158	Invoice	6/23/2025	Paid Amt:	\$1,119.84
						Check Amount:	\$629.46
PO#:	Voucher #:		46242	Invoice	6/23/2025	Paid Amt:	\$629.46
			E 01 005 760 000 720 442	DEF Bulk Delivery late fee			\$9.44
PO#:	Voucher #:		46243	Invoice	6/23/2025	Paid Amt:	\$9.44
						Check Amount:	\$1,758.74
PCB	78275	5088		Chad Duevel		Check	
			R 02 005 770 000 701 601	Zero Out Lunch Account			\$32.65
PO#:	Voucher #:		46215	Invoice	6/23/2025	Paid Amt:	\$32.65
						Check Amount:	\$32.65
PCB	78276	4150		CHRISTINE BLOMMER		Check	
			R 02 005 770 000 701 601	Zero Out Lunch Account			\$6.35
PO#:	Voucher #:		46206	Invoice	6/23/2025	Paid Amt:	\$6.35
						Check Amount:	\$6.35
PCB	78277	1086		CITY OF ROYALTON		Check	
			E 01 005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer			\$867.87
PO#:	Voucher #:		46151	Invoice	6/23/2025	Paid Amt:	\$867.87
			E 01 005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer			\$1,746.03
PO#:	Voucher #:		46152	Invoice	6/23/2025	Paid Amt:	\$1,746.03
						Check Amount:	\$2,613.90
PCB	78278	4030		DARREN LAMPERT		Check	
			R 02 005 770 000 701 601	Zero Out Lunch Account			\$24.00
PO#:	Voucher #:		46229	Invoice	6/23/2025	Paid Amt:	\$24.00
						Check Amount:	\$24.00
PCB	78279	2576		DOUG LUEPKE TROPHIES		Check	
			E 01 020 292 000 000 401	Sr Athletic Awards			\$46.10
PO#:	Voucher #:		46187	Invoice	6/23/2025	Paid Amt:	\$46.10
						Check Amount:	\$46.10

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78280	1132		ECKROTH MUSIC CO		Check	
PO#:	6319	Voucher #:	46202	Invoice	YAMPSRE383 Electric Keyboard		\$1,899.90
				Invoice No:	5683952	Paid Amt:	\$1,899.90
						Check Amount:	\$1,899.90
PCB	78281	1133		ECM PUBLISHERS INC		Check	
PO#:		Voucher #:	46166	Invoice	June 18 Agenda		\$44.00
				Invoice No:	1052890	Paid Amt:	\$44.00
PO#:		Voucher #:	46165	Invoice	May 29 Work Minutes		\$46.00
				Invoice No:	1052891	Paid Amt:	\$46.00
PO#:		Voucher #:	46167	Invoice	June 23 Agenda		\$46.00
				Invoice No:	1052889	Paid Amt:	\$46.00
PO#:		Voucher #:	46168	Invoice	June 26 Agenda		\$45.00
				Invoice No:	1052888	Paid Amt:	\$45.00
PO#:		Voucher #:	46164	Invoice	May 12 Regular Minutes		\$213.00
				Invoice No:	1052892	Paid Amt:	\$213.00
PO#:		Voucher #:	46169	Invoice	June 9 Agenda		\$107.00
				Invoice No:	1052887	Paid Amt:	\$107.00
						Check Amount:	\$501.00
PCB	78282	1152		EVERGREEN LAWN IRRIGATION		Check	
PO#:		Voucher #:	46163	Invoice	Repair irrigation pipe on south ball field		\$952.50
				Invoice No:	8781	Paid Amt:	\$952.50
						Check Amount:	\$952.50
PCB	78283	3898		EVERYTHING SIGNS, LLC		Check	
PO#:		Voucher #:	46239	Invoice	Banners Replacement Check		\$2,460.00
				Invoice No:	17306	Paid Amt:	\$2,460.00
						Check Amount:	\$2,460.00
PCB	78284	2851		FARM-RITE EQUIPMENT INC.		Check	
PO#:		Voucher #:	46197	Invoice	Bobcat 5600 Repair		\$3,494.20
				Invoice No:	W13147	Paid Amt:	\$3,494.20
						Check Amount:	\$3,494.20
PCB	78285	3149		GARAGE DOOR STORE		Check	
PO#:		Voucher #:	46180	Invoice	Test Fire Door on the HS stage inspection		\$660.00
				Invoice No:	419102703	Paid Amt:	\$660.00
						Check Amount:	\$660.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78286	1182		GOPHER		Check	
			E 01 020 211 000 302 460	Polar Fit License Information	6/23/2025		\$314.10
PO#:	Voucher #:		46183	Invoice No: IN450868		Paid Amt:	\$314.10
						Check Amount:	\$314.10
PCB	78287	1247		J W PEPPER & SON INC		Check	
			E 01 020 258 000 000 430	Excellentia by Gary Gazlay / Brass Choir w/ Perc			\$40.00
PO#:	Voucher #:		46234	Invoice No: 367575279	6/23/2025	Paid Amt:	\$40.00
			E 01 020 211 000 302 460	10285099 Music Play for Middle School			\$150.00
PO#:	Voucher #:		46196	Invoice No: 367528531	6/23/2025	Paid Amt:	\$150.00
						Check Amount:	\$190.00
PCB	78288	5101		Jacqlyn Koepp		Check	
			R 02 005 770 000 701 601	Zero Out Lunch Account			\$44.55
PO#:	Voucher #:		46214	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$44.55
						Check Amount:	\$44.55
PCB	78289	3676		JARROD WALCHESKI		Check	
			R 02 005 770 000 701 601	Zero Out Lunch Account			\$31.95
PO#:	Voucher #:		46228	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$31.95
						Check Amount:	\$31.95
PCB	78290	5098		Jeff Starry		Check	
			R 02 005 770 000 701 601	Zero Out Lunch Account			\$75.65
PO#:	Voucher #:		46225	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$75.65
						Check Amount:	\$75.65
PCB	78291	1267		KEMPS, LLC		Check	
			E 02 005 770 000 701 495	MILK			\$192.90
PO#:	Voucher #:		46191	Invoice No: 5794634	6/23/2025	Paid Amt:	\$192.90
						Check Amount:	\$192.90
PCB	78292	3236		LITTLE FALLS RADIO		Check	
			E 01 020 211 000 000 305	Graduation Salutes			\$100.00
PO#:	Voucher #:		46188	Invoice No: 25050420	6/23/2025	Paid Amt:	\$100.00
			E 01 020 211 000 000 305	Graduation Salutes			\$100.00
PO#:	Voucher #:		46189	Invoice No: 25050419	6/23/2025	Paid Amt:	\$100.00
						Check Amount:	\$200.00
PCB	78293	1713		MAAE		Check	
			E 01 020 298 062 000 366	AG Tech Registration Liddane, Goldade, Skwira			\$1,581.00
PO#:	Voucher #:		46230	Invoice No: 3685	6/23/2025	Paid Amt:	\$1,581.00
						Check Amount:	\$1,581.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78294	2545		MAKEMUSIC, INC		Check	
		E 01 020 258 000 430		MakeMusic Cloud - Supplies			\$59.99
PO#: 6352	Voucher #: 46238	Invoice	Invoice No: INV-MM6875023		6/23/2025	Paid Amt:	\$59.99
						Check Amount:	\$59.99
PCB	78295	4540		MARCO		Check	
		E 01 005 110 690 000 580		Copiers			\$2,055.60
PO#:	Voucher #: 46231	Invoice	Invoice No: 39384323		6/23/2025	Paid Amt:	\$2,055.60
						Check Amount:	\$2,055.60
PCB	78296	5097		Mark Sauer		Check	
		R 02 005 770 000 701 601		Zero Out Lunch Account			\$38.15
PO#:	Voucher #: 46224	Invoice	Invoice No: 06.18.2025		6/23/2025	Paid Amt:	\$38.15
						Check Amount:	\$38.15
PCB	78297	3913		MATT & BECKY ALBRIGHT		Check	
		R 02 005 770 000 701 601		Zero Out Lunch Account			\$33.00
PO#:	Voucher #: 46205	Invoice	Invoice No: 06.17.2025		6/23/2025	Paid Amt:	\$33.00
						Check Amount:	\$33.00
PCB	78298	2454		MIDWEST MACHINERY CO		Check	
		E 01 005 811 000 000 401		Mower Parts			\$73.92
PO#:	Voucher #: 46156	Invoice	Invoice No: 10511657		6/23/2025	Paid Amt:	\$73.92
						Check Amount:	\$73.92
PCB	78299	3965		MRI SOFTWARE LLC		Check	
		E 01 005 110 000 000 305		Staff Screen			\$250.00
PO#:	Voucher #: 46204	Invoice	Invoice No: MRIUS2415995		6/23/2025	Paid Amt:	\$250.00
						Check Amount:	\$250.00
PCB	78300	1375		NAPA AUTO PARTS		Check	
		E 01 005 760 000 720 401		Exhaust Clamps Bus 2-16			\$46.98
PO#:	Voucher #: 46173	Invoice	Invoice No: 640283		6/23/2025	Paid Amt:	\$46.98
						Check Amount:	\$46.98
PCB	78301	5093		Nick Nielsen		Check	
		R 02 005 770 000 701 601		Zero Out Lunch Account			\$8.85
PO#:	Voucher #: 46220	Invoice	Invoice No: 06.18.2025		6/23/2025	Paid Amt:	\$8.85
						Check Amount:	\$8.85
PCB	78302	4608		NORTH CENTRAL INT'L, LLC		Check	
		E 01 005 760 000 720 350		Brakes/Air System Repair Bus 12-09			\$2,838.91
PO#:	Voucher #: 46201	Invoice	Invoice No: R220010452-02		6/23/2025	Paid Amt:	\$2,838.91
						Check Amount:	\$2,838.91

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78303	4515		Northern Pines Mental Health Center		Check	
		E 01	005	730 000 373 378	Behavioral Interventionist May 2025		\$2,000.00
PO#:	Voucher #:	46155	Invoice	Invoice No: INV558	6/23/2025	Paid Amt:	\$2,000.00
						Check Amount:	\$2,000.00
PCB	78304	5052		Office of MNIT Services		Check	
		E 01	005	690 000 405	Crowdstrike Endpoint Protection		\$122.16
PO#:	Voucher #:	46235	Invoice	Invoice No: 25040695	6/23/2025	Paid Amt:	\$122.16
						Check Amount:	\$122.16
PCB	78305	3514		Pat Ridpath		Check	
		E 01	020	296 055 000 305	Girls Basketball Official ACGC		\$150.00
PO#:	Voucher #:	44499	Invoice	Invoice No: 01.07.2025	6/23/2025	Paid Amt:	\$150.00
						Check Amount:	\$150.00
PCB	78306	5096		Phillip Rudolph		Check	
		R 02	005	770 000 701 601	Zero Out Lunch Account		\$41.10
PO#:	Voucher #:	46223	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$41.10
						Check Amount:	\$41.10
PCB	78307	2489		PINE GROVE ZOO		Check	
		E 01	010	203 000 000 369	1st Grade Field Trip to the Zoo		\$657.00
PO#:	Voucher #:	46200	Invoice	Invoice No: 507	6/23/2025	Paid Amt:	\$657.00
						Check Amount:	\$657.00
PCB	78308	4674		POMP'S TIRE SERVICE, INC		Check	
		E 01	005	760 000 720 401	Bus #18-20		\$466.70
PO#:	Voucher #:	46174	Invoice	Invoice No: 2380027541	6/23/2025	Paid Amt:	\$466.70
		E 01	005	760 000 720 305	Road Service Bus #18-20		\$341.00
PO#:	Voucher #:	46175	Invoice	Invoice No: 2380027038	6/23/2025	Paid Amt:	\$341.00
		E 01	005	760 000 720 401	Bus #18-20		\$256.69
PO#:	Voucher #:	46176	Invoice	Invoice No: 2380027148	6/23/2025	Paid Amt:	\$256.69
						Check Amount:	\$1,064.39
PCB	78309	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check	
		E 01	005	810 000 000 401	Base & Spool with Cap		\$34.48
PO#:	Voucher #:	46198	Invoice	Invoice No: 732251	6/23/2025	Paid Amt:	\$34.48
						Check Amount:	\$34.48
PCB	78310	4242		RADEMACHER COMPANIES, INC.		Check	
		E 01	020	292 057 000 401	Track Banquet Supplies		\$39.03
PO#:	Voucher #:	46186	Invoice	Invoice No: 001-00196518	6/23/2025	Paid Amt:	\$39.03
						Check Amount:	\$39.03

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78311	4658		REGION 5A		Check	
		E 01 020 294	103 000 369	Section Meet Golf Boys			\$150.00
		E 01 020 296	103 000 369	Section Meet Golf Girls			\$150.00
PO#:	Voucher #:	46190	Invoice	Invoice No: 06.09.2025	6/23/2025	Paid Amt:	\$300.00
						Check Amount:	\$300.00
PCB	78312	1463		RICE HARDWARE HANK		Check	
		E 01 005 810	000 000 401	Maintenance Supplies			\$22.97
PO#:	Voucher #:	46199	Invoice	Invoice No: 35979/3	6/23/2025	Paid Amt:	\$22.97
						Check Amount:	\$22.97
PCB	78313	1477		ROYALTON LUMBER COMPANY		Check	
		E 01 005 760	000 720 401	Bus #17-17 Bolts			\$5.82
PO#:	Voucher #:	46159	Invoice	Invoice No: 880821	6/23/2025	Paid Amt:	\$5.82
						Check Amount:	\$5.82
PCB	78314	1937		RUSS GERADS		Check	
		R 02 005 770	000 701 601	Zero Out Lunch Account			\$73.30
PO#:	Voucher #:	46207	Invoice	Invoice No: 06.17.2025	6/23/2025	Paid Amt:	\$73.30
						Check Amount:	\$73.30
PCB	78315	1382		SOURCEWELL		Check	
		E 01 020 640	000 316 366	Career Consulting Program 01/01/2025 - 06/30/			\$1,141.00
PO#:	Voucher #:	46240	Invoice	Invoice No: INV00004348	6/23/2025	Paid Amt:	\$1,141.00
		E 01 005 640	000 316 366	Educ Solutions 2-01-2025 - 4-30-2025			\$330.00
PO#:	Voucher #:	46232	Invoice	Invoice No: INV00004367	6/23/2025	Paid Amt:	\$330.00
						Check Amount:	\$1,471.00
PCB	78316	4755		SQUIRES, WALDSPURGER & MACE		Check	
		E 01 005 020	000 000 313	Legal			\$140.00
PO#:	Voucher #:	46170	Invoice	Invoice No: 24804	6/23/2025	Paid Amt:	\$140.00
						Check Amount:	\$140.00
PCB	78317	5087		Staples - Motley HS		Check	
		E 01 020 296	103 000 369	Girls Golf Meet Fee			\$120.00
PO#:	Voucher #:	46184	Invoice	Invoice No: 06.06.2025	6/23/2025	Paid Amt:	\$120.00
		E 01 020 294	103 000 369	Boys Golf Meet Fee			\$100.00
PO#:	Voucher #:	46185	Invoice	Invoice No: 06-06-2025	6/23/2025	Paid Amt:	\$100.00
						Check Amount:	\$220.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:	
PCB	78318	5034		Stella Hagen		Check		
		E 08	020	960 000 340 898			\$400.00	
PO#:	Voucher #:	44710	Invoice	Invoice No: 01.27.2025	6/23/2025	Paid Amt:	\$400.00	
							Check Amount:	\$400.00
PCB	78319	2577		SYSCO WESTERN MN, INC.		Check		
		E 02	005	770 000 701 490			\$696.39	
PO#:	Voucher #:	46210	Invoice	Invoice No: 253931600	6/23/2025	Paid Amt:	\$696.39	
		E 02	005	770 000 701 490			\$1,369.40	
		E 02	005	770 000 701 401			\$77.87	
PO#:	Voucher #:	46212	Invoice	Invoice No: 253931597	6/23/2025	Paid Amt:	\$1,447.27	
		E 02	005	770 000 701 401			\$62.99	
PO#:	Voucher #:	46209	Invoice	Invoice No: 253920111	6/23/2025	Paid Amt:	\$62.99	
		E 02	005	770 000 701 490			\$509.66	
		E 02	005	770 000 701 401			\$52.04	
PO#:	Voucher #:	46211	Invoice	Invoice No: 253931598	6/23/2025	Paid Amt:	\$561.70	
		E 02	005	770 000 701 490			\$206.29	
PO#:	Voucher #:	46213	Invoice	Invoice No: 253931599	6/23/2025	Paid Amt:	\$206.29	
							Check Amount:	\$2,974.64
PCB	78320	5095		Thomas Ollman		Check		
		R 02	005	770 000 701 601			\$10.70	
PO#:	Voucher #:	46222	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$10.70	
							Check Amount:	\$10.70
PCB	78321	5090		Timothy Hinderschied		Check		
		R 02	005	770 000 701 601			\$68.35	
PO#:	Voucher #:	46217	Invoice	Invoice No: 06.18.2025	6/23/2025	Paid Amt:	\$68.35	
							Check Amount:	\$68.35
PCB	78322	1611		XCEL ENERGY		Check		
		E 01	005	810 000 000 440			\$1,377.79	
PO#:	Voucher #:	46208	Invoice	Invoice No: 931159528	6/23/2025	Paid Amt:	\$1,377.79	
							Check Amount:	\$1,377.79
PCB	78323	4764		Yager's Fire Protection		Check		
		E 01	005	865 000 363 305			\$423.50	
PO#:	Voucher #:	46160	Invoice	Invoice No: 13257	6/23/2025	Paid Amt:	\$423.50	
		E 01	005	865 000 363 305			\$164.50	
PO#:	Voucher #:	46161	Invoice	Invoice No: 13256	6/23/2025	Paid Amt:	\$164.50	

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78323	4764		Yager's Fire Protection		Check	
		E 01	005	865 000 363 305	Fire Extinguisher & Ansul Inspections		\$1,052.50
PO#:	Voucher #:	46162	Invoice	Invoice No: 13259	6/23/2025	Paid Amt:	\$1,052.50
						Check Amount:	\$1,640.50
PCB	78324	4964		Yale Mechanical LLC		Check	
		E 01	005	810 000 000 350	Room 137 - Heat Valve		\$1,270.75
PO#:	Voucher #:	46179	Invoice	Invoice No: 269438	6/23/2025	Paid Amt:	\$1,270.75
						Check Amount:	\$1,270.75
PCB	78325	3757		Blue Cross Blue Shield		Check	
		B 01	215	033	Vision Flex		\$128.19
		B 01	215	033	Adjustment		\$12.62
		B 02	215	033	Vision Flex		\$0.17
		B 04	215	033	Vision Flex		\$7.64
PO#:	Voucher #:	46278	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$148.62
		B 01	215	033	Vision Flex		\$185.55
		B 02	215	033	Vision Flex		\$0.17
		B 04	215	033	Vision Flex		\$7.64
PO#:	Voucher #:	46260	Invoice	Invoice No: S2025230	6/30/2025	Paid Amt:	\$193.36
						Check Amount:	\$341.98
PCB	78326	4665		HARTFORD INSURANCE		Check	
		B 01	215	031	LTD		\$1,196.29
		B 02	215	031	LTD		\$31.90
		B 04	215	031	LTD		\$28.99
PO#:	Voucher #:	46248	Invoice	Invoice No: S2025230	6/30/2025	Paid Amt:	\$1,257.18
		B 01	215	051	United Way		\$409.26
		B 02	215	051	Payroll Deductions		\$12.47
		B 04	215	051	Payroll Deductions		\$20.75
PO#:	Voucher #:	46251	Invoice	Invoice No: S2025230	6/30/2025	Paid Amt:	\$442.48
		B 01	215	032	Life		\$597.38
		B 01	215	032	Adjustment		(\$154.57)
		B 04	215	032	Life		\$10.01
PO#:	Voucher #:	46265	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$452.82
		B 01	215	031	LTD		\$927.34
		B 01	215	031	Adjustment		(\$833.04)
		B 02	215	031	LTD		\$9.36
		B 04	215	031	LTD		\$21.96
PO#:	Voucher #:	46266	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$125.62

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78326	4665		HARTFORD INSURANCE		Check	
			B 01	215 032	Life		\$632.83
			B 04	215 032	Life		\$38.33
PO#:	Voucher #:	46247	Invoice	Invoice No: S2025230	6/30/2025	Paid Amt:	\$671.16
		B 01	215 051	United Way			\$330.80
		B 01	215 051	Adjustment			\$266.36
		B 02	215 051	Payroll Deductions			\$2.88
		B 04	215 051	Payroll Deductions			\$20.04
PO#:	Voucher #:	46269	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$620.08
						Check Amount:	\$3,569.34
PCB	78327	4620		HealthPartners Inc		Check	
			B 01	215 035	Dental		\$1,866.51
			B 02	215 035	Payroll Deductions		\$17.77
			B 04	215 035	Payroll Deductions		\$88.86
PO#:	Voucher #:	46244	Invoice	Invoice No: S2025230	6/30/2025	Paid Amt:	\$1,973.14
		B 01	215 035	Dental			\$1,405.29
		B 01	215 035	Adjustment			\$140.41
		B 02	215 035	Payroll Deductions			\$17.77
		B 04	215 035	Payroll Deductions			\$88.86
PO#:	Voucher #:	46261	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$1,652.33
		B 01	215 030	Hospital			\$33,437.42
		B 01	215 030	Adjustment			\$8,946.07
		B 02	215 030	Hospital			\$475.64
		B 04	215 030	Hospital			\$2,013.47
PO#:	Voucher #:	46263	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$44,872.60
		E 01	005 110 000 000 305	EAP			\$143.00
PO#:	Voucher #:	46279	Invoice	Invoice No: 06.30.2025	6/30/2025	Paid Amt:	\$143.00
		B 01	215 030	Hospital			\$40,069.43
		B 02	215 030	Hospital			\$1,093.81
		B 04	215 030	Hospital			\$2,013.47
PO#:	Voucher #:	46245	Invoice	Invoice No: S2025230	6/30/2025	Paid Amt:	\$43,176.71
						Check Amount:	\$91,817.78
PCB	78328	1474		Royalton Education Minnesota		Check	
			B 01	215 040	MFT		\$4,360.40

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78328	1474		Royalton Education Minnesota		Check
			B 04	215 040		\$88.00
PO#:	Voucher #:	46262	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt: \$4,448.40
						Check Amount: \$4,448.40
						Report Total: \$267,334.60

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Student Activities	\$2,733.83
Report Total	\$2,733.83

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19861	4295		AMAZON CAPITAL SERVICES		Check
			E 12 020 298 041 301 401	B088LW3Z7H Arm & Hammer 1 lb. Baking Sod		\$13.96
PO#: 6357	Voucher #:	46118	Invoice	Invoice No: 1FVR-PKTD-6K6H	6/9/2025	Paid Amt: \$13.96
		E 12 020 298 041 301 401		B00EALX660 Sensitive Eyes Saline Solution fro		\$20.97
		E 12 020 298 041 301 401		B07DGD22DQK Shuttle Art 30 Colors Permanent		\$11.98
		E 12 020 298 041 301 401		B07JBC24CC Amazon Basics All Purpose Was		\$134.95
		E 12 020 298 041 301 401		B084RSGKXV Amober Party Table Cloths Aqua		\$3.90
		E 12 020 298 041 301 401		B087F7GNFG Miracle-Gro Potting Mix, For Con		\$15.99
		E 12 020 298 041 301 401		B08QLFM4GQ Sereniseed Certified Organic He		\$9.99
		E 12 020 298 041 301 401		B0B51GMSNT 200 Pcs Mini Bubble Wands in		\$26.99
		E 12 020 298 041 301 401		B0B6C25MWY Food Coloring Sat - 12 Color Fo		\$8.98
		E 12 020 298 041 301 401		B0C855J5NL MOZACI Fidget Toys, 120 Pack F		\$16.99
		E 12 020 298 041 301 401		B0CNXH4127 Ha Hood 48 Pack Plastic Planters		\$57.98
		E 12 020 298 041 301 401		B0D83YP3G1 110PCS Bracelet Charms, Assor		\$6.99
		E 12 020 298 041 301 401		B0DHRRJ9C7 150 Color Skeins Rainbow Color		\$8.99
		E 12 020 298 041 301 401		Amazon Shipping Charge		\$49.90
PO#: 6357	Voucher #:	46119	Invoice	Invoice No: 1YYY-GQM1-9MYK	6/9/2025	Paid Amt: \$374.60
		E 12 020 298 048 301 401		B00S8VOSBA Samba Fudge Covered Wafer Fil		\$24.80
		E 12 020 298 048 301 401		B073VTYMJV Zambos Plantain Chips Chile Lir		\$13.08
		E 12 020 298 048 301 401		B08YZ3D1HP Zambos Plantain Chips Salsa Vel		\$6.24
		E 12 020 298 048 301 401		Amazon Shipping Charge		\$0.00
PO#: 6356	Voucher #:	46132	Invoice	Invoice No: 1HRW-WKR9-JMYP	6/9/2025	Paid Amt: \$44.12
						Check Amount: \$432.68
ACT	19862	4809		Joelle Liddane		Check
		E 12 020 298 030 301 401		FFA State Meet Meal Reimbursement		\$63.01
PO#: 6356	Voucher #:	46134	Invoice	Invoice No: 05.16.2025	6/9/2025	Paid Amt: \$63.01
						Check Amount: \$63.01
ACT	19863	5084		Marissa Sowada		Check
		E 12 020 296 042 301 401		Banquet Supply & Food Reimbursement		\$68.64
PO#: 6356	Voucher #:	46125	Invoice	Invoice No: 05.27.2025	6/9/2025	Paid Amt: \$68.64
						Check Amount: \$68.64
ACT	19864	3634		MINNESOTA HISTORICAL SOCIETY		Check
		E 12 020 298 051 301 369		6th Grade Field Trip		\$512.00
PO#: 6356	Voucher #:	46133	Invoice	Invoice No: 33528	6/9/2025	Paid Amt: \$512.00
						Check Amount: \$512.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
ACT	19865	4355		NATHAN GOLDADE		Check	
			E 12 020 298 030 301 401	Banquet Supplies			\$322.99
PO#:	Voucher #:		46124	Invoice	05.12.2025	Paid Amt:	\$322.99
					6/9/2025	Check Amount:	\$322.99
ACT	19866	3782		NATIONAL FFA ORGANIZATION		Check	
			E 12 020 298 030 301 401	Chapter Parliamentarian Pin			\$6.00
PO#:	Voucher #:		46128	Invoice	MDS361800	Paid Amt:	\$6.00
			E 12 020 298 030 301 401	Degree Chain	6/9/2025		\$11.00
PO#:	Voucher #:		46129	Invoice	MDS361039	Paid Amt:	\$11.00
			E 12 020 298 030 301 401	Embroidered Graduation Sash & Cords	6/9/2025		\$95.00
PO#:	Voucher #:		46130	Invoice	MDS361038	Paid Amt:	\$95.00
			E 12 020 298 030 301 401	Chapter Parliamentarian Pin	6/9/2025		\$6.00
PO#:	Voucher #:		46131	Invoice	MDS360423	Paid Amt:	\$6.00
					6/9/2025	Check Amount:	\$118.00
ACT	19867	1477		ROYALTON LUMBER COMPANY		Check	
			E 12 020 298 093 301 401	Prom Decor			\$4.10
PO#:	Voucher #:		46126	Invoice	879417	Paid Amt:	\$4.10
			E 12 020 298 093 301 401	Prom Decor	6/9/2025		\$21.70
PO#:	Voucher #:		46127	Invoice	879420	Paid Amt:	\$21.70
					6/9/2025	Check Amount:	\$25.80
ACT	19868	5083		Scott Wentland		Check	
			E 12 020 298 030 301 401	Banquet Supply Reimbursement			\$122.97
PO#:	Voucher #:		46123	Invoice	05.12.2025	Paid Amt:	\$122.97
					6/9/2025	Check Amount:	\$122.97
ACT	19869	1903		BECKER SCREENPRINTING		Check	
			E 12 020 298 039 301 401	Marching Band Shirts			\$408.00
PO#:	Voucher #:		46182	Invoice	6653	Paid Amt:	\$408.00
					6/23/2025	Check Amount:	\$408.00
ACT	19870	3782		NATIONAL FFA ORGANIZATION		Check	
			E 12 020 298 030 301 401	Officer Polos			\$606.99
PO#:	Voucher #:		46171	Invoice	MDS363189	Paid Amt:	\$606.99
			E 12 020 298 030 301 401	Misc Awards	6/23/2025		\$52.75
PO#:	Voucher #:		46172	Invoice	MDS359091	Paid Amt:	\$52.75
					6/23/2025	Check Amount:	\$659.74
						Report Total:	\$2,733.83

Royalton Public Schools
Timecard Archive Detail

Id:	Calendar	Type/ Option	Pay/Ded Code	ACA Unit Conversion	Units Override	Rate	Amount	Account Code	Earn ACA Sch Month	Pay Type	Check Description	Batch No	Created Reimb No
940	06/15/2025	Albright, Jeremiah	P	EBENONW2	0.00	26.04	\$26.04	01-020-294-103-000-369	1	05/31/2025	02	Golf Range Balls	1038
		Units Subtotal:		EBENONW2	0.00	Total:	\$26.04						
		Units:			0.00	Emp Pay:	\$26.04						
114	06/15/2025	Brezinka, June	P	EBETAXABLE	0.00	8.61	\$8.61		1	05/31/2025	02	Meal Reimbursement	1038
	06/15/2025	Units Subtotal:		EBETAXABLE	0.00	Total:	\$10.00		1	05/31/2025	02	Meal Reimbursement	1038
		Units:			0.00	Emp Pay:	\$18.61						
		Units:			0.00	Emp Pay:	\$18.61						
126	06/15/2025	Cimenski, Melanie	P	EBENONW2	0.00	140.00	\$140.00	01-020-220-000-000-430	1	05/31/2025	02	Million Word Awards	1038
		Units Subtotal:		EBENONW2	0.00	Total:	\$140.00						
		Units:			0.00	Emp Pay:	\$140.00						
586	06/15/2025	Golden, Joel	P	EBENONW2	0.00	200.00	\$200.00	01-005-810-000-000-412	1	05/31/2025	02	Uniform Reimburse	1038
		Units Subtotal:		EBENONW2	0.00	Total:	\$200.00						
		Units:			0.00	Emp Pay:	\$200.00						
1077	06/15/2025	Gregory, Curtis	P	EBETAXABLE	0.00	10.00	\$10.00		1	05/31/2025	02	Meal Reimbursement	1038
		Units Subtotal:		EBETAXABLE	0.00	Total:	\$10.00						
		Units:			0.00	Emp Pay:	\$10.00						
624	06/15/2025	Hofstad, Dawn	P	EBENONW2	0.00	1.68	\$1.68	01-010-203-000-000-366	1	05/31/2025	02	Milage	1038
		Units Subtotal:		EBENONW2	0.00	Total:	\$1.68						
		Units:			0.00	Emp Pay:	\$1.68						
1060	06/15/2025	Huls, Stacy	P	EBENONW2	0.00	17.95	\$17.95	01-010-620-000-000-470	1	05/31/2025	02	Missing Book Refund	1038
		Units Subtotal:		EBENONW2	0.00	Total:	\$17.95						
		Units:			0.00	Emp Pay:	\$17.95						
1076	06/15/2025	Leisenheimer, Hannah	P	EBENONW2	0.00	0.42	\$0.42		1	05/31/2025	02	Milage	1038

Royalton Public Schools Timecard Archive Detail

Id:	Calendar	Type/ Option	Pay/Ded Code	ACA Unit Conversion	Units Override	Unit	Rate	Amount	Account Code	Earn Sch Month	ACA Pay Type	Check Description	Batch No	Created Reimb No
06/15/2025	S202523-0	P	EBENONW2	0.00			0.98	\$0.98		1	05/31/2025	02	1038	
			Leisenheimer, Hannah									Milage		
			Units Subtotal:	0.00			EBENONW2 Total:	\$1.40						
			Units:	0.00			Emp Pay:	\$1.40						
06/30/2025	S202524-0	P	EBENONW2	0.00			141.92	\$141.92	01-020-240-000-430	1	06/15/2025	02	1038	
			Marwitz, Ryan									Bike Repair		
			Units Subtotal:	0.00			EBENONW2 Total:	\$141.92						
			Units:	0.00			Emp Pay:	\$141.92						
06/15/2025	S202523-0	P	EBENONW2	0.00			23.52	\$23.52	01-010-203-000-000-366	1	05/31/2025	02	1038	
			Nichols, Joan									Milage		
			Units Subtotal:	0.00			EBENONW2 Total:	\$23.52						
			Units:	0.00			Emp Pay:	\$23.52						
06/15/2025	S202523-0	P	EBETAXABLE	0.00			10.00	\$10.00	01-005-760-000-720-366	1	05/31/2025	02	1038	
			Popp, Thomas									Meal Reimbursement		
			Units Subtotal:	0.00			EBETAXABLE Total:	\$10.00						
			Units:	0.00			Emp Pay:	\$10.00						
06/30/2025	S202524-0	P	EBENONW2	0.00			32.00	\$32.00	01-020-292-057-000-401	1	06/15/2025	02	1038	
			Poser, Melissa									Banquet Awards		
			Units Subtotal:	0.00			EBENONW2 Total:	\$32.00						
			Units:	0.00			Emp Pay:	\$32.00						
06/15/2025	S202523-0	P	EBENONW2	0.00			1,224.81	\$1,224.81	01-020-298-053-000-369	1	05/31/2025	02	1038	
			Roering, Troy									Worlds Expenses		
			Units Subtotal:	0.00			EBENONW2 Total:	\$1,224.81						
			Units:	0.00			Emp Pay:	\$1,224.81						
06/15/2025	S202523-0	P	EBENONW2	0.00			88.42	\$88.42	01-020-220-000-000-430	1	05/31/2025	02	1038	
			Schreifels, Sara									MS Award Prizes		
			Units Subtotal:	0.00			EBENONW2 Total:	\$88.42						
			Units:	0.00			Emp Pay:	\$88.42						
06/15/2025	S202523-0	P	EBENONW2	0.00			197.87	\$197.87	01-020-298-069-000-401	1	05/31/2025	02	1038	
			Shaughnessy, Tamara									Food for speech meet		

Royalton Public Schools Timecard Archive Detail

Calendar	Type/ Pay/Ded Option Code	ACA Unit Conversion Units Override	Rate	Amount	Account Code	Earn ACA Sch Month	Pay Type	Check Description	Batch No	Created Reimb No
Id: 301	Shaugnessy , Tamara									
06/15/2025	S202523-0 P EBENONW2	0.00	34.99	\$34.99	01-020-298-069-000-401	1	05/31/2025 02	Scripts		1038
	Units Subtotal:	0.00	EBENONW2 Total:	\$232.86						
	Units:	0.00	Emp Pay:	\$232.86						
Id: 602	Skroch , Wendy									
06/15/2025	S202523-0 P EBENONW2	0.00	74.99	\$74.99		1	05/31/2025 02	Uniform Reimburseme		1038
	Units Subtotal:	0.00	EBENONW2 Total:	\$74.99						
	Units:	0.00	Emp Pay:	\$74.99						
Id: 757	Struck , Debra									
06/15/2025	S202523-0 P EBENONW2	0.00	39.81	\$39.81		1	05/31/2025 02	Uniform Reimburseme		1038
06/15/2025	S202523-0 P EBENONW2	0.00	55.90	\$55.90		1	05/31/2025 02	Uniform Reimburseme		1038
	Units Subtotal:	0.00	EBENONW2 Total:	\$95.71						
	Units:	0.00	Emp Pay:	\$95.71						
Id: 776	Waytashek , Britney									
06/15/2025	S202523-0 P EBENONW2	0.00	31.96	\$31.96	02-005-770-000-701-412	1	05/31/2025 02	Uniform Reimburseme		1038
	Units Subtotal:	0.00	EBENONW2 Total:	\$31.96						
	Units:	0.00	Emp Pay:	\$31.96						
Id: 756	Waytashek , Sharon									
06/15/2025	S202523-0 P EBENONW2	0.00	81.95	\$81.95		1	05/31/2025 02	Uniform Reimburseme		1038
06/15/2025	S202523-0 P EBENONW2	0.00	118.05	\$118.05		1	05/31/2025 02	Uniform Reimburseme		1038
06/15/2025	S202523-0 P EBENONW2	0.00	10.11	\$10.11	02-005-770-000-701-490	1	05/31/2025 02	Almond Milk		1038
	Units Subtotal:	0.00	EBENONW2 Total:	\$210.11						
	Units:	0.00	Emp Pay:	\$210.11						
Id: 346	Weinand , Michael									
06/15/2025	S202523-0 P EBENONW2	0.00	161.00	\$161.00	01-005-810-000-000-412	1	05/31/2025 02	Uniform Reimburseme		1038
	Units Subtotal:	0.00	EBENONW2 Total:	\$161.00						
	Units:	0.00	Emp Pay:	\$161.00						
Employee Count	20	Totals:		\$2,742.98						

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$255,837.88
02 Food Service	\$5,817.99
04 Community Service	\$5,815.93
12 Student Activities	\$202.10
Report Total	\$267,673.90

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	4614			WEX		Wire	
		B 01	215 082	Daycare			
PO#:	Voucher #:	46140	Invoice	Invoice No: 06.02.2025	6/12/2025	Paid Amt:	\$1,108.33
						Check Amount:	\$1,108.33
PCB	4614			WEX		Wire	
		B 01	215 082	Flex			
PO#:	Voucher #:	46141	Invoice	Invoice No: 06.06.2025	6/12/2025	Paid Amt:	\$16.16
						Check Amount:	\$16.16
PCB	1346			MINNESOTA POWER		Wire	
		E 01	020 810 000 331	Acct 0191115490			
PO#:	Voucher #:	46144	Invoice	Invoice No: 019680892902	6/12/2025	Paid Amt:	\$290.55
						Check Amount:	\$290.55
PCB	1346			MINNESOTA POWER		Wire	
		E 01	020 810 000 331	Acct 6691032130 Elect			
PO#:	Voucher #:	46145	Invoice	Invoice No: 669012679876	6/12/2025	Paid Amt:	\$57.56
						Check Amount:	\$57.56
PCB	1346			MINNESOTA POWER		Wire	
		E 01	010 810 000 331	Acct 4015125490 Electric			
PO#:	Voucher #:	46146	Invoice	Invoice No: 401299961484	6/12/2025	Paid Amt:	\$3,299.55
						Check Amount:	\$3,299.55
PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
		B 01	215 018	TRA			
		B 04	215 018	TRA			
PO#:	Voucher #:	46252	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$40,176.71
						Check Amount:	\$901.07
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
		B 01	215 005	Tax Ann			
PO#:	Voucher #:	46255	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$1,213.52
		B 01	215 005	Tax Ann			
		B 04	215 005	Payroll Deductions			
PO#:	Voucher #:	46256	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$9,552.52
		B 01	215 005	Tax Ann			
PO#:	Voucher #:	46257	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$145.84
		B 01	215 005	Tax Ann			
PO#:	Voucher #:	46258	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$237.50
						Check Amount:	\$41,077.78

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
		B 01	215 005	Tax Ann			\$682.95
PO#:	Voucher #:	46253	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$682.95
PO#:	Voucher #:	46254	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$150.00
						Check Amount:	\$11,982.33
PCB	1415			PERA		Wire	
		B 01	215 017	PERA			\$16,237.34
		B 02	215 017	PERA			\$2,064.97
		B 04	215 017	PERA			\$563.93
PO#:	Voucher #:	46249	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$18,866.24
						Check Amount:	\$18,866.24
PCB	4614			WEX		Wire	
		B 01	215 084	HSA			\$15,113.78
		B 02	215 084	HSA			\$45.00
PO#:	Voucher #:	46246	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$15,158.78
						Check Amount:	\$15,158.78
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01	215 010	FICA			\$56,738.75
		B 02	215 010	FICA			\$2,174.88
		B 04	215 010	FICA			\$1,357.47
		B 01	215 011	Federal Tax			\$24,598.31
		B 02	215 011	Federal Tax			\$533.69
		B 04	215 011	Federal Tax			\$245.09
PO#:	Voucher #:	46259	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$85,648.19
						Check Amount:	\$85,648.19
PCB	1096			COMMISSIONER OF REVENUE		Wire	
		B 01	215 013	State Tax			\$13,622.21
		B 02	215 013	State Tax			\$382.36
		B 04	215 013	State Tax			\$240.23
PO#:	Voucher #:	46250	Invoice	Invoice No: S2025230	6/25/2025	Paid Amt:	\$14,244.80
						Check Amount:	\$14,244.80
PCB	4614			WEX		Wire	
		B 01	215 082	Daycare			\$208.33
PO#:	Voucher #:	46280	Invoice	Invoice No: 06.23.2025	6/30/2025	Paid Amt:	\$208.33
						Check Amount:	\$208.33

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	4614			WEX		Wire	
		B 01	215	082			\$1,240.19
PO#:	Voucher #:	46281	Invoice	Invoice No:	05.31.2025	Paid Amt:	\$1,240.19
						Check Amount:	\$1,240.19
PCB	4614			WEX		Wire	
		B 01	215	082			\$40.00
PO#:	Voucher #:	46143	Invoice	Invoice No:	06.10.2025	Paid Amt:	\$40.00
						Check Amount:	\$40.00
PCB	4614			WEX		Wire	
		B 01	215	082			\$40.00
PO#:	Voucher #:	46282	Invoice	Invoice No:	06.19.2025	Paid Amt:	\$40.00
						Check Amount:	\$40.00
PCB	4614			WEX		Wire	
		B 01	215	082			\$71.63
PO#:	Voucher #:	46283	Invoice	Invoice No:	06.13.2025	Paid Amt:	\$71.63
						Check Amount:	\$71.63
PCB	4614			WEX		Wire	
		B 01	215	082			\$110.00
PO#:	Voucher #:	46284	Invoice	Invoice No:	06.14.2025	Paid Amt:	\$110.00
						Check Amount:	\$110.00
PCB	4614			WEX		Wire	
		B 01	215	082			\$96.99
PO#:	Voucher #:	46285	Invoice	Invoice No:	06.15.2025	Paid Amt:	\$96.99
						Check Amount:	\$96.99
PCB	4614			WEX		Wire	
		B 01	215	082			\$28.38
PO#:	Voucher #:	46286	Invoice	Invoice No:	06.27.2025	Paid Amt:	\$28.38
						Check Amount:	\$28.38
PCB	4614			WEX		Wire	
		E 01	005	110	000	000	305
PO#:	Voucher #:	46287	Invoice	Invoice No:	0002174571-IN	WEX monthly service fee	\$185.75
						Paid Amt:	\$185.75
						Check Amount:	\$185.75
PCB	4370			CAPITAL ONE		Wire	
		E 12	020	298	030	301	401
PO#:	Voucher #:	46149	Invoice	Invoice No:	05.14.25	Ag Day Supplies FFA	\$146.36
						Paid Amt:	\$146.36

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	4370			CAPITAL ONE		Wire	
		E 12 020 298	035 301 401	Meeting supplies			\$55.74
PO#: 6238	Voucher #:	46150	Invoice	Invoice No: 04.25.2025	6/30/2025	Paid Amt:	\$55.74
PO#: 5867	Voucher #:	46147	Invoice	Invoice No: 05.14.2025	6/30/2025	Paid Amt:	\$16.94
PO#: 5867	Voucher #:	46148	Invoice	Invoice No: 04.23.2025	6/30/2025	Paid Amt:	\$64.55
						Check Amount:	\$283.59
PCB	3113			REPUBLIC SERVICES #891		Wire	
		E 01 005 810	000 000 330	WASTE MANAGEMENT SERVICE			\$1,614.42
PO#: 46288	Voucher #:	46288	Invoice	Invoice No: 0891-001452553	6/30/2025	Paid Amt:	\$1,614.42
						Check Amount:	\$1,614.42
PCB	3113			REPUBLIC SERVICES #891		Wire	
		E 01 005 810	000 000 330	WASTE MANAGEMENT SERVICE			\$1,908.14
PO#: 46289	Voucher #:	46289	Invoice	Invoice No: 0891-001452552	6/30/2025	Paid Amt:	\$1,908.14
						Check Amount:	\$1,908.14
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810	000 000 331	Acct 811180000 Elect			\$61.36
PO#: 46290	Voucher #:	46290	Invoice	Invoice No: 811384016843	6/30/2025	Paid Amt:	\$61.36
						Check Amount:	\$61.36
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810	000 000 331	Acct 5091115490 MS/HS			\$11,220.77
PO#: 46291	Voucher #:	46291	Invoice	Invoice No: 509245074442	6/30/2025	Paid Amt:	\$11,220.77
						Check Amount:	\$11,220.77
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01 215 010		FICA			\$38,247.54
		B 02 215 010		FICA			\$485.34
		B 04 215 010		FICA			\$2,046.14
		B 01 215 011		Federal Tax			\$16,814.45
		B 02 215 011		Federal Tax			\$131.75
		B 04 215 011		Federal Tax			\$399.74
PO#: 46277	Voucher #:	46277	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$58,124.96
						Check Amount:	\$58,124.96

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 6/1/25-6/30/25 Period: 202512-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	4518			POSTALIA		Wire
		E 01 005 105 000 000 329		Jun 2025 Postage		\$500.00
PO#:	Voucher #:	46327	Invoice	Invoice No: Jun 2025	6/30/2025	Paid Amt: \$500.00 Check Amount: \$500.00
PCB	4806			REVTRK		Wire
		E 01 005 110 000 000 305		Jun 2025 Fees		\$189.12
PO#:	Voucher #:	46328	Invoice	Invoice No: Jun 2025	6/30/2025	Paid Amt: \$189.12 Check Amount: \$189.12
Report Total:						\$267,673.90

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$240,159.96
02 Food Service	\$19,425.47
04 Community Service	\$7,349.17
08 Scholarships	\$400.00
Report Total	\$267,334.60

Resignations 07.14.2025

Name	Position	Effective Date
Stephanie Bauer	Paraprofessional	05.30.2025
Shari Bishop	Gifted/Talented	08.31.2025

New Hires 07.14.2025

Name	Position	Effective Date
Brittney Meehl	EDCF Child Educator	07.01.2025
Stacy Gold	ECFE Parent Educator	07.01.2025
Wayne LePard	Interim Superintendent	07.01.2025
Leah Roske	Academic Interventionist	08.19.2025
Stephanie Otremba	LTS-Choir Teacher	08.19.2025
Britney Waytashek	Cook	09.02.2025



ROYALTON PUBLIC SCHOOLS

Home of the Royals

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

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name:

ROYALTON PUBLIC SCHOOLS

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000):

0485-01

Superintendent or Exec. Director Name:

WAYNE LEPARD

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: N/A

Title:

N/A


Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to:

useraccess.mde@state.mn.us

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-11
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.												
District Info. (REQUIRED) Enter Information		District Info.		(REQUIRED) Enter Information								
District Name: ROYALTON PUBLIC SCHOOLS ISD #485		Date: 06.24.2025										
District Number: 0485		Email: businessmanager@isd485.org										
District Contact Name: HEIDI HAGEN												
Contact Phone #: 218-821-0622												
Expenditure Categories												
Fiscal Year (FY) Ending June 30												
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code		Category (1)										
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$9,300	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$10,785	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects - Category (1)		\$20,085	\$19,900	\$19,900	\$19,900	\$19,900	\$19,900	\$19,900	\$19,900	\$19,900	\$19,900	\$19,900
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code		Category (2)										
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More - Category (2)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code		Category 3 (a)										
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes		Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025										
Finance Code 384 and Course Code 684 MUST USE BOTH		Remodeling for gender-neutral single user restroom per site.										
Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code		Category (4)										
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects - Category (4)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code		Category (5)										
368	Building Envelope	\$2,675	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700
369	Building Hardware and Equipment	\$1,500	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
370	Electrical	\$67,935	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$8,550	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems (normally below \$100,000 unless the school chooses not to receive additional revenue for \$100K or more roofing project/site/year - pending 2025 Legislation)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$9,845	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Deferred Capital Expenditures and Maintenance Projects - Category (5)		\$90,505	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year												
Finance Code		Category (6)										
383	Roofing Systems - pending 2025 Legislation and if passed effective FY 2027											
Total Deferred Capital Expense and Maintenance - Category (6)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual 10-Year Plan Expenditures		\$110,590	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600
Fund Balance Section												
Fund 01		FY 25 and 26 Revenue Projection Model Revenue				FY 27 Revenue Projection Model Ten-Year Spreadsheet						
Beginning Fund Balance 01-467-XX		\$7,018	\$85,369	\$230,710	\$372,320	\$513,930	\$655,540	\$797,150	\$938,760	\$1,080,370	\$1,389,397	\$1,698,424
LTFM Fiscal Year Revenue - Levy		\$63,147	\$63,147	\$64,823	\$64,823	\$64,823	\$64,823	\$64,823	\$64,823	\$123,419	\$123,419	\$123,419
LTFM Fiscal Year Revenue - AID if Applicable		\$125,794	\$125,794	\$120,387	\$120,387	\$120,387	\$120,387	\$120,387	\$120,387	\$229,208	\$229,208	\$229,208
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Deduction for applicable Cooperative/Intermediate Member District Levy		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$110,590	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600	\$43,600
Ending Fiscal Year Fund Balance 01-467-XX		\$85,369	\$230,710	\$372,320	\$513,930	\$655,540	\$797,150	\$938,760	\$1,080,370	\$1,389,397	\$1,698,424	\$2,007,451
Fund 06												
Beginning Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Bonded Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
End of worksheet												

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/10/2025												
485 <= Type in School District Number																
ROYALTON PUBLIC SCHOOL DISTRICT					Change only											
Calculations for Ten Year Projection				Pay 26	if requiring levy	Payable 2025	Current Estimate									
	LLC #		adjustments	LLC Certification	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035		
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441			172,417	185,210	193,271	196,316	194,339	192,476	191,050	362,998	362,998	362,998		
58	General Fund Equalized Revenue = (43) - (52)	442			172,417	185,210	193,271	196,316	194,339	192,476	191,050	362,998	362,998	362,998		
59	Total General Fund Aid = (46) - (53)	443			112,797	121,843	128,981	129,273	127,584	126,362	125,426	238,309	238,311	238,309		
60	General Fund Equalized Levy = (58) * (41)	444			59,620	63,367	64,290	67,043	66,755	66,114	65,624	124,690	124,688	124,689		
61	General Fund Unequalized levy = (57) - (58)	445			-	-	-	-	-	-	-	-	-	-		
62	Total General Fund Levy = (60) + (61)	446			59,620	63,367	64,290	67,043	66,755	66,114	65,624	124,690	124,688	124,689		
48 Debt Service Portion of Revenue (grandfather districts *)																
* MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth																
51	Total Debt Service Revenue = (49) + (50) + (50b)	768	763+764+		171,827	167,417	169,727	166,682	168,659	170,523	171,948	-	-	-		
52	Equalized debt Service Revenue (lesser of (43) or (51))	436	765+766		171,827	167,417	169,727	166,682	168,659	170,523	171,948	-	-	-		
53	Debt Service Aid = (52) * (42)	438			171,827	167,417	169,727	166,682	168,659	170,523	171,948	-	-	-		
54	Equalized Debt Service Levy = (52) - (53)	439			-	-	-	-	-	-	-	-	-	-		
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440			-	-	-	-	-	-	-	-	-	-		
56 General Fund Portion of Revenue (grandfather districts *)																
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441			172,417	185,210	193,271	196,316	194,339	192,476	191,050	362,998	362,998	362,998		
58	General Fund Equalized Revenue = (43) - (52)	442			172,417	185,210	193,271	196,316	194,339	192,476	191,050	362,998	362,998	362,998		
59	Total General Fund Aid = (46) - (53)	443			53,380	64,563	72,523	72,350	69,650	67,789	66,363	238,309	238,311	238,309		
60	General Fund Equalized Levy = (58) * (41)	444			119,036	120,646	120,748	123,966	124,689	124,687	124,687	124,690	124,688	124,689		
61	General Fund Unequalized levy = (57) - (58)	445			-	-	-	-	-	-	-	-	-	-		
62	Total General Fund Levy = (60) + (61)	446			119,036	120,646	120,748	123,966	124,689	124,687	124,687	124,690	124,688	124,689		
Notes:																
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.																
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.																
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																



Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

Fiscal Year (FY) 2027 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-011
Due: July 31, 2025

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2024, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2025. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

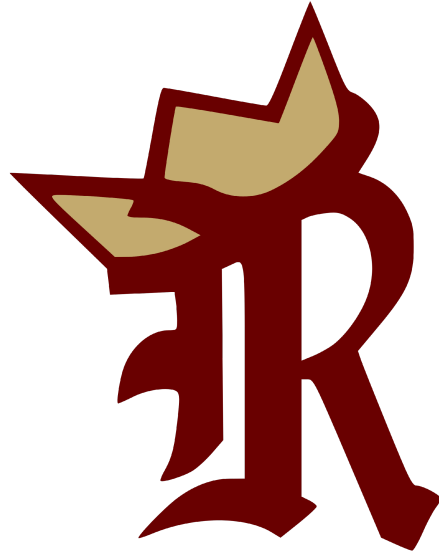
Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2027 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2027 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2024]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2024]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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Royalton Public Schools

Employee Handbook

2025-2026 DRAFT

Board Approved **(Date)**

ISD 485 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located on the district website's [Title IX page](#).

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Mission of Royalton Public School District

The Mission of Royalton Public School District is to:

Create a collaborative and caring community where all students are inspired to achieve excellence in their learning, performance, integrity and leadership.

Core Values of Royalton Public School District



RESPECT
HONEST
INTEGRITY
LEADERSHIP
ACCOUNTABILITY
SERVICE

Welcome from District and Purpose of Handbook

Welcome! You are a part of a dedicated organization. We hope that your employment with Royalton Public Schools will be rewarding and challenging. We take pride in our employees as well as in the students and families we serve.

The School complies with all federal and state employment laws, and this handbook generally reflects those laws. The School also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. The online version of this handbook is found at www.royaltonpublicschools.org | Employee Resources and supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The School reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

Annual Review of Handbook

Each year all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure, or guideline contained in or referenced in the handbook, should consult with the employee's supervisor, Principal, or the Human Resources Director for clarification.

Paper copies of this handbook and all policies are available upon request from the Human Resources Department.

Contract Disclaimer

No provision in this handbook or any policy referenced herein is intended to create a contract between Royalton Public School District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Where applicable, the terms of a Collective Bargaining Agreement or other contracts will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

Section I: School Board Policies

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the Royalton Public School District. All School Board Policies can be found on the District website www.royaltonpublicschools.org, by selecting "District" on the top menu bar and "School Board Policies" on the drop down menu. The electronic link to all School Board Policies is: <https://www.royaltonpublicschools.org/policies>.

Some of the School Board Policies are summarized below for ease of reference; however all of the School Board Policies should be read in their entirety. Questions about any policy should be directed to the employee's supervisor, Principal, or Human Resources Director.

Summary of Equal Opportunity Employment Policy 401

The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, genetic information, veteran status, and all other protected class statuses in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The District also makes reasonable accommodations for disabled employees and applicants. See Policy 402 for more information about reasonable accommodations.

The District expressly prohibits any form of unlawful harassment based on an employee's protected class status. Questions concerning this policy are to be directed to the superintendent. For information on how to report a suspected violation of this policy see the Summary of Harassment and Violence Policy 413 below.

Summary of Disability Nondiscrimination Policy 402

The District does not discriminate against qualified individuals with disabilities, because of the disability, with regard to job application procedures, advancement, discharge, compensation, job training or privilege of employment. The District shall make reasonable accommodations to the known physical or mental impairment of an otherwise qualified individual with a disability, whether employee or applicant, unless to do so would cause the District an undue hardship. Employees or applicants seeking an accommodation should contact the Human Resources Director.

Summary of Employment Background Checks Policy 404

The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.

Summary of Family and Medical Leave Act (FMLA) Policy 410

The District provides up to twelve weeks of job-protected leave per rolling 12 month period to eligible employees in compliance with the Family and Medical Leave Act for the birth or placement for adoption/foster care of a child; to care for the employee's spouse, child or parent with a serious health condition; for the employee's own serious health condition; or for a qualifying exigency related to the employee's spouse's, child's or parent's military duties. The District also provides up to twenty-six weeks of job-protected leave per 12 month period for an employee to care for the employee's spouse, child, parent or next-of-kin who is a covered service member. Employees may apply paid sick leave to any such leave at the option of the employee and in accordance with the provisions of any applicable Collective Bargaining Agreement. The employee may also use accrued vacation or personal leave at the employee's option in accordance with the provisions of any applicable Collective Bargaining Agreement. Otherwise, FMLA leave is unpaid leave. Special rules apply to instructional employees of the District.

Employees who believe they may be eligible for FMLA leave under this policy should consult the Human Resources Department.

Summary of Expense Reimbursement Policy 412

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

Summary of Harassment and Violence Policy 413

The District strives to maintain learning and working environments that are free of illegal harassment and discrimination.

Employees shall not engage in harassment and discrimination. Any employee who engages in harassment or discrimination on the basis of another's protected class status, or who permits employees under his or her supervision to engage in illegal harassment or discrimination, may be subject to progressive discipline, which includes corrective action up to and including termination of employment.

Any employee who believes he or she has been subjected to harassment or discrimination based on a protected class status should immediately report such belief to the Principal, building supervisor, Superintendent, Human Rights Officers or Human Resources Department. Employees may use the Harassment and Violence Report Form found with the School Board Policies to communicate a claim of harassment or discrimination. The District prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination.

Summary of Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414

It is the policy of the District to fully comply with Minnesota Statute 626.556 requiring mandated reporters, which includes all school personnel, to report suspected child neglect or physical or sexual abuse. Mandated reporters shall immediately report neglect or abuse that is suspected of happening, or has happened in the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. It shall be a violation of school policy and the law for any mandated reporter to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being, or has been, neglected or physically or sexually abused.

PLEASE NOTE: The Morrison County Social Service Agency may be reached at 320-632-2951 . Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. After making a report to the Social Service Agency or law enforcement agency of an allegation of child maltreatment in school, the reporter must also provide a report to the MDE within 24 hours. A form for reporting to MDE is available as School Board Policy 414 FRM.

Summary of Mandatory Reporting of Maltreatment of Vulnerable Adults Policy 415

The policy of the School District is to fully comply with Minn. Stat. 626.557 requiring mandated reporters, which includes all school personnel, to report suspected maltreatment of vulnerable adults. Mandated reporters shall immediately report maltreatment that is suspected of happening to the county sheriff or county agency responsible for assisting or investigating maltreatment. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

PLEASE NOTE: The Morrison County Social Service Agency may be reached at 320-632-2951 . Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

Summary of Drug-Free Workplace/Drug-Free School Policies 417, 418, & 419

Use of tobacco, tobacco related devices, electronic cigarettes, controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any school location, is prohibited. No student, teacher, administrator, other school district personnel, or member of the public is permitted to use alcohol, toxic substances, controlled substances, tobacco, tobacco related devices or electronic cigarettes at or in any school location. The District will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Summary of Employee Student Relationships Policy 423

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

Summary of Workload Limits for Certain Special Education Teachers Policy 427

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

Summary of School Weapons Policy 501

No one is allowed to possess a firearm or dangerous weapon when in a school building or on school property, including buses or off campus at any school related activity. Exceptions to this policy are very limited, as described in Policy 501. Please see the complete policy for a list of exceptions. Violation of this policy shall result in discipline up to and including discharge, termination and cancelation of contract for services. In the case of a violation of the weapons prohibition, the violation shall also be reported to school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

Summary of Student Attendance Policy 503

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Summary of Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy 505

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

Summary of Student Discipline Policy 506

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.

Summary of Bullying Prohibition Policy 514

An act of bullying, by either an individual student or group of students, is expressly prohibited on school premises, on school district property, at school functions or activities or on school transportation. No teacher, administrator, volunteer, contractor or other employee of the school District shall permit, condone or tolerate bullying. When an employee of the District witnesses, observes, receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make every effort to address and resolve the bullying or prohibited conduct. The employee shall immediately inform the building report taker of what occurred. Failure to address or report an incident of bullying or prohibited conduct in a timely manner may result in disciplinary action. A report of inappropriate student behavior can be made to any teacher or administrator in the District.

Summary of Protection and Privacy of Pupil Records Policy 515

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

Summary of Student Surveys Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about

students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

Summary of Student Sex Nondiscrimination Policy 522

It is the policy of the School District to fully comply with Title IX of the Education Amendments Act of 1972 and its implementing regulations, not to discriminate in such a manner. The School District prohibits sexual harassment that occurs within its education programs and activities. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is **Kaitlyn Arzen**. This policy outlines reporting of prohibited conduct, initial response, assessment and investigation by the District and resolution of the complaint and determination of responsibility.

Summary of Internet, Technology, and Cell Phone Acceptable Use and Safety Policy 524

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

Summary of Violence Prevention Policy 525- currently in policy committee

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Summary of Hazing Prohibition Policy 526

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing . Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Summary of Staff notification of Violent Behavior by Students Policy 529

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

Summary of School Meals Policy 534

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

Section II: Ethics and Personal Conduct

Conflicts of Interest

Royalton Public Schools is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, employee relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the School, you must disclose it to your Supervisor. If an actual or potential conflict of interest is determined to exist, the School will take such steps as it deems necessary to reduce or eliminate this conflict.

Respectful Workplace

In addition to maintaining a work environment free of discrimination, harassment, and violence, it is the practice of the district to maintain a work environment where employees treat each other, students, parents, and visitors with respect. Employees have the responsibility to conduct themselves in a manner befitting the important work of an educational institution, and in accordance with the District's mission to provide an instructional environment that is caring and supportive. Employees also have the responsibility to conduct themselves in an ethical manner.

Respectful conduct includes, for example, treating others with courtesy and in a professional manner, valuing their perspectives, and appreciating their contributions. Disrespectful conduct includes, for example, aggressive, intimidating, demeaning, degrading, disruptive or malicious remarks or behavior.

An employee who believes that they have been treated in a disrespectful manner, or who witnesses disrespectful or unethical conduct, should contact their supervisor, Principal, Human Resources Department, or the Superintendent.

Conflict Resolution

Royalton Public School District encourages employees to discuss any issues you may have with a coworker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns. It is counterproductive for employees to create or repeat rumors or gossip.

Professional Appearance

All District employees are expected to report to work dressed in a manner that reflects positively on the image of the District and consistent with the high standards and professionalism we set for ourselves as a District.

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to students, parents and the public, District employees represent the District. Inappropriate dress may vary depending on the job and job settings, which includes safety concerns. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until he or she is properly dressed.

Dependability

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum. All leaves, whether paid or unpaid, must be scheduled in accordance with District procedures and with current applicable collective bargaining agreements.

Section III: School Operations

Criminal Background Checks - Employees

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the School District, the individual must sign a criminal history consent form, which provides permission for the School District to conduct a criminal history background check, and provide payment in an amount equal to the actual cost to the School District of conducting the criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District. For additional information, please see District policy 404.

Criminal Background Checks - Volunteers and/or Overnight Chaperones

The District requires volunteers and/or overnight chaperones, to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the School District.

Personnel Files

Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the employee's personnel file. (C) An employee may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

Email Use

Email is the primary means of communication for many important items. Employees are expected to check their email a minimum of one time per day on the days they work.

Employee Use of Technology/Social Media

All employees are required to review and abide by School Board Policy 452 Information Technology and Policy 524 Internet Acceptable Use and Safety. Staff are required to monitor the websites that are accessed by students. Staff should report all inappropriate use to the Technology Department for possible disciplinary action. Staff are prohibited from accessing inappropriate material from the internet. Viewing inappropriate material may lead to disciplinary action, up to and including termination of employment. Staff must keep their personal use of the internet to a minimum during the contracted duty day.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation. Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents. **Checked**

Change of Personal Information

Employees are expected to notify the Human Resources Department whenever they experience a change in name, address, number of dependents, telephone number, emergency contact person, or marital status, so that District records and files can be updated. An employee may also need to complete another federal and state employee withholding allowance certificate (W-4) as well as various health insurance forms. For most benefits, employees only have 30 calendar days from the date of the event resulting in a change to make adjustments to the insurance plan(s).

Emergency School Closings

Royalton, Little Falls, Pierz, Upsala, and Swanville School Districts work with one another on weather-related emergencies.

If inclement weather is in the forecast, school closing or late start information is available on the following radio and television stations: KLTF, KFML, WYRK-Little Falls; KCLD, KLZZ, WJON-St. Cloud; WVAL, WHMH-Sauk Rapids; WCCO-Mpls; KCCO/KCCW-TV Channel 7-Alexandria; KSTP-TV Channel 5 and KARE 11, and via School Messenger system. Announcements will be made at the earliest time a determination can be made, usually not later than 6:30 a.m.

Fire Drill Procedures

1. All employees are to familiarize themselves with fire exits for their respective classroom and instructional areas.
2. All employees are to orient their students in their classrooms to the proper exits for their respective classrooms and instructional areas the first day of classes.
3. At the sound of the fire alarm system, employees are to take charge of their group directing them to stand and to walk single file in an orderly manner to their fire exit. Direct them to walk with no running or shoving allowed. All employees are to check that all students are out of the room or instructional area and then follow their group outside and assemble the group in areas away from the building. Teachers are required to bring their grade books or class lists with them during fire drills to check attendance.
4. In the event of a fire, employees are to keep students in groups away from the school so as not to hamper the Fire Dept.
5. Employees are to wait for instruction. In the event of a drill, a return bell will be sounded or a clearance given to re-enter the building.
6. In the event that a regular exit is blocked by fire or smoke, use the nearest alternate exit.
7. Please post exit directions for your classroom.

Tornado Drill Alert Procedures

Should a tornado drill or alert become necessary, the following procedures shall be followed:

1. Lights turned off.
2. All students shall be seated on the floor in the nearest interior corridor as far away from an exit as possible. The drill or alert will be announced verbally over the P.A. system or by the bells ringing in brief continuous intervals.
3. The return to classrooms will be announced verbally over the P.A. system.
4. Students are to be absolutely quiet during the drill or alert.

Lockdown Procedures

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

1. Lockdown with warning – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
2. Lockdown with intruder – The threat/intruder is inside the building.

Lockdown with warning procedures:

- Building administrator will order and announce “lockdown with warning” procedures.
- Repeat the announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”
- Students eating in the cafeteria can bring their trays to their classroom.

Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into the nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to a primary evacuation site.
- Students in the cafeteria, media center, or gymnasiums should evacuate the area to a safer location.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”
- Some other threats may override lockdown, i.e. confirmed fire, intruder in classroom, etc.
- Consider making an action plan for people in large common areas i.e. cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

District Newsletter

Three times per year, the school district publishes a newsletter that is sent to over 1200 households. The newsletter is an excellent way of informing parents and community members about school activities. We often forget that much of what has happened or will happen is of great interest to many people. Articles need not be long. Often results of an event with the names of participants are all that is necessary. People love to see their name in print.

Earned Sick and Safe Time

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. All of your accrued sick time per your bargaining agreement is earned sick and safe time. A year for purposes of the employee's earned sick and safe time accrual is July 1-June 30.

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive scheduled workdays.

If an employee plans to use earned sick and safe time they should submit a request via Frontline prior to the absence occurring.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied

earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department's earned sick and safe time webpage at sickleave.mn.gov.

MN Paid Leave

Starting in January 2026, Paid Leave will ensure Minnesotans can take the time they need to be there for some of life's most important moments-like welcoming a child, recovering from a serious illness, or caring for a loved one. Almost all employers and individuals that work in Minnesota will be covered by Paid Leave. A maximum of 20 weeks combined in one year if someone qualifies for both medical and family leave.

Paid leave will provide payments and job protection for:

1. Medical Leave: 1-12 weeks for an employee's own serious health condition
2. Family Leave: 1-12 weeks for bonding with a new child, caring for a loved one, managing military leave, and certain personal safety issues.

The most up to date information regarding Paid Leave can be found at info.paidleave.mn.gov.

Absences

All District employees anticipating a need to be absent must submit a request to be absent for any regular scheduled duty days/shifts prior to the absence occurring. Employees are required to enter absences on the automated absence reporting/sub calling system, which can be accessed either by the internet.

The procedure is as follows:

1. Employee enters a request to be absent prior to the occurrence in accordance with union contract timelines.
2. Supervisor electronically approves/denies the request.
3. Absence occurs, if approved.
4. Information is uploaded into the payroll system for processing of leave time and substitute payments (when a sub has been employed to fill the vacancy).

Absences can be entered by computer, prior to the beginning of their shift on the day of the actual absence. Employees will need to contact their supervisor if they forget to enter an absence.

For unexpected but non-emergency absences, employees must notify their supervisor or designee in a timely fashion (before work starts). If the employee fails to call in, the employee may be placed on unauthorized leave without pay and subject to other corrective action. If the absence is due to an accident/illness/injury, a medical note may be required prior to returning to work. In emergency situations, employees are expected to call their supervisor and report the absence, or in extreme cases have a family member call the supervisor as soon as practical. Each employee is required to

take responsibility for reporting their own absence by following the proper procedure. Recurring failure to follow the absence procedure will be considered a deficiency.

Recording Hours Worked

Non-exempt, hourly employees are required to complete an electronic timecard through Frontline Time and Attendance or timesheet for all hours worked. Timecards/time sheets should be submitted to the employee's supervisor or building administrator by the last day of the payroll to ensure timely processing. The payroll week is Monday through Sunday and time sheets must be signed off on by the supervisor. Any time sheets that do not arrive in the business office by the two days following the end of the pay period may not be processed until the next scheduled payroll.

Paychecks

Royalton School District issues paychecks through direct deposit or paper check on a semi-monthly basis. Non-exempt, hourly Employees will receive payment for work performed during the pay period that ended two weeks prior to the date of the check, exempt employees will be paid for the work performed during the current pay period. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed.

Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to their paycheck, or who believes an improper deduction was made from their salary, should contact the Human Resources Department.

Expense Reimbursement for District Funds

Requests for reimbursement must be pre-approved by the employee's Supervisor or Building Administrator, must be itemized using the District's check request form and signed by the designated administrator, and be accompanied by proper documentation of the expense (except with respect to mileage reimbursement request). Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary District business-related expenses.

An acceptable form of documentation evidencing a reimbursable expense is an itemized receipt with company name, date and dollar amount paid. Credit card slips showing total dollar amount and signature will not be accepted. The travel and expense reimbursement form is located on the Royalton Public Schools website|Staff|Employee Resources.

When ordering online, a printed copy of the order from the vendor confirming the placement of the order and showing the payment transaction will be accepted. The District cannot accept an order confirmation or screen printed copy of your order that does not show payment.

Approved automobile travel shall be reimbursed at the current mileage rate set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Hotel reimbursement shall not include incidental charges such as phone calls.

After Hours Building Use

Employees who wish to utilize the school building(s)/facilities for non-work related use need to follow the District's Use of School District Facilities and Equipment Policy 902 and Addendum 902. They can be found on the District website under School Board Policies/School-Community Relations or by calling the Community Education Director.

Building Access and Security

The school buildings have limited access, particularly when classes are in session. The buildings are open to students at 7:15 and remain open to students until 3:30 p.m. Students are not to be in the building at any other time unless they are participating in a school-sponsored activity and are under the direct supervision of a district employee. The doors to the building lock between 8:15 a.m.-8:30 a.m. and all visitors must electronically request access into the office to gain access to the building. All doors should be kept locked during the school day. If you see people in the building that you do not recognize, please notify the office immediately.

Any coach, director, or supervisor of a student activity that meets when school is not in session is responsible for the security of the building. Under no circumstances are doors to be propped open or left unlocked and unattended.

Staff members from time to time use the building in the evenings and weekends. Be certain that when you enter the building during times other than when the building is open to the public you do the following:

1. Be certain the entrance door you used for access to the building is locked after you enter the building.
2. DO NOT PROP ANY DOORS OPEN!
3. Disarm the security system (if between 12:00 a.m.-5:00 am.).
4. When you leave the building be sure all lights are off.
5. Be certain the exterior door is completely closed and secured.

Confidential Information

Data maintained on student or other employees may be classified as private or confidential pursuant to the Minnesota Government Data Practices Act (MGDPA), and/or Family Educational Rights and Privacy Act (FERPA). It is the responsibility of all employees to follow those laws and avoid disclosing any private or confidential information to individuals who are not authorized to receive such information. Employees should refrain from sending confidential information on students to a personal email account of a parent or guardian unless permission is first granted by the student's parent or guardian.

Employee Discipline

Employees may be disciplined or discharged for just cause. The following steps outline the progressive discipline process, however, the School District reserves the right to skip steps when the offense by the employee justifies the action.

Verbal Warning: The building Administrator may meet with the employee to issue a verbal warning. This warning will be documented and placed in the employee's personal file.

Written Reprimand: The Building Administrator may meet with the employee and issue a written reprimand to the employee. The written reprimand will be placed in the employee's personnel file. Performance improvement plans may be issued as part of this meeting or at a separate meeting, depending upon the circumstances.

Unpaid Suspension: The employee may be placed on suspension without pay for up to five days. The employee may be placed on probation for up to 90 days following the suspension. A written reprimand and discussion of the conduct that led to the suspension may also be placed in the personnel file.

Termination: The employee may be recommended for termination by their direct supervisor to the Superintendent.

Employees that are members of a union shall have the right to have a representative of the union present during an investigation. A written record of all disciplinary actions, other than verbal reprimands, shall be made available to the employee upon request. All disciplinary records shall state the corrective action expected of the employee. Each employee shall receive a copy of evaluative personnel and disciplinary records. If the School District has a reason to reprimand an employee, it shall be done in a manner that maintains the dignity of the employee. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure. The union shall have the right to take up the suspension and/or discharge as a grievance at the arbitration step of the grievance procedure, and the manner shall be handled in accordance with this procedure through the arbitration step, if deemed necessary by either party.

Section IV: Employee Responsibilities

School Property and Equipment

No District purchased supplies or equipment is allowed to be used for personal use offsite. If a staff person wants to utilize District facilities/equipment, they should follow the procedure as outlined in District Policy 902.

Employee Lunch Accounts

Employee lunch codes are obtained from your building secretary. Cash or check is accepted for payment for your lunch account and can be given to your building secretary to be deposited into your lunch account. Employees must have funds in their accounts in order to purchase meals.

Building Responsibility

The employee in charge of the classroom is responsible for the equipment in these rooms. Equipment should be kept from unnecessary marking and damage. Students are held responsible for their assigned seats and should unnecessary damage occur, they should be reported to the office so that appropriate action may be taken. Employees shall periodically check the room for this purpose.

Aid the custodians by keeping the floors as free of paper as possible. A minute used at the end of the

day is suggested to have students tidy up the room.

When the room is not being used for the remainder of the day, the shades shall be adjusted, windows closed and locked. All lights shall be turned off when not needed. Classroom doors should be locked during lunch breaks or when the room is not in use.

No students shall be present in your room unless they are supervised. Do not allow students to remove window screens or to hand/climb out of windows. These actions damage screens and walls and present a professional image to passers-by.

Proper Title

Students should address you only by the proper title, be it Mr., Mrs., Miss, or Coach. Make this understood whenever the students address you by any other title, or when a student refers to another official by a title other than the proper one.

General Discipline

Each staff member shall be responsible for maintaining good student discipline whenever they may be on school grounds. When specific assignments (class advisor, student activity clubs, etc.) are made, the staff member to whom such assignment is made is charged with the responsibility for student discipline.

School Telephones

The school telephones are for school business. Personal calls must be kept to an absolute necessity and minimum. Students are not to use the phone in a classroom unless it is for school business and you are supervising the call. Please do not send a student to the office to make phone calls during class time, unless it is an emergency or in the case of illness.

School Letterhead

School stationery and envelopes will be used only for school business.

School Copiers/Printer Use

Multiple copiers/printers are available in staff workrooms for school business use. Office copiers are to be used by office staff only to preserve confidentiality of documents being printed. When ECC workroom single copier needs maintenance, the District Office office copier is the back up. District Office staff will make the copies to preserve confidentiality of documents being printed. Copies of all materials should be defaulted to black and white. On the rare occasion that non-office staff require a colored copy (ex: staff will laminate the document and re-use it from year to year, a graph needs to be deciphered and this cannot be done in black and white, or colors are the subject you are specially teaching) the following process is followed:

- Create a Help Desk ticket with the document you wish to have color copies attached and include your reason for the colored copy.
- All colored copy requests will be reviewed by Technology Staff and possibly employee supervisors before copies are printed.

Use of School Vehicle

Bus-An employee requiring bus transportation must submit a transportation request form to the transportation department. Any trips requiring transportation should be approved by the principal before scheduling. The transportation supervisor assigns all drivers.

Van-All trips for school related business by school personnel are to be taken in the school van if they are available. Mileage reimbursement for use of a personal auto will only be provided if the van is unavailable and a request has been filled out in advance.

Transportation form must be submitted to the transportation supervisor who will check for van availability. Preference will be given to trips that are most economical with the van/car. The maximum number of students allowed in the van is ten. Prior to leaving with students, the driver of the van must fill out a Pre-Trip Van Inspection Evaluation Form. Submit mileage records and evaluation form to the transportation supervisor at the conclusion of the trip.

Section V: Safety & Workplace Injuries

Non-Emergency Accidents/Injury Involving Students

It is the responsibility of the staff member to conduct their classes and maintain equipment so that accidents do not occur. Any accident, no matter how minor, must be reported to the nurse.

Non-Emergency Accidents/Injury Involving Employees

The safety of employees is a vital concern to the Royalton School District, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee, who comes upon an unsafe condition, must immediately notify the Head Custodian or Building Principal as soon as possible.

When someone is injured at work.....

- If it is an **emergency, CALL 911**
- Otherwise, report the injury to your supervisor
- The employee **AND** supervisor should call the Paradigm nurseline at **(844) 847-8708** together. (If no supervisor is available, the employee can call alone.) Do this as soon as possible.
- The registered nurse who answers will ask what happened and recommend what to do next, whether it's self-care, urgent care or even the emergency room.
- The nurse will report the injury to RAS (our workers comp insurance company).
- The employee or supervisor should report the injury to the Human Resources Director.

ACKNOWLEDGEMENT

Printed Name: _____ Job Title: _____

I acknowledge that I have read Royalton Public School District's Employee Handbook, understand its contents, and agree to abide by the policies and procedures set forth herein. I understand that this employee handbook is not intended to nor should it be interpreted to be a contract or to otherwise create a property right in continued employment.

Signature: _____

Date: _____

For office use only:

Date received: _____

Resolution for Acceptance of Gifts to the Royalton School District

Member _____ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

- Royalton American Legion has generously donated \$300 for the Girls Softball Program Varsity field protective screen
- The Initiative Foundation has generously granted Amanda Billig \$1701.76 for STEAM, Literacy and Social Emotional Learning
- The Initiative Foundation has generously granted Merin Polzine Lust \$800.00 for flexible seating
- The Initiative Foundation has generously granted Stacy Huls \$300.00 for STEAM, Literacy and Social Emotional Learning
- The Initiative Foundation has generously granted Kaitlyn Arnzen \$600.00 for Robotics
- The Initiative Foundation has generously granted Tami Shaughnessy \$621.91 for Social Emotional supports
- The Initiative Foundation has generously granted Katie Hemminger \$982.85 for Early Literacy supports
- Scheels has generously donated \$500 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:

Resolution for Acceptance of Gifts to the Royalton School District

The foregoing resolution was approved this 14th day of April, 2025.

_____ Board Co-Chairs, Rian Hofstad/ Ellie Holm

_____ Board Clerk, Jon Andres

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 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. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- D. 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.

- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a 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).
- G. Establish clear school rules that prevent and deter violence.
- H. 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.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. 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.
- K. 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.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. 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.
- P. 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.
- Q. 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.
- R. 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 (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 Act)
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:

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

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 2A

OVER-THE-COUNTER MEDICATION AUTHORIZATION OF ADMINISTRATION OF MEDICATION

1. Over-the-counter medications 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:

Physican: _____ 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 _____

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 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 _____

Adopted: August 14, 2006

Royalton School District Policy 516

Orig. 1995

Revised: December 23, 2019

Rev. 07/2025

516 STUDENT MEDICATION AND TELEHEALTH

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.
3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;

- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- 2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- 3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- 4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- 5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- 6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- 7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

- 8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or

medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication and/or supplements

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be

maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this

paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: Royalton Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: December 11, 2006

MSBA/MASA Model Policy 506

Orig. 1995

Revised: May 23, 2022

Rev. July 2025

506 STUDENT DISCIPLINE

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

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, 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 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 school board, 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 Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

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: Royalton Policy 413 (Harassment and Violence)
Royalton Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
Royalton Policy 501 (School Weapons)
Royalton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Royalton Policy 503 (Student Attendance)
Royalton Policy 505 (Distribution of Nonschool-Sponsored
Materials on School Premises by Students and Employees)
Royalton Policy 507.5 (School Resource Officers)
Royalton Policy 514 (Bullying Prohibition Policy)
Royalton Policy 524 (Internet Acceptable Use and Safety Policy)
Royalton Policy 525 (Violence Prevention)
Royalton Policy 526 (Hazing Prohibition)
Royalton Policy 527 (Student Use and Parking of Motor Vehicles; Patrols,
Inspections, and Searches)
Royalton Policy 610 (Field Trips)
Royalton Policy 709 (Student Transportation Safety Policy)
Royalton Policy 711 (Video Recording on School Buses)
Royalton Policy 712 (Video Surveillance Other Than on Buses)

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.

516.5 OVERDOSE MEDICATION

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)¹, 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 the School Nurse.
- 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.
- 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. 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 School District 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.).
- 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 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 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. § 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:**
- 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 intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

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

- 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.
- 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, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).
 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 (periodically adjusted for inflation).
 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. . 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.

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.

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

The school district must 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](#) (Federal Awarding Agency Review of Merit of Proposals)
[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](#) (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: Royalton Policy 208 (Development, Adoption, and Implementation of Policies)
Royalton Policy 210 (Conflict of Interest – School Board Members)
Royalton Policy 412 (Expense Reimbursement)