



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

November 10, 2025

6:00 PM

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

6. Appreciation, Recognition and Presentations

Description: Spanish Club

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Legislative Update

8.b. Superintendent Report

Description: Strategic Plan

ADMs

8.c. Business Manager Report

Description: Audit Update

8.d. Principal Report

8.e. Technology Director

9. Consent Agenda Approval

*Description: *The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.*

9.a. Approval of Regular Board Meeting Minutes

9.b. Approval of Claims, Accounts and Financial

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

9.c. Approval of Personnel Changes

9.d. Approval of Employee Handbook Change

Description: Additional language added to MN Leave Act section.

9.e. Approval of Creative Planning Agreement for Business Management Services

9.f. Approval of Substitute Teacher Pay Increase

9.g. Approval of REM Memorandum of Understanding

9.h. Approval of State of MN plan for Leave Act

9.i. Approval of Final Policy Reading

10. Discussion/Information/Action Items

10.a. Title IX Discussion

10.b. Approval of Donations by Resolution

10.c. Policy Reading

10.c.1. First Policy Reading

11. Upcoming Meeting Schedule

Description:

<i>Finance Committee</i>	<i>November 26, 2025</i>	<i>12pm</i>	<i>DO Conference Room</i>
<i>Policy Committee</i>	<i>November 26, 2025</i>	<i>2pm</i>	<i>DO Conference Room</i>
<i>Truth In Taxation</i>	<i>December 8, 2025</i>	<i>6pm</i>	<i>HS Media Center</i>
<i>Regular Board Meeting</i>	<i>December 8, 2025</i>	<i>6pm</i>	<i>HS Media Center</i>

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

13. Adjournment

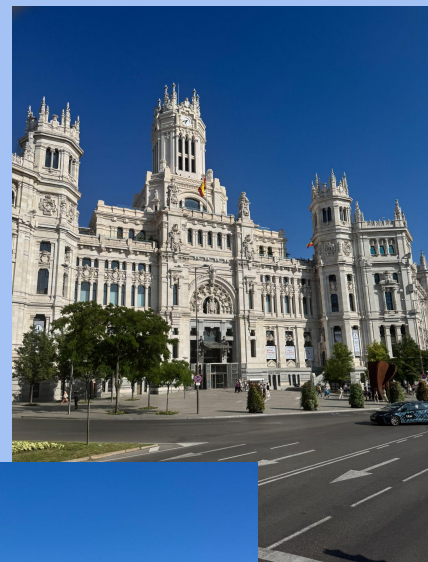
Spain Trip 2025



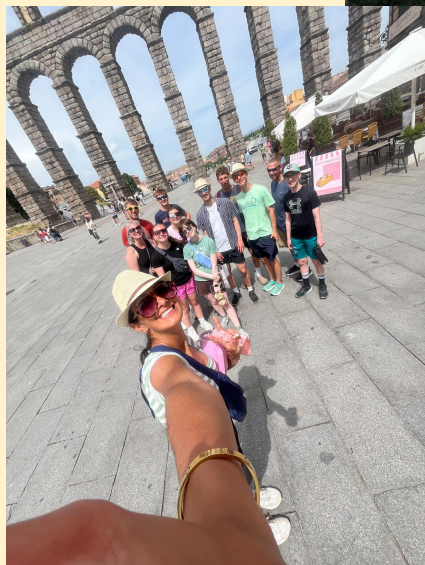
Iceland



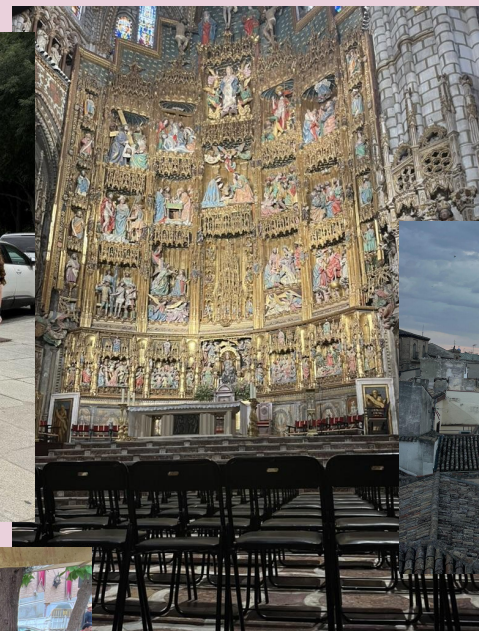
Madrid



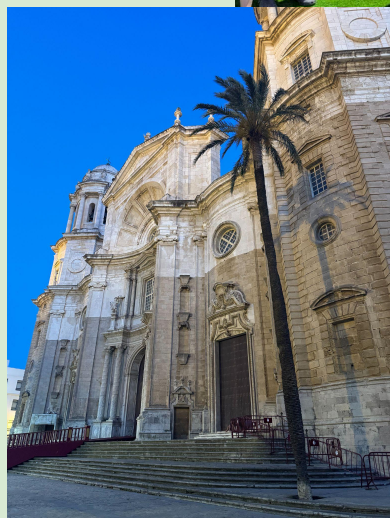
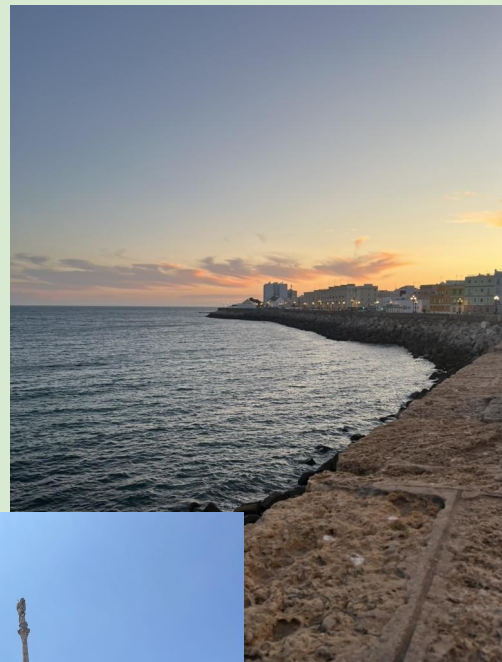
Segovia



Toledo



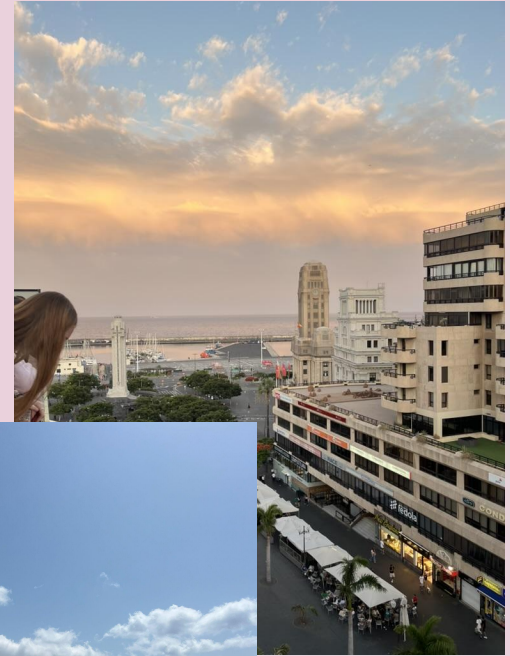
Cadiz



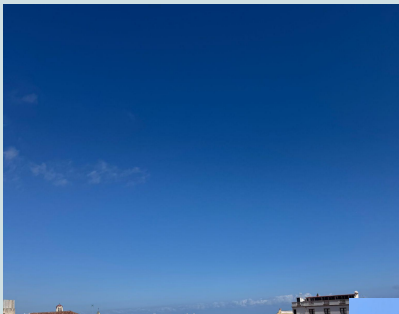
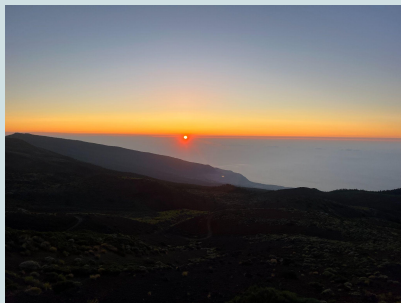
Seville



Tenerife- Canary Islands pt-1



Tenerife- Canary Islands pt-2



ROYALTON PUBLIC SCHOOLS ISD 485	ROYALTON PUBLIC SCHOOLS ISD 485	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES	October 31, 2025
--	--	--	-------------------------

REVENUE						October 31, 2025	October 31, 2024	October 31, 2023		
REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	October 31, 2024	October 31, 2023
STATE	9,727,486	9,873,172	10,940,821	2,366,205	8,574,616	21.6%	27.9%	26.0%	2,756,865	2,528,001
FEDERAL	377,765	46,320	164,000	22,015	141,985	13.4%	43.9%	0.2%	20,342	803
PROPERTY TAXES	788,165	843,841	849,335	13,106	836,229	1.5%	17.7%	14.3%	149,558	112,823
LOCAL (FEES, INTEREST, ETC.)	784,723	776,182	423,252	117,817	305,435	27.8%	25.1%	32.2%	194,780	252,309
TOTALS	11,678,138	11,539,514	12,377,408	2,519,143	9,858,265	20.4%	27.1%	24.8%	3,121,544	2,893,936

EXPENDITURES						October 31, 2025	October 31, 2024	October 31, 2023		
OBJECT SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	October 31, 2024	October 31, 2023
SALARIES & WAGES	6,871,879	7,003,112	7,123,366	1,409,210	5,714,156	19.8%	19.6%	19.9%	1,373,087	1,368,010
EMPLOYEE BENEFITS	1,910,867	1,991,050	2,118,531	434,255	1,684,277	20.5%	22.4%	20.0%	446,422	382,200
PURCHASED SERVICES	2,065,094	1,786,685	1,804,297	621,532	1,182,765	34.4%	32.6%	24.9%	582,602	514,266
SUPPLIES	1,050,348	806,066	782,195	382,144	400,051	48.9%	36.3%	35.3%	292,884	371,020
EQUIPMENT	264,033	350,593	302,000	38,448	263,552	12.7%	71.7%	49.9%	251,243	131,854
OTHER EXPENDITURES	2,412	65,492	3,390	46,389	(42,999)	1368.4%	65.9%	448.5%	43,157	10,817
TOTALS	12,164,634	12,002,999	12,133,779	2,931,979	9,201,801	24.2%	24.9%	22.8%	2,989,395	2,778,167

PROGRAM SERIES						October 31, 2025	October 31, 2024	October 31, 2023		
PROGRAM SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	October 31, 2024	October 31, 2023
SITE ADMINISTRATION	377,274	459,192	440,456	149,921	290,535	34.0%	30.6%	33.5%	140,422	126,430
DISTRICT ADMINISTRATION	283,238	277,098	293,254	101,345	191,909	34.6%	37.5%	24.6%	103,961	69,641
SUPPORT SERVICES	432,624	499,474	422,179	184,154	238,025	43.6%	28.3%	24.1%	141,328	104,428
REGULAR INSTRUCTION	4,740,822	4,699,094	4,740,069	863,000	3,877,069	18.2%	17.2%	18.6%	810,146	883,874
EXTRA-CURRICULAR ACTIVITES	667,876	662,681	594,834	148,675	446,159	25.0%	19.6%	20.1%	129,692	133,934
VOCATIONAL INSTRUCTION	310,868	321,019	338,810	63,902	274,908	18.9%	21.0%	18.3%	67,452	56,888
SPECIAL EDUCATION	1,881,015	1,764,381	1,849,677	381,705	1,467,971	20.6%	13.6%	11.9%	240,738	224,299
INSTRUCTIONAL SUPPORT	707,111	585,947	754,322	274,305	480,017	36.4%	52.1%	26.7%	305,309	188,876
PUPIL SUPPORT SERVICES	1,075,787	1,087,000	1,148,249	216,423	931,826	18.8%	31.2%	21.7%	339,558	233,617
FACILITIES	1,597,576	1,476,458	1,378,494	425,337	953,157	30.9%	37.7%	43.4%	556,984	692,708
OTHER FINANCING USES	90,443	170,654	173,435	123,210	50,225	71.0%	90.1%	70.2%	153,804	63,472
TOTALS	12,164,634	12,002,999	12,133,779	2,931,979	9,201,801	24.2%	24.9%	22.8%	2,989,395	2,778,167

ROYALTON PUBLIC SCHOOLS ISD 485	ROYALTON PUBLIC SCHOOLS ISD 485	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES	October 31, 2025
--	--	--	-------------------------

ACTIVITY - OTHER FUNDS						October 31, 2025	October 31, 2024 % of	October 31, 2023		
REVENUE	June 30, 2024	June 30, 2025	Adopted Budget	Received YTD	Budget Remaining	% of Budget Received	Actuals Received	% of Actuals Received	October 31, 2024	October 31, 2023
FOOD SERVICE	786,620	588,625	815,700	7,177	808,523	0.9%	4.3%	2.8%	25,444	21,854
COMMUNITY EDUCATION	575,610	511,839	516,030	126,389	389,641	24.5%	31.5%	25.1%	161,228	144,727
DEBT SERVICE	2,019,203	1,979,060	2,156,280	281,773	1,874,507	13.1%	47.5%	28.5%	940,861	575,720

						October 31, 2025	October 31, 2024 % of	October 31, 2023		
EXPENDITURES	June 30, 2024	June 30, 2025	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Received	Actuals Received	% of Actuals Received	October 31, 2024	October 31, 2023
FOOD SERVICE	756,066	675,443	802,544	163,208	639,336	20.3%	22.0%	16.7%	148,896	126,421
COMMUNITY EDUCATION	563,212	519,449	493,007	138,238	354,769	28.0%	23.5%	25.1%	122,124	141,529
DEBT SERVICE	2,022,333	2,021,183	1,964,281	557,782	1,406,499	28.4%	17.0%	18.5%	343,604	373,629

SUMMARY - ALL FUNDS						October 31, 2025	October 31, 2024 % of	October 31, 2023		
SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Received	Actuals Received	% of Actuals Received	October 31, 2024	October 31, 2023
REVENUE	15,059,571	14,619,039	15,865,418	2,934,482	12,930,936	18.5%	29.1%	24.1%	4,249,077	3,636,237
EXPENDITURES	15,506,244	15,219,074	15,393,611	3,791,206	11,602,405	24.6%	23.7%	22.1%	3,604,019	3,419,746
SPENDING VARIANCE	(446,673)	(600,035)	471,807	(856,724)	N/A	N/A	N/A	N/A	645,059	216,491

Royalton ISD 485
Preliminary Financial Results
For the Fiscal Year Ended June 30, 2025

Fund Balance Category	Beginning Fund Balance	Ending Fund Balance	\$ Change
Unassigned	1,927,831	1,775,309	(152,522)
<i>% of Expenditures</i>	<i>15.8%</i>	<i>14.7%</i>	<i>-1.2%</i>
Restricted			
Student Activities	230,631	245,005	14,374
Scholarships	37,994	37,044	(950)
Literacy Aid	-	52,333	52,333
Operating Capital	1,535	-	(1,535)
Gifted & Talented	7	1,985	1,978
Safe Schools	4,117	13,161	9,044
LTFM	7,018	209,936	202,918
Student Support Personnel	28,297	40,000	11,703
Medical Assistance	4,222	10,676	6,454
Subtotal - Restricted	313,821	610,140	296,319
Non Spendable	53,667	40,250	(13,417)
Assigned	130,658	200,116	69,458
Total General Fund	2,425,977	2,625,815	199,838
Food Service	168,977	181,125	12,148
Community Services			
Community Education	286,136	372,567	86,431
Early Childhood Fam Educ	81,167	97,921	16,754
School Readiness	(21,338)	(90,376)	(69,038)
Restricted	40,641	43,432	2,791
Total Community Services	386,606	423,544	36,938
Debt Service	449,004	439,016	(9,988)
Subtotal - All Funds	3,430,564	3,669,500	(9,988)



ROYALTON PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

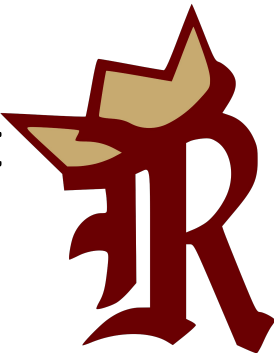
State Of Technology

November 11, 2025

Current Projects

Skyward Migration to Qmlativ

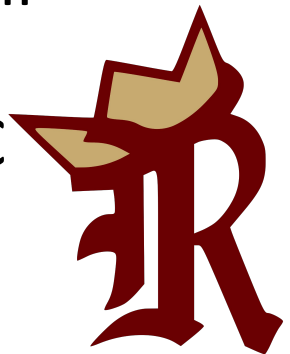
- Migrating Skyward SMS student information system to new Skyward Qmlativ system
- Started cleanup of current database in July 2025
 - Merged duplicate accounts, removed old reports
- Secretaries, Guidance Office, Nurses, and Admin will be going through trainings throughout the year to learn the new system
- Have a training database with data from our current system to learn the new Qmlativ system
- This will be a heavy lift for some of these users but I am confident that they will do a great job with learning the new system
- New updated Family & Student Access coming 26-27 School Year



Current Projects continued

Camera System

- Applied for MDE Building and CyberSecurity Grant
 - Allotted up to \$50,000
 - Received \$50,000
- Replacing Video Management/Camera Server
 - All existing cameras will be added to this server
- Purchasing 29 new cameras
 - Majority are new locations, some are replacing existing but will provide a much better view
 - New light pole and camera at the playground south of the ECC
 - Bus Garage
- Install to start November 11



New Communication Platform

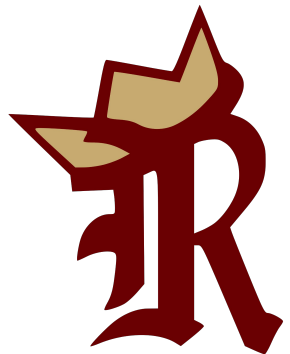
ParentSquare will replace SchoolMessenger



ParentSquare

Smart Sites will replace Wix website and ties in with ParentSquare

- All-in-one school-to-home communication platform
- Centralizes email, text, app, and voice messaging
- Secure, two-way communication between staff and families
- Designed specifically for K–12 districts
- District, school, and classroom-level communication
- Direct messaging and group posts
- Emergency notifications
- Calendar and event management
- Integrates with social media and new district website
- Smart Sites works on all platforms

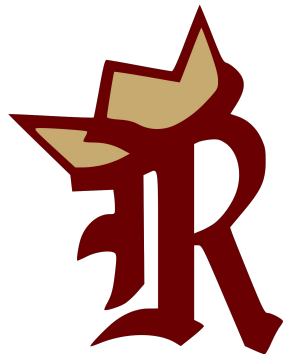


New Communication Platform cont.



Benefits to Stakeholders

- Families: One platform for all communication, simple, consistent experience
- Staff: Streamlined workflow, fewer redundant tools
- Administrators: Analytics on communication reach and engagement, oversight and consistency across schools





Questions?

Regular Meeting

Monday, October 13, 2025 6:00 PM

Media Center, 120 South Hawthorn Street, Royalton, MN 56373

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

Present: 6.

1. Call to Order

Discussion: Meeting called to order at 6PM

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments and Closed Session Notes

There was a closed session at the meeting on 09.22.2025 which included the Board members, Mr. LePard and Mandy Sadlo in which contract negotiations were discussed.

5. Approval of Agenda

Motion to approve agenda. This motion, made by Randy Hackett and seconded by Ellie Holm, Passed.

Voting Summary: Yea: 6, Nay: 0

5.a. Student School Board Representative Oath of Office

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

8.d. Student School Board

8.e. Transportation Director

9. Consent Agenda Approval

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

Voting Summary: Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes

9.b. Claims, Accounts and Financial

9.c. Approval of Personnel Changes

9.d. Approval of REM 2025-2027 Contract

10. Discussion/Information/Action Items

10.a. Substitute Pay Discussion

10.b. MSHSL Form A Resolution

Motion to approve MSHSL Form A resolution. 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

10.c. Approval of Donations by Resolution

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

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

11. **Adjournment**

The meeting was adjourned at 6:58pm. This motion, made by Maria Traut and seconded by Lucas Boyd, Passed.

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19900	4295		AMAZON CAPITAL SERVICES		Check
	E 12 020	298 018	301 401	B0DBGY7SDH VEVOR Commercial Food Warr		\$322.99
	E 12 020	298 018	301 401	Amazon Shipping Charge		\$0.00
PO#: 6540	Voucher #:	47202	Invoice No:	14HY-646N-DGCGJ	10/9/2025	Paid Amt: \$322.99
	E 12 020	298 018	301 401	Pizza Display Return Credit		\$322.99
PO#:	Voucher #:	47203	Invoice No:	1LLT-FTM4-KPNT	10/9/2025	Paid Amt: (\$322.99)
	E 12 020	298 041	301 401	B07V9PTHRH Color Blaze Holi Colored Powder		\$193.05
	E 12 020	298 041	301 401	B0CX4YZSWJ Lilymicky 1000 PACK 9 oz Clear		\$43.69
	E 12 020	298 041	301 401	Amazon Shipping Charge		\$0.00
PO#: 6607	Voucher #:	47204	Invoice No:	1DKW-39FT-6CGT	10/9/2025	Paid Amt: \$236.74
	E 12 020	298 041	301 401	B0C8BDHC4BN 1000Pcs Party Favors for Kids,		\$26.59
PO#:	Voucher #:	47205	Invoice No:	1XYK-HJ39-99YJ	10/9/2025	Paid Amt: \$26.59
	E 12 020	298 041	301 401	B00K8ANYZU GoSports Slammo Game Set (In		\$79.22
	E 12 020	298 041	301 401	B08CWLDS1C 42PCS Face and Body Paint Cr		\$13.99
	E 12 020	298 041	301 401	B08FHZZZ4K FORSEVEN King Crown for Men		\$13.99
	E 12 020	298 041	301 401	B09667WC7W Jim&Gloria Water Based Face F		\$14.24
	E 12 020	298 041	301 401	B09KCC6GC2 Civaner 100 Packs Mini Football		\$29.99
	E 12 020	298 041	301 401	B0CN96VZXC Gold Crown for Women Crystal F		\$14.99
	E 12 020	298 041	301 401	Amazon Shipping Charge		\$0.00
PO#: 6573	Voucher #:	47206	Invoice No:	1HHL-HJMD-6N79	10/9/2025	Paid Amt: \$166.42
	E 12 020	298 023	301 401	B00T7TXS2W Jerzees Men's Dri-Power Cotton		\$106.00
	E 12 020	298 023	301 401	B016IDM8AW Morex Ribbon 7570.38/25-612 P		\$12.57
	E 12 020	298 023	301 401	B0743M8FJV Craig Bachman Greek Keys Wire		\$9.99
	E 12 020	298 023	301 401	B0752YWQT5 Siser EasyWeed Heat Transfer \		\$20.88
	E 12 020	298 023	301 401	B08KVWVDSV 2 Packs 20V Replacement Bat		\$42.99
	E 12 020	298 023	301 401	B09JWJ6HQK Yutone 59" Wide 4.0 OZ Fabric I		\$19.89
	E 12 020	298 023	301 401	B0BP1JW95C RosyOcean Universal Compatibl		\$13.99
	E 12 020	298 023	301 401	B0BQHKNNW2 Unittype 24 Pcs Gold Laurel Cr		\$25.99
	E 12 020	298 023	301 401	B0BQW6TMRF DEWALT 9 Gallon STEALTHS		\$158.99
	E 12 020	298 023	301 401	B0BYJ9QXL7 Ribbli Brown Velvet Ribbon Doub		\$12.99
	E 12 020	298 023	301 401	B0BYJ9VTKN Ribbli Dusty Turquoise Blue Velv		\$7.59
	E 12 020	298 023	301 401	B0C46C6GNP BOBISUKA Spirit Gum Adhesive		\$7.99
	E 12 020	298 023	301 401	B0CCRZSM7X Ribbli Antique Gold Velvet Ribbc		\$12.34
	E 12 020	298 023	301 401	B0CLDHPYMW Homiest Sage Green Satin Fab		\$18.99
	E 12 020	298 023	301 401	B0CRY8XV3 VACVELT Charmeuse Satin Fab		\$14.98
	E 12 020	298 023	301 401	B0D7BM13H9 Royal Blue Satin Fabric 5 Yards :		\$18.98
	E 12 020	298 023	301 401	B0D7BMGRGW Burgundy Silk Satin Fabric 5 Y		\$18.98

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19900	4295		AMAZON CAPITAL SERVICES		Check
	E 12	020	298	023 301 401	B0D7BQ4CQS Light Blue Silk Satin Fabric 5 Ya	\$15.19
	E 12	020	298	023 301 401	B0D7BS76LZ Teal Silk Satin Fabric 5 Yards 55"	\$18.98
	E 12	020	298	023 301 401	B0DDBWCVYP Entisn Minky Fabric by The Ya	\$11.99
	E 12	020	298	023 301 401	B0DHJ98DZ9 Decorae Fake Stuffed Owl Figure	\$23.74
	E 12	020	298	023 301 401	B0DHFV15ZBF 10 Pack Glitter Foam Sheets Crz	\$6.99
	E 12	020	298	023 301 401	B0DMJPBCYP COSIMIXO 4-Pack Black Gaffer	\$55.50
	E 12	020	298	023 301 401	B0F83SJD4 Greek Key Ribbon 25 Yard 3/4" W	\$12.99
	E 12	020	298	023 301 401	B0FCFQM9D9 Vovii Laurel Wreath Crown for W	\$5.99
	E 12	020	298	023 301 401	Amazon Shipping Charge	\$0.00
PO#: 6610	Voucher #:	47207	Invoice	Invoice No: 16VF-WJG-GWLL	10/9/2025	Paid Amt: \$675.50 Check Amount: \$1,105.25
ACT	19901	3430		AMY SCHOENROCK		Check
	E 12	020	296	034 301 401	Reimbursement GBB Team Supplies	\$39.41
PO#:	Voucher #:	47200	Invoice	Invoice No: 09.30.2025	10/9/2025	Paid Amt: \$39.41 Check Amount: \$39.41
ACT	19902	2133		BERNICK'S		Check
	E 12	020	298	018 301 401	POP PAYMENT	\$810.00
PO#:	Voucher #:	47196	Invoice	Invoice No: 10407559	10/9/2025	Paid Amt: \$810.00 Check Amount: \$810.00
ACT	19903	2137		Deep Portage		Check
	E 12	020	298	022 301 369	FIELD TRIP	\$9,088.00
PO#:	Voucher #:	47195	Invoice	Invoice No: 3755	10/9/2025	Paid Amt: \$9,088.00 Check Amount: \$9,088.00
ACT	19904	2135		GRANITE CITY JOBBING		Check
	E 12	020	298	018 301 401	CONCESSIONS PRODUCTS	\$454.63
PO#:	Voucher #:	47194	Invoice	Invoice No: 483623	10/9/2025	Paid Amt: \$454.63 Check Amount: \$454.63
ACT	19905	3921		JENNIFER ALBRIGHT		Check
	E 12	020	296	034 301 401	Reimbursement GBB Team Supplies	\$164.98
PO#:	Voucher #:	47201	Invoice	Invoice No: 09.30.2025	10/9/2025	Paid Amt: \$164.98 Check Amount: \$164.98
ACT	19906	2496		MICHAEL MARSCHEL		Check
	E 12	020	292	020 301 401	CC SNACKS FOR TEAM	\$86.50
PO#:	Voucher #:	47199	Invoice	Invoice No: 09.20.2025	10/9/2025	Paid Amt: \$86.50 Check Amount: \$86.50

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Amount
ACT	19907	4242		RADEMACHER COMPANIES, INC.		Check	
			E 12 020 292	020 301 401 Cross Country Snacks			\$6.13
PO#:	Voucher #:	47208	Invoice	Invoice No: 00131276	10/9/2025	Paid Amt:	\$6.13
PO#:	Voucher #:	47215	Invoice	Invoice No: 00228809	10/9/2025	Paid Amt:	\$5.90
PO#:	Voucher #:	47217	Invoice	Invoice No: 00233248	10/9/2025	Paid Amt:	\$7.49
PO#:	Voucher #:	47218	Invoice	Invoice No: 00407495	10/9/2025	Paid Amt:	\$7.10
PO#:	Voucher #:	47214	Invoice	Invoice No: 00227384	10/9/2025	Paid Amt:	\$5.85
PO#:	Voucher #:	47213	Invoice	Invoice No: 00419488	10/9/2025	Paid Amt:	\$3.03
PO#:	Voucher #:	47210	Invoice	Invoice No: 00415743	10/9/2025	Paid Amt:	\$4.51
PO#:	Voucher #:	47216	Invoice	Invoice No: 00031718	10/9/2025	Paid Amt:	\$4.15
PO#:	Voucher #:	47211	Invoice	Invoice No: 00416719	10/9/2025	Paid Amt:	\$4.88
PO#:	Voucher #:	47209	Invoice	Invoice No: 00224159	10/9/2025	Paid Amt:	\$4.98
PO#:	Voucher #:	47212	Invoice	Invoice No: 00226732	10/9/2025	Paid Amt:	\$5.53
PO#:	Voucher #:	47219	Invoice	Invoice No: 00221120	10/9/2025	Paid Amt:	\$4.64
						Paid Amt:	\$64.19
ACT	19908	2577		SYSCO WESTERN MN, INC.		Check	
			E 12 020 298	022 301 369 Deep Portage Cookies			\$62.06
PO#:	Voucher #:	47198	Invoice	Invoice No: 353003637B	10/9/2025	Paid Amt:	\$62.06
PO#:	Voucher #:	47197	Invoice	Invoice No: 353003644	10/9/2025	Paid Amt:	\$352.97
						Paid Amt:	\$352.97
						Paid Amt:	\$415.03
ACT	19909	4295		AMAZON CAPITAL SERVICES		Check	
			E 12 020 294	033 301 401 B09C1YLB2D Fittiva Bulk Cheerleader Socks Te			\$85.50
			E 12 020 294	033 301 401 Discount			(\$4.28)
PO#:	Voucher #:	47388	Invoice	Invoice No: 16T1-PR7M-6CR7	10/30/2025	Paid Amt:	\$81.22
			E 12 020 298	018 301 401 B07JHFSTKB Tositos Dips, Queso To Go Nach			\$353.90

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19909	4295		AMAZON CAPITAL SERVICES		Check
			E 12 020 298 018 301 401	Amazon Shipping Charge	10/30/2025	\$0.00
PO#: 6634	Voucher #:	47408	Invoice	Invoice No: 1FHF-T9QK-D3FH	10/30/2025	Paid Amt: \$353.90
		E 12 020 298 038 301 401		B0B2KSJBR4 Canon RF-S18-150mm F3.5-6.3		\$539.99
		E 12 020 298 038 301 401		B0CJVP9HQG Canon EOS R10 Mirrorless Can		\$2,757.98
		E 12 020 298 038 301 401		B0CKM4ZF4Q SanDisk 32GB Ultra SDHC UHS		\$76.35
		E 12 020 298 038 301 401		Amazon Shipping Charge		\$0.00
PO#: 6648	Voucher #:	47429	Invoice	Invoice No: 1ML9-6WLN-9XDD	10/30/2025	Paid Amt: \$3,374.32
		E 12 020 298 023 301 401		B00MNV8E0C Amazon Basics 48-Pack AA Alke		\$26.86
		E 12 020 298 023 301 401		B0189X11P2 Gearlux DMX Cable, 3 Pin, Male to		\$25.21
		E 12 020 298 023 301 401		B01B8R6V2E Amazon Basics AAA Alkaline Higl		\$22.89
		E 12 020 298 023 301 401		B011R1SUEG BLACK DECKER 20V MAX Corc		\$99.99
		E 12 020 298 023 301 401		B08YMM2VPZ PH PandaHall 59 Feet Gold Cor		\$8.69
		E 12 020 298 023 301 401		B09CD7S99H PH PandaHall 5mm Decorative F		\$9.39
		E 12 020 298 023 301 401		B0B4SM5KLN Czor DMX Cable 3.9 ft, 6 Pack		\$22.53
		E 12 020 298 023 301 401		B0BB5ZBT42 Vconerus LED Desk Lamp with C		\$16.99
		E 12 020 298 023 301 401		B0BGM6ZQ9H LED Wall Washer Light, 336 LE		\$201.36
		E 12 020 298 023 301 401		B0BYJ9QXL7 Ribbli Brown Velvet Ribbon Doubl		\$24.68
		E 12 020 298 023 301 401		B0CRYKPL14 VACVELT Charmeuse Satin Fabi		\$24.64
		E 12 020 298 023 301 401		B0CWKWYQYK VitalCozy 59" x 30 yd Unbleac		\$75.99
		E 12 020 298 023 301 401		B0CZZ6VNV4 Cable Matters 2-Pack 3 Pin to 5 I		\$14.84
		E 12 020 298 023 301 401		B0F441H88L MECCANIXITY Twisted Cord Trin		\$5.59
		E 12 020 298 023 301 401		B0FBVMV1K4 Baquiler 4 Pcs Halloween 3D Fak		\$38.99
PO#: 6633	Voucher #:	47430	Invoice	Invoice No: 1X6T-LN9D-NYM6	10/30/2025	Paid Amt: \$618.64
		E 12 020 298 023 301 401		B0CR3XCDT6 OLYCRAFT 10.9 Yards Jacquar		\$27.98
		E 12 020 298 023 301 401		B0FH9LX1PK SightYoung Men 3D Fake Abs T-;		\$29.50
PO#: 6633	Voucher #:	47431	Invoice	Invoice No: 1MMP-FFWY-4PTF	10/30/2025	Paid Amt: \$57.48
		E 12 020 298 041 301 401		B004YGQK5K JOLLY RANCHER Assorted Fru		\$4.00
		E 12 020 298 041 301 401		B07NY2DXM6 9" Aluminum Foil Pie Tins (25 Pa		\$15.99
		E 12 020 298 041 301 401		B07V9JF5CL Crown Awards Personalized Hallo		\$29.99
		E 12 020 298 041 301 401		B0CWNBX2W7 VOISEN Rain Ponchos for Adl		\$13.29
		E 12 020 298 041 301 401		Amazon Shipping Charge		\$25.99
PO#: 6652	Voucher #:	47432	Invoice	Invoice No: 143P-FT4T-JHLD	10/30/2025	Paid Amt: \$89.26
						Check Amount: \$4,574.82

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
ACT	19910	2133		BERNICK'S		Check	
			E 12 020 298 018 301 401	POP PAYMENT			
PO#:	Voucher #:	47435	Invoice	Invoice No: 10410350	10/30/2025	Paid Amt:	\$436.32
						Check Amount:	\$436.32
ACT	19911	2135		GRANITE CITY JOBBING		Check	
			E 12 020 298 018 301 401	CONCESSIONS PRODUCTS			
PO#:	Voucher #:	47381	Invoice	Invoice No: 485551	10/30/2025	Paid Amt:	\$411.92
						Check Amount:	\$411.92
ACT	19912	3782		NATIONAL FFA ORGANIZATION		Check	
			E 12 020 298 030 301 401	National Registration			
PO#:	Voucher #:	47387	Invoice	Invoice No: CNR89280	10/30/2025	Paid Amt:	\$970.00
						Check Amount:	\$970.00
ACT	19913	5113		Porta Phone Company Inc		Check	
			E 12 020 294 033 301 401	DBx Single Switch			
PO#:	Voucher #:	47382	Invoice	Invoice No: 25PP6992	10/30/2025	Paid Amt:	\$850.00
						Check Amount:	\$850.00
ACT	19914	4242		RADEMACHER COMPANIES, INC.		Check	
			E 12 020 298 030 301 401	Milk Quality Practice Materials			
PO#:	Voucher #:	47385	Invoice	Invoice No: 002-00430834	10/30/2025	Paid Amt:	\$20.95
						Check Amount:	\$20.95
			E 12 020 298 030 301 401	Milk Quality Practice Materials			
PO#:	Voucher #:	47386	Invoice	Invoice No: 001-00234782	10/30/2025	Paid Amt:	\$20.85
						Check Amount:	\$20.85
			E 12 020 292 020 301 401	Cross Country Snacks			
PO#:	Voucher #:	47383	Invoice	Invoice No: 002-00430849	10/30/2025	Paid Amt:	\$5.65
						Check Amount:	\$5.65
ACT	19915	2577		SYSCO WESTERN MN, INC.		Check	
			E 12 020 298 018 301 401	Concessions			
PO#:	Voucher #:	47380	Invoice	Invoice No: 353015698	10/30/2025	Paid Amt:	\$775.53
						Check Amount:	\$775.53
ACT	19916	3035		X-GRAIN SPORTSWEAR		Check	
			E 12 020 296 034 301 401	Team Clothing			
PO#:	Voucher #:	47384	Invoice	Invoice No: WS126935	10/30/2025	Paid Amt:	\$1,880.00
						Check Amount:	\$1,880.00
LAF	1766			BMO HARRIS BANK		Wire	
			E 01 020 292 000 000 401	Tax Refund			
PO#:	Voucher #:	47289	Credit	Invoice No: 08.29.2025	10/17/2025	Paid Amt:	(\$4.84)

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	
LAF	1766			BMO HARRIS BANK		Wire		
		E 01 005 110 000 000 305		Sam's Club Renewal			\$110.00	
PO#:	Voucher #:	47290	Invoice	Invoice No: 09.01.2025	10/17/2025	Paid Amt:	\$110.00	
		E 01 005 760 000 720 350		Bus Repair Allstate of Alexandria			\$393.44	
PO#:	Voucher #:	47291	Invoice	Invoice No: 3503136017	10/17/2025	Paid Amt:	\$393.44	
		E 12 020 298 018 301 401		Concession Supplies Sam's Club			\$82.06	
PO#:	Voucher #:	47292	Invoice	Invoice No: 09.03.2025	10/17/2025	Paid Amt:	\$82.06	
		E 01 020 301 000 628 433		Dewalt Cordless Framing Nailer			\$798.00	
PO#: 6557	Voucher #:	47293	Invoice	Invoice No: 09.05.2025	10/17/2025	Paid Amt:	\$798.00	
		E 01 020 301 322 830 433		Misc. Blanket PO Walmart			\$152.96	
PO#: 6549	Voucher #:	47294	Invoice	Invoice No: 09.11.2025	10/17/2025	Paid Amt:	\$152.96	
		E 01 020 260 000 000 430		Rain gauge			\$42.00	
		E 01 020 260 000 000 430		Shipping			\$8.75	
PO#: 6603	Voucher #:	47295	Invoice	Invoice No: 09.18.2025	10/17/2025	Paid Amt:	\$50.75	
		E 01 020 050 000 000 401		Dutch Maid Bakery			\$67.80	
PO#: 6622	Voucher #:	47296	Invoice	Invoice No: 09.23.2025	10/17/2025	Paid Amt:	\$67.80	
		E 01 020 050 000 000 401		Water 40 pack			\$5.88	
PO#: 6622	Voucher #:	47297	Invoice	Invoice No: 9.23.2025	10/17/2025	Paid Amt:	\$5.88	
		E 01 020 240 000 000 430		Wrist Guards			\$149.95	
		E 01 020 240 000 000 430		Helmets			\$199.75	
PO#: 6560	Voucher #:	47298	Invoice	Invoice No: 2989911	10/17/2025	Paid Amt:	\$349.70	
		E 12 020 294 033 301 401		Pizza's for Fundraisers 10 Spot			\$154.50	
PO#:	Voucher #:	47299	Invoice	Invoice No: 09/23/2025	10/17/2025	Paid Amt:	\$154.50	
		E 01 020 640 000 316 366		MCTLC conference registration (presenter rate)			\$50.00	
PO#: 6602	Voucher #:	47300	Invoice	Invoice No: 09.24.2025	10/17/2025	Paid Amt:	\$50.00	
		E 01 020 292 000 000 530		Pizza Warmer			\$749.00	
PO#: 6627	Voucher #:	47301	Invoice	Invoice No: 116562695	10/17/2025	Paid Amt:	\$749.00	
		E 12 020 298 093 301 401		Homecoming BBQ Supplies			\$626.15	
PO#:	Voucher #:	47302	Invoice	Invoice No: 09.25.2025	10/17/2025	Paid Amt:	\$626.15	
		E 01 020 640 000 316 366		IXL Workshop			\$258.00	
PO#: 6559	Voucher #:	47287	Invoice	Invoice No: 08.28.2025	10/17/2025	Paid Amt:	\$258.00	
		E 01 020 292 000 000 401		Supplies MSHSL			\$70.42	
PO#:	Voucher #:	47288	Invoice	Invoice No: 8.28.2025	10/17/2025	Paid Amt:	\$70.42	
							Check Amount:	\$3,913.82

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	1346			MINNESOTA POWER		Wire	
		E 01 010 810 000 000 331		Acct 4015125490 Electric	10/10/2025		\$3,234.66
PO#:	Voucher #:	47231	Invoice	Invoice No: 401250926641		Paid Amt:	\$3,234.66
						Check Amount:	\$3,234.66
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810 000 000 331		Acct 811180000 Elect	10/10/2025		\$395.31
PO#:	Voucher #:	47232	Invoice	Invoice No: 811614649803		Paid Amt:	\$395.31
						Check Amount:	\$395.31
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810 000 000 331		Acct 5091115490 MS/HS	10/10/2025		\$11,864.49
PO#:	Voucher #:	47233	Invoice	Invoice No: 509774959076		Paid Amt:	\$11,864.49
						Check Amount:	\$11,864.49
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810 000 000 331		Acct 6691032130 Elect	10/10/2025		\$48.72
PO#:	Voucher #:	47234	Invoice	Invoice No: 669281840121		Paid Amt:	\$48.72
						Check Amount:	\$48.72
PCB	1346			MINNESOTA POWER		Wire	
		E 01 020 810 000 000 331		Acct 0191115490	10/10/2025		\$135.85
PO#:	Voucher #:	47235	Invoice	Invoice No: 019677306273		Paid Amt:	\$135.85
						Check Amount:	\$135.85
PCB	4614			WEX		Wire	
		B 01 215 082		Flex	10/17/2025		\$69.10
PO#:	Voucher #:	47273	Invoice	Invoice No: 10.01.2025		Paid Amt:	\$69.10
						Check Amount:	\$69.10
PCB	4614			WEX		Wire	
		B 01 215 082		Flex	10/17/2025		\$20.00
PO#:	Voucher #:	47274	Invoice	Invoice No: 10.03.2025		Paid Amt:	\$20.00
						Check Amount:	\$20.00
PCB	4614			WEX		Wire	
		B 01 215 082		Flex	10/17/2025		\$39.55
PO#:	Voucher #:	47275	Invoice	Invoice No: 10.05.2025		Paid Amt:	\$39.55
						Check Amount:	\$39.55
PCB	4614			WEX		Wire	
		B 01 215 082		Daycare	10/17/2025		\$1,075.00
PO#:	Voucher #:	47276	Invoice	Invoice No: 10.06.2025		Paid Amt:	\$1,075.00
						Check Amount:	\$1,075.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	4614			WEX		Wire	
		B 01	215	082			\$28.73
PO#:	Voucher #:	47277	Invoice	Invoice No:	10.12.2025	Paid Amt:	\$28.73
						Check Amount:	\$28.73
PCB	4614			WEX		Wire	
		B 01	215	082			\$110.00
PO#:	Voucher #:	47278	Invoice	Invoice No:	10.13.2025	Paid Amt:	\$110.00
						Check Amount:	\$110.00
PCB	4614			WEX		Wire	
		B 01	215	084			\$6,760.77
		B 02	215	084			\$45.00
		B 04	215	084			\$140.84
PO#:	Voucher #:	47239	Invoice	Invoice No:	S2026070	Paid Amt:	\$6,946.61
						Check Amount:	\$6,946.61
PCB	4614			WEX		Wire	
		B 01	215	082			\$51.89
PO#:	Voucher #:	47303	Invoice	Invoice No:	10.19.2025	Paid Amt:	\$51.89
						Check Amount:	\$51.89
PCB	4614			WEX		Wire	
		B 01	215	082			\$375.00
PO#:	Voucher #:	47350	Invoice	Invoice No:	10.20.2025	Paid Amt:	\$375.00
						Check Amount:	\$375.00
PCB	4614			WEX		Wire	
		B 01	215	082			\$368.00
PO#:	Voucher #:	47417	Invoice	Invoice No:	10.23.2025	Paid Amt:	\$368.00
						Check Amount:	\$368.00
PCB	4614			WEX		Wire	
		B 01	215	082			\$73.17
PO#:	Voucher #:	47443	Invoice	Invoice No:	10.30.2025	Paid Amt:	\$73.17
						Check Amount:	\$73.17
PCB	1096			COMMISSIONER OF REVENUE		Wire	
		B 01	215	013			\$9,973.21
		B 02	215	013			\$466.64
		B 04	215	013			\$358.91
PO#:	Voucher #:	47243	Invoice	Invoice No:	S2026070	Paid Amt:	\$10,798.76
						Check Amount:	\$10,798.76

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01	215	010		FICA	\$43,629.52
		B 02	215	010		FICA	\$2,460.74
		B 04	215	010		FICA	\$2,163.44
		B 01	215	011		Federal Tax	\$17,787.69
		B 02	215	011		Federal Tax	\$640.38
		B 04	215	011		Federal Tax	\$377.95
PO#:	Voucher #:	47252	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$67,059.72
						Check Amount:	\$67,059.72
PCB	1415			PERA		Wire	
		B 01	215	017		PERA	\$15,844.84
		B 02	215	017		PERA	\$2,280.16
		B 04	215	017		PERA	\$940.10
PO#:	Voucher #:	47242	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$19,065.10
						Check Amount:	\$19,065.10
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
		B 01	215	005		Tax Ann	\$1,310.53
PO#:	Voucher #:	47248	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$1,310.53
		B 01	215	005		Tax Ann	\$9,822.65
		B 04	215	005		Payroll Deductions	\$99.06
PO#:	Voucher #:	47249	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$9,921.71
		B 01	215	005		Tax Ann	\$145.84
PO#:	Voucher #:	47250	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$145.84
		B 01	215	005		Tax Ann	\$237.50
PO#:	Voucher #:	47251	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$237.50
		B 01	215	005		Tax Ann	\$391.85
PO#:	Voucher #:	47246	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$391.85
		B 01	215	005		Tax Ann	\$137.50
PO#:	Voucher #:	47247	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$137.50
						Check Amount:	\$12,144.93
PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
		B 01	215	018		TRA	\$34,479.51
		B 04	215	018		TRA	\$1,413.32
PO#:	Voucher #:	47245	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$35,892.83
						Check Amount:	\$35,892.83
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01	215	010		FICA	\$44,572.88

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 02	215	010	FICA		\$2,473.00
		B 04	215	010	FICA		\$2,131.38
		B 01	215	011	Federal Tax		\$18,482.57
		B 02	215	011	Federal Tax		\$644.84
		B 04	215	011	Federal Tax		\$381.78
PO#:	Voucher #:	47462	Invoice	Invoice No: S2026080	10/31/2025	Paid Amt:	\$68,686.45
						Check Amount:	\$68,686.45
PCB	1346			MINNESOTA POWER		Wire	
		E 01	020	810 000 000 331	Acct 0191115490		\$184.51
PO#:	Voucher #:	47465	Invoice	Invoice No: 019822888077	10/31/2025	Paid Amt:	\$184.51
						Check Amount:	\$184.51
PCB	3113			REPUBLIC SERVICES #891		Wire	
		E 01	005	810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,113.89
PO#:	Voucher #:	47466	Invoice	Invoice No: 0891-001478411	10/31/2025	Paid Amt:	\$1,113.89
		E 01	005	810 000 000 330	WASTE MANAGEMENT SERVICE		\$814.13
PO#:	Voucher #:	47467	Invoice	Invoice No: 0891-001478412	10/31/2025	Paid Amt:	\$814.13
						Check Amount:	\$1,928.02
PCB	4614			WEX		Wire	
		E 01	005	110 000 000 305	WEX monthly service fee		\$205.00
PO#:	Voucher #:	47468	Invoice	Invoice No: 0002243066-IN	10/31/2025	Paid Amt:	\$205.00
						Check Amount:	\$205.00
PCB	78613	2550		SKYWARD USERS OF MINNESOTA		Check	
		E 01	005	640 000 316 366	SKYWARD CONFERENCE Lemm, Koll, Hofste		\$1,175.00
PO#:	Voucher #:	46960	Invoice	Invoice No: 225LEM56373	10/1/2025	Paid Amt:	\$1,175.00
						Check Amount:	\$1,175.00
PCB	78614	5126		Weizenegger Engel Insurance		Check	
		E 01	005	940 000 000 340	Cyber Renewal Premium & Fees		\$3,900.00
PO#:	Voucher #:	47046	Invoice	Invoice No: 09.18.2025	10/2/2025	Paid Amt:	\$3,900.00
						Check Amount:	\$3,900.00
PCB	78615	3181		ALAN FUERSTENBERG		Check	
		E 01	020	296 058 000 305	Volleyball Official Cathedral		\$135.00
PO#:	Voucher #:	47040	Invoice	Invoice No: 08.27.2025	10/2/2025	Paid Amt:	\$135.00
						Check Amount:	\$135.00
PCB	78616	4295		AMAZON CAPITAL SERVICES		Check	
		E 01	010	203 210 000 430	B00272N8L2 Melissa & Doug Primary Lacing Bk		\$11.49

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78616	4295		AMAZON CAPITAL SERVICES		Check	
	E 01	010	203	210	000	430	\$80.97
	E 01	010	203	210	000	430	\$19.60
	E 01	010	203	210	000	430	\$18.50
	E 01	010	203	210	000	430	\$14.43
	E 01	010	203	210	000	430	\$13.20
	E 01	010	203	210	000	430	\$15.99
	E 01	010	203	210	000	430	\$27.77
	E 01	010	203	210	000	430	\$29.98
	E 01	010	203	210	000	430	\$31.90
	E 01	010	203	210	000	430	\$16.14
	E 01	010	203	210	000	430	\$18.38
	E 01	010	203	210	000	430	\$28.99
	E 01	010	203	210	000	430	\$28.49
	E 01	010	203	210	000	430	\$10.99
	E 01	010	203	210	000	430	\$39.38
	E 01	010	203	210	000	430	\$99.98
	E 01	010	203	210	000	430	\$21.85
	E 01	010	203	210	000	430	\$53.95
	E 01	010	203	210	000	430	\$8.98
	E 01	010	203	210	000	430	\$16.19
	E 01	010	203	210	000	430	\$47.97
	E 01	010	203	210	000	430	\$13.59
	E 01	010	203	210	000	430	\$51.61
	E 01	010	203	210	000	430	\$29.04
	E 01	010	203	210	000	430	\$17.95
	E 01	010	203	210	000	430	\$8.99
	E 01	010	203	210	000	430	\$9.99
	E 01	010	203	210	000	430	\$7.99
	E 01	010	203	210	000	430	\$13.96
	E 01	010	203	210	000	430	\$19.59
	E 01	010	203	210	000	430	\$11.99
	E 01	010	203	210	000	430	\$7.91
	E 01	010	203	210	000	430	\$19.99
	E 01	010	203	210	000	430	\$9.99
	E 01	010	203	210	000	430	\$23.99
	E 01	010	203	210	000	430	\$24.99

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78616	4295		AMAZON CAPITAL SERVICES		Check
	E 04	005	582	000 344 430	B0007L1VLO BIC Xtra-Sparkle Number 2 Mech	\$4.47
	E 04	005	582	000 344 430	B000DZ9XGO Oxford Two-Pocket Folders, Assi	\$9.20
	E 04	005	582	000 344 430	B00IEBOEPE 60 Scholastic Easy Leveled Read	\$26.72
	E 04	005	582	000 344 430	B072JW6NQT 260 Pieces Colorful Glitter Foam	\$6.74
	E 04	005	582	000 344 430	B07DFJWZ6X 3200 Stickers for Kids, 3D Puffy	\$8.97
	E 04	005	582	000 344 430	B089CSMD8T Daily Schedule Pocket Chart Edt	\$9.49
	E 04	005	582	000 344 430	B08BFYBTKY TBC The Best Crafts Paint Stick	\$8.99
	E 04	005	582	000 344 430	B0C53FY2P 20 Pcs Paint Brushes for Kids, Ri	\$6.98
	E 04	005	582	000 344 430	B0C8SXJRF3 Shuttle Art Dot Markers, 20 Color	\$15.98
	E 04	005	582	000 344 430	B0D1TWFNBL VEESA Sidewalk Chalk for Kids	\$17.09
	E 04	005	582	000 344 430	B0D3DHYQCY LCY WEDSHI Playdough Tool S	\$9.98
	E 04	005	582	000 344 430	B0DSPMFXZV Stickers for Kids - 48 Sheets Me	\$7.59
	E 04	005	582	000 344 430	B0F7M32CD4 48 Pcs Crayon Name Tags Back	\$7.99
	E 04	005	582	000 344 430	B0FLX6G8B6 Middle Size Alphabet Learning Pc	\$33.99
	E 04	005	582	000 344 430	Discount	(\$0.54)
PO#: 6501	Voucher #:	46975	Invoice	Invoice No: 1VLP-4NV6-1V3V	10/2/2025	Paid Amt: \$1,100.33
	E 01	005	110	000 000 401	B0751S46TS Command Medium Refill Strips, 3	\$10.07
	E 01	005	110	000 000 401	B0838BK92S Dunwell Plastic Folders with Pock	\$6.60
	E 01	005	110	000 000 401	B0838BTF2F Dunwell Plastic Folders with Pock	\$6.95
	E 01	005	110	000 000 401	B0838C99TX Dunwell Plastic Folders with Pock	\$8.95
	E 01	005	110	000 000 401	Amazon Shipping Charge	\$0.00
PO#: 6599	Voucher #:	46962	Invoice	Invoice No: 17DY-VV17-47VL	10/2/2025	Paid Amt: \$32.57
	E 01	005	690	690 000 456	B0DXJQT19B Anker USB C Hub, 7-in-1 Multi-P	\$199.90
	E 01	005	690	690 000 456	Amazon Shipping Charge	\$0.00
PO#: 6576	Voucher #:	46968	Invoice	Invoice No: 1X61-PW7M-49DQ	10/2/2025	Paid Amt: \$199.90
	E 04	005	582	000 344 430	B0FJ81S3C8 Alphabet Learning Pocket Chart- L	\$16.99
	E 04	005	582	000 344 430	Amazon Shipping Charge	\$1.99
PO#: 6501	Voucher #:	46976	Invoice	Invoice No: 1FQ9-W3DD-1QFX	10/2/2025	Paid Amt: \$18.98
	E 01	010	203	210 000 430	B074L8RV1F Melissa & Doug Examine and Tre:	\$32.99
	E 01	010	203	210 000 430	B09SLRX7V7 Tiny Land 110PCS Wooden Train	\$59.99
	E 01	010	203	210 000 430	B09SVTHJ4G Learning Resources All About Me	\$50.07
	E 01	010	203	210 000 430	B09VC2CCK7 Dinosaur Sensory Bin,Dinosaur T	\$20.69
	E 01	010	203	210 000 430	B0B8D4JZN4 10 in 1 STEM Toys for 4 5 6 7 8	\$25.64
	E 01	010	203	210 000 430	B0BRYP9WYT KRAFUN Safari Animal Preschc	\$19.99
	E 01	010	203	210 000 430	B0BTKLT54J Beblox Building Blocks for Kids -	\$27.99
	E 01	010	203	210 000 430	BOCH7TXQQJ Squishy Sensory Toys for Kids T	\$8.99

Detail Payment Register By Check
 Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:
PCB	78616	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	010 203 210 000 430	B0D8KVQZHM NIPLOOW Magnetic Fishing	\$21.99	
			E 01	010 203 210 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6502	Voucher #:	46977	Invoice	Invoice No: 1WJX-6XJV-1XLF	10/2/2025		\$268.34
			E 01	005 810 000 000 401	B0CNSFT5B2 Lithonia Lighting EXRG B EL M6	\$94.96	
			E 01	005 810 000 000 401	B0D97XG73J TAISHER 5PCS 304 Stainless St	\$18.69	
			E 01	005 810 000 000 401	Amazon Shipping Charge	\$0.00	
PO#: 6581	Voucher #:	46978	Invoice	Invoice No: 1L3J-PPKP-43CJ	10/2/2025		\$113.65
			E 01	010 203 000 000 401	B07VYJTPL9 Amazon Basics Full-strip Metal O	\$10.76	
			E 01	010 201 000 000 430	B08GC7FQMS Gamenote 30 Pack Dry Erase P	\$17.99	
			E 01	010 201 000 000 430	Amazon Shipping Charge	\$0.00	
PO#: 6595	Voucher #:	46965	Invoice	Invoice No: 1WQQ-Y(YR-4NCT	10/2/2025		\$28.75
			E 01	020 212 000 000 430	B0008GNX9G Pacon Heavyweight Tagboard, 1£	\$21.99	
			E 01	020 212 000 000 430	B000F8XHOI Pacon Drawing Paper P4742, Wh	\$26.61	
			E 01	020 212 000 000 430	B000YQKLU0 Mod Podge Waterbase Sealer, Gl	\$44.52	
			E 01	020 212 000 000 430	B00347A8E4 Scotch Masking Tape, 3 Rolls, 0.7	\$7.42	
			E 01	020 212 000 000 430	B003Y7C9FK UCreate Mixed Media Art Paper, 1	\$30.99	
			E 01	020 212 000 000 430	B0042SW SW4 Sax True Flow Heavy Body Acry	\$40.78	
			E 01	020 212 000 000 430	B004GIIZCW Prismacolor Scholar Colored Pen	\$103.50	
			E 01	020 212 000 000 430	B009D9Y6SG Elmer's Disappearing Purple Sch	\$16.58	
			E 01	020 212 000 000 430	B00OBC4CU2 AdTech Hot Glue Sticks, 4 Inch I	\$20.49	
			E 01	020 212 000 000 430	B015FP6ODQ Canson XL Series Bristol Paper,	\$31.24	
			E 01	020 212 000 000 430	B06XT28QDM CloroxPro Clorox Disinfecting W	\$94.99	
			E 01	020 212 000 000 430	B07GBG4VG6 2-Pack - Canson XL Series Brist	\$20.46	
			E 01	020 212 000 000 430	B09WHP1FC4 1 inch Flat Paint Brushes for Ac	\$11.99	
			E 01	020 212 000 000 430	B0BG431Y3R Mini Hot Glue Gun Set for Class	\$25.49	
			E 01	020 212 000 000 430	B0BJF17JSB Jexine 20 Pcs 5.5" x 8.5" Top Spir	\$30.99	
			E 01	020 212 000 000 430	B0CN316FJQ 120 Sheets Watercolor Paper 8.5	\$34.99	
			E 01	020 212 000 000 430	B0CXDBDGN4 Decorably 15 Famous Art Poste	\$15.99	
			E 01	020 212 000 000 430	B0D2MYS9Y2 5M BOX Color Theory Quick Ref	\$14.95	
			E 01	020 212 000 000 430	B0DCVFMZ9C Mixed Media Paper 60 Sheets, S	\$24.69	
			E 01	020 212 000 000 430	B0DK1KPKF1 unuaST Acrylic Paint Sets for Ad	\$33.99	
			E 01	020 212 000 000 430	B0FDQW3MV Ealyder Tape 4 Rolls Blue Pain	\$5.99	
			E 01	020 212 000 000 430	Amazon Shipping Charge	\$39.99	
PO#: 6572	Voucher #:	46970	Invoice	Invoice No: 14GC-WJG3-3WLT	10/2/2025		\$638.63
			E 01	020 230 000 000 430	1086843061 Perry el perezoso (Spanish Edition)	\$8.50	
			E 01	020 230 000 000 430	1957729244 The Big Book of Tiny Daily Reading	\$19.99	

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78616	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	020 230 000 000 430	B07CTGCRHP ECR4Kids The Surf Portable La		\$69.98
			E 01	020 230 000 000 430	B097QWJ7L4 Round Sticky Notes 8 Color Brigit		\$6.99
			E 01	020 230 000 000 430	B0BY829N4K 4000 PCS 3/4" Colored Dot Stick		\$9.49
			E 01	020 230 000 000 430	B0C89GRPRX Heart Sticky Notes 3x3 in, 8 Pad		\$6.53
			E 01	020 230 000 000 430	B0CCR7JYVM Wireless Presentation Clicker Pr		\$15.19
			E 01	020 230 000 000 430	B0F9LMG6D1 Tengo Miedo: 13 Spine-Tingling		\$8.00
			E 01	020 230 000 000 430	B0FKBL6ZFX Carlos lee (Soy Carlos) (Spanish		\$9.00
			E 01	020 230 000 000 430	B0FKBPXGFY Carlos lee más (Soy Carlos) (Sp.		\$9.00
			E 01	020 230 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6538	Voucher #:		46971	Invoice	Invoice No: 1DXM-PNRG-6JKM		Paid Amt: \$162.67
		E 04	005 505 000 321 401	B0DCK23X6K RUN2PEAK Light Soft Volleyball	10/2/2025	\$100.20	
		E 04	005 505 000 321 401	Amazon Shipping Charge		\$0.00	
PO#: 6600	Voucher #:		46969	Invoice	Invoice No: 1WQQ-Y9YR-4MYG		Paid Amt: \$100.20
		E 01	005 810 000 000 401	B00DBSLOVM Sensor Switch NPODM-WH nLi	10/2/2025	\$264.82	
		E 01	005 810 000 000 401	Amazon Shipping Charge		\$5.00	
PO#: 6575	Voucher #:		46966	Invoice	Invoice No: 1JQH-HW9D-GH4X		Paid Amt: \$269.82
		E 01	020 211 000 000 430	B000F8XIP6 Pacon Super Value Poster Board, ;	10/2/2025	\$18.05	
		E 01	020 211 000 000 430	B00LH3DMUO Amazon Basics AAA Alkaline Hlt		\$11.62	
		E 01	020 211 000 000 430	B00MNV8EOC Amazon Basics 48-Pack AA Alka		\$13.43	
		E 01	020 211 000 000 430	B01DKSY7NY Graduated Cylinder, 25ml - Class		\$47.92	
		E 01	020 211 000 000 430	B0722NB764 Arm & Hammer Baking Soda, 1 P		\$15.48	
		E 01	020 211 000 000 430	B07G7CNCXF Dealmed 1000 ct. Cotton Balls f		\$14.99	
		E 01	020 211 000 000 430	B095YPLXRR Lawei 8 Pack Large Plastic Stora		\$57.58	
		E 01	020 211 000 000 430	B0CMW6QG1 IRIS USA Plastic Stacking Des		\$28.99	
		E 01	020 211 000 000 430	B0F9QH4L71 Sarah's Candy Factory 80 Oz Cai		\$28.85	
		E 01	020 211 000 000 430	Amazon Shipping Charge		\$39.99	
PO#: 6588	Voucher #:		46972	Invoice	Invoice No: 1LVH-JX7C-7QMP		Paid Amt: \$276.90
		E 01	020 230 000 000 430	B07CTGCRHP ECR4Kids The Surf Portable La	10/2/2025	\$104.97	
PO#: 6538	Voucher #:		46973	Invoice	Invoice No: 19KM-QNTK-61R7		Paid Amt: \$104.97
		E 01	020 050 000 000 401	B08Q7WHX3C EMSHOI Lined Journal Spiral N	10/2/2025	\$16.80	
		E 01	020 050 000 000 401	B0C1BBF4FL FLYING EAGLE 3 PCS Small Sp		\$7.99	
		E 01	020 050 000 000 401	Amazon Shipping Charge		\$0.00	
PO#: 6613	Voucher #:		46964	Invoice	Invoice No: 13MR-3VM6-4T3Q		Paid Amt: \$24.79
		E 01	010 203 210 000 430	B0CJJCZ5YS FRUSE Play Sand Farm Toys,Se	10/2/2025	\$27.89	
PO#: 6502	Voucher #:		46974	Invoice	Invoice No: 1WQM-XRNY-6CV1		Paid Amt: \$27.89
		E 01	020 211 000 000 401	B00006IFGP Sharpie King Size Permanent Mar	10/2/2025	\$29.98	

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78616	4295		AMAZON CAPITAL SERVICES		Check
			E 01	020 211 000 000 401	B000087KUA Scotch Heavy Duty Shipping Pact	\$16.48
			E 01	020 211 000 000 401	B002MGJZFE BIC Write-Out EZ Correct Tear-R	\$28.76
			E 01	020 211 000 000 401	B00G4CJ8GK Sharpie Permanent Markers Bulk	\$17.97
			E 01	020 211 000 000 401	B00HQFFEY2 King Arthur Gluten Free Classic	\$26.11
			E 01	020 211 000 000 401	B01MQDRJDM AVERY Marks-A-Lot Large Des	\$18.25
			E 01	020 211 000 000 401	B074XTRX7G Amazon Basics Sturdy Binder Cli	\$6.11
			E 01	020 211 000 000 401	B07NMPYYQB ParKoo Retractable Erasable Gt	\$11.98
			E 01	020 211 000 000 401	B07R8D1RHS Amazon Basics Sheet Protectors	\$5.99
			E 01	020 211 000 000 401	B07VRYX57R (24 Pack) Sticky Notes 3x3 in Po	\$15.55
			E 01	020 211 000 000 401	B07Y15F8LF ParKoo Retractable Erasable Gel I	\$11.98
			E 01	020 211 000 000 401	B09NRF48SQ Scissors Set of 6-Pack, 8" Sciss	\$7.64
			E 01	020 211 000 000 401	B0BPC4BYGL Eaasty 328 Yard Freezer Tape W	\$29.98
			E 01	020 211 000 000 401	Amazon Shipping Charge	\$0.00
PO#: 6614	Voucher #:	46963	Invoice	Invoice No: 1MCG-9367-FFGX	10/2/2025	Paid Amt: \$226.78
		E 01	005 810 000 000 401	B09ZZC82WF Antego Tire & Wheel 8" Matte Bli	\$119.03	
		E 01	005 810 000 000 401	B0FC1WTBHF JLD10-9 Lawn Mower Blade Sh	\$234.64	
		E 01	005 810 000 000 401	Amazon Shipping Charge	\$0.00	
PO#: 6587	Voucher #:	46967	Invoice	Invoice No: 1LVH-JX7C-671K	10/2/2025	Paid Amt: \$353.67
		E 01	020 211 000 000 401	PIC PostBase Standard Inkjet Cartridge Set-up I	\$149.00	Check Amount: \$3,948.84
		E 01	020 211 000 000 401	Shipping	\$17.03	
PO#:	Voucher #:	46961	Invoice	Invoice No: IN125242	10/2/2025	Paid Amt: \$166.03
		E 01	020 211 000 000 401	MD3Y4LL/A iPad Wi-Fi 128GB - Silver	\$658.00	Check Amount: \$166.03
PCB	78618	1025		APPLE INC.		Check
			E 01	005 690 690 000 466	MC03035332	\$658.00
PO#: 6582	Voucher #:	47038	Invoice	Invoice No: MC03035332	10/2/2025	Paid Amt: \$658.00
		E 01	005 690 690 000 455	U32J590UQN Samsung U32J590UQN - UJ59 :	\$316.19	Check Amount: \$658.00
PCB	78619	3344		GDW-GOVERNMENT		Check
			E 01	005 690 690 000 455	AF9M54A	\$316.19
PO#: 6579	Voucher #:	47037	Invoice	Invoice No: AF9M54A	10/2/2025	Paid Amt: \$316.19
		E 01	005 760 000 720 442	Fieldmaster Diesel	\$1,967.18	Check Amount: \$316.19
		E 01	005 760 000 720 442	Discount	(\$60.03)	
PCB	78620	1074		CENTRA SOTA COOPERATIVE		Check
			E 01	005 760 000 720 442	5451465	\$1,907.15
PO#:	Voucher #:	47015	Invoice	Invoice No: 5451465	10/2/2025	Paid Amt: \$1,907.15

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78620	1074		CENTRA SOTA COOPERATIVE		Check	
		E 01	005	760 000 720 442			\$1,027.39
		E 01	005	760 000 720 442			(\$36.51)
PO#:	Voucher #:	47014	Invoice	Invoice No: 5451530	10/2/2025	Paid Amt:	\$990.88
		E 01	005	760 000 720 442			\$1,244.42
		E 01	005	760 000 720 442			(\$44.86)
PO#:	Voucher #:	46994	Invoice	Invoice No: 5451466	10/2/2025	Paid Amt:	\$1,199.56
						Check Amount:	\$4,097.59
PCB	78621	4778		Craig Braun		Check	
		E 01	020	294 054 000 305			\$90.00
PO#:	Voucher #:	47042	Invoice	Invoice No: 09.19.2025	10/2/2025	Paid Amt:	\$90.00
						Check Amount:	\$90.00
PCB	78622	1215		HILLYARD INC		Check	
		E 01	005	810 000 000 350			\$238.46
PO#:	Voucher #:	47032	Invoice	Invoice No: 700677698	10/2/2025	Paid Amt:	\$238.46
		E 01	005	810 000 000 401			\$52.80
PO#:	Voucher #:	47033	Invoice	Invoice No: 605953016	10/2/2025	Paid Amt:	\$52.80
						Check Amount:	\$291.26
PCB	78623	1511		JOHNSON CONTROLS		Check	
		E 01	005	810 000 000 350			\$5,632.49
PO#:	Voucher #:	47035	Invoice	Invoice No: 24892100	10/2/2025	Paid Amt:	\$5,632.49
						Check Amount:	\$5,632.49
PCB	78624	1267		KEMPS, LLC		Check	
		E 02	005	770 000 701 495			\$520.65
PO#:	Voucher #:	46981	Invoice	Invoice No: 5954530	10/2/2025	Paid Amt:	\$520.65
		E 02	005	770 000 701 495			\$604.80
PO#:	Voucher #:	46984	Invoice	Invoice No: 5929658	10/2/2025	Paid Amt:	\$604.80
		E 02	005	770 000 701 495			\$503.70
PO#:	Voucher #:	46987	Invoice	Invoice No: 5941639	10/2/2025	Paid Amt:	\$503.70
		E 02	005	770 000 701 495			\$436.70
PO#:	Voucher #:	46988	Invoice	Invoice No: 5942307	10/2/2025	Paid Amt:	\$436.70
		E 02	005	770 000 701 495			\$537.60
PO#:	Voucher #:	46985	Invoice	Invoice No: 5930279	10/2/2025	Paid Amt:	\$537.60
		E 02	005	770 000 701 495			\$470.20
PO#:	Voucher #:	46980	Invoice	Invoice No: 5948780	10/2/2025	Paid Amt:	\$470.20
		E 02	005	770 000 701 495			\$319.05
PO#:	Voucher #:	46983	Invoice	Invoice No: 319.05	10/2/2025	Paid Amt:	\$319.05

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount
PCB	78624	1267		KEMPS, LLC		Check	
		E 02	005	770 000 701 495 MILK			\$336.00
PO#:	Voucher #:	46982	Invoice	Invoice No: 5948299	10/2/2025	Paid Amt:	\$336.00
PO#:	Voucher #:	46979	Invoice	Invoice No: 5952852	10/2/2025	Paid Amt:	\$369.30
PO#:	Voucher #:	46986	Invoice	Invoice No: 5934631	10/2/2025	Paid Amt:	\$302.50
						Check Amount:	\$4,400.50
PCB	78625	5125		Matthew Goodman		Check	
		E 01	020	294 054 000 305 JV FB Official Sauk Centre			\$90.00
PO#:	Voucher #:	47043	Invoice	Invoice No: 09.19.2025	10/2/2025	Paid Amt:	\$90.00
						Check Amount:	\$90.00
PCB	78626	4543		MICHAEL SOWADA		Check	
		E 01	020	294 054 000 305 JV FB Official Sauk Centre			\$90.00
PO#:	Voucher #:	47041	Invoice	Invoice No: 09.19.2025	10/2/2025	Paid Amt:	\$90.00
						Check Amount:	\$90.00
PCB	78627	3115		MID-MINNESOTA DRUG TESTING INC		Check	
		E 01	005	760 000 720 305 Drug Test			\$55.00
PO#:	Voucher #:	47034	Invoice	Invoice No: 19113	10/2/2025	Paid Amt:	\$55.00
						Check Amount:	\$55.00
PCB	78628	1331		MID-STATE EDUCATION DIST		Check	
		E 01	005	400 000 000 394 ADMIN			\$5,840.90
		E 01	010	412 450 740 396 ECSE			\$4,885.50
		E 01	010	412 450 740 397 ECSE			\$914.65
		E 01	005	405 450 740 396 HEAR IMPAIRED			\$1,678.14
		E 01	005	405 450 740 397 HEAR IMPAIRED			\$346.17
		E 01	005	420 450 740 396 OT/PT			\$3,460.86
		E 01	005	420 450 740 397 OT/PT			\$1,180.69
		E 01	005	420 450 740 396 APE			\$1,493.05
		E 01	005	420 450 740 397 APE			\$311.73
		E 01	010	401 450 740 396 SPEECH/LANGUAGE			\$11,464.17
		E 01	010	401 450 740 397 SPEECH/LANGUAGE			\$2,000.09
		E 01	005	420 450 740 396 Psych Service			\$5,626.49
		E 01	005	420 450 740 397 Psych Service			\$572.51

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78628	1331		MID-STATE EDUCATION DIST		Check	
		E 01	020	211 390 000 391	Telecommunication Access		\$1,896.60
PO#:	Voucher #:	47045	Invoice	Invoice No: 3971	10/2/2025	Paid Amt:	\$41,671.55
						Check Amount:	\$41,671.55
PCB	78629	4155		NOTABLE, INC.		Check	
		E 01	005	690 000 406	Kami Renewal		\$3,600.00
PO#: 6505	Voucher #:	47036	Invoice	Invoice No: Invoice-237552	10/2/2025	Paid Amt:	\$3,600.00
						Check Amount:	\$3,600.00
PCB	78630	1406		PAN-O-GOLD BAKING CO		Check	
		E 02	005	770 000 701 490	Bread		\$33.75
PO#:	Voucher #:	46990	Invoice	Invoice No: 10000125251006	10/2/2025	Paid Amt:	\$33.75
		E 02	005	770 000 701 490	Bread		\$260.25
PO#:	Voucher #:	46991	Invoice	Invoice No: 10000125258016	10/2/2025	Paid Amt:	\$260.25
		E 02	005	770 000 701 490	Bread		\$281.00
PO#:	Voucher #:	46992	Invoice	Invoice No: 10000125265012	10/2/2025	Paid Amt:	\$281.00
		E 02	005	770 000 701 490	Bread		\$90.00
PO#:	Voucher #:	46993	Invoice	Invoice No: 10000125265010	10/2/2025	Paid Amt:	\$90.00
						Check Amount:	\$665.00
PCB	78631	2191		PATRICK SCHNEIDER		Check	
		E 01	020	296 058 000 305	Volleyball Official Foley		\$135.00
PO#:	Voucher #:	47039	Invoice	Invoice No: 09.22.2025	10/2/2025	Paid Amt:	\$135.00
						Check Amount:	\$135.00
PCB	78632	4242		RADEMACHER COMPANIES, INC.		Check	
		E 04	005	505 000 321 401	Youth Enrichment Class Supplies		\$17.96
PO#:	Voucher #:	47016	Invoice	Invoice No: 001-00229830	10/2/2025	Paid Amt:	\$17.96
						Check Amount:	\$17.96
PCB	78633	1463		RICE HARDWARE HANK		Check	
		E 01	005	810 000 000 401	Adapter & Elbow		\$8.56
PO#:	Voucher #:	47017	Invoice	Invoice No: 37007/3	10/2/2025	Paid Amt:	\$8.56
		E 01	005	810 000 000 401	Pipe Joint Compound & other Custodial Supplies		\$85.74
PO#:	Voucher #:	47019	Invoice	Invoice No: 37002/3	10/2/2025	Paid Amt:	\$85.74
		E 01	005	810 000 000 401	Custodian Supply Credit		\$69.47
PO#:	Voucher #:	47018	Credit	Invoice No: 37035/3	10/2/2025	Paid Amt:	(\$69.47)
		E 01	005	810 000 000 401	Custodial Supplies		\$10.33
PO#:	Voucher #:	47020	Invoice	Invoice No: 37004/3	10/2/2025	Paid Amt:	\$10.33
						Check Amount:	\$35.16

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78634	4965		Richard Gerard Rassier		Check	
			E 01	020 211 000 000 305	Speaker for 9th grade Oct. 3 2025		\$500.00
PO#:	6566	Voucher #:	47044	Invoice	Invoice No: 07.23.2025	Paid Amt:	\$500.00
					10/2/2025	Check Amount:	\$500.00
PCB	78635	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 705 490	Breakfast		\$908.94
PO#:		Voucher #:	47031	Invoice	Invoice No: 353003640	Paid Amt:	\$908.94
			E 02	005 770 000 701 490	LUNCH		\$3,763.62
			E 02	005 770 000 701 401	SUPPLIES		\$61.00
PO#:		Voucher #:	47026	Invoice	Invoice No: 253992871	Paid Amt:	\$3,824.62
			E 02	005 770 000 701 490	LUNCH		\$259.44
PO#:		Voucher #:	47030	Invoice	Invoice No: 353003639	Paid Amt:	\$259.44
			E 02	005 770 000 701 490	LUNCH		\$4,121.56
			E 02	005 770 000 701 401	SUPPLIES		\$22.86
PO#:		Voucher #:	47022	Invoice	Invoice No: 253998151	Paid Amt:	\$4,144.42
			E 02	005 770 000 701 490	Commodity		\$12.87
PO#:		Voucher #:	47023	Invoice	Invoice No: 253998150	Paid Amt:	\$12.87
			E 02	005 770 000 701 490	Commodity		\$59.31
PO#:		Voucher #:	47024	Invoice	Invoice No: 353003642	Paid Amt:	\$59.31
			E 02	005 770 000 701 490	Commodity		\$28.18
PO#:		Voucher #:	47025	Invoice	Invoice No: 353003643	Paid Amt:	\$28.18
			E 04	005 570 000 000 490	MAP		\$420.66
PO#:		Voucher #:	47027	Invoice	Invoice No: 353003638	Paid Amt:	\$420.66
			E 02	005 770 000 701 490	LUNCH		\$4,688.41
			E 02	005 770 000 701 401	SUPPLIES		\$369.80
PO#:		Voucher #:	47028	Invoice	Invoice No: 353003641	Paid Amt:	\$5,058.21
			E 02	005 770 000 701 490	LUNCH		\$119.56
PO#:		Voucher #:	47029	Invoice	Invoice No: 353004691	Paid Amt:	\$119.56
					10/2/2025	Check Amount:	\$14,836.21
PCB	78636	4206		T-MOBILE		Check	
			E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$40.00
PO#:		Voucher #:	46989	Invoice	Invoice No: 09.21.2025	Paid Amt:	\$40.00
					10/2/2025	Check Amount:	\$40.00
PCB	78637	1592		VERIZON WIRELESS		Check	
			E 01	005 810 000 000 320	PHONE SERVICE		\$301.38
PO#:		Voucher #:	47021	Invoice	Invoice No: 6123270872	Paid Amt:	\$301.38
					10/2/2025	Check Amount:	\$301.38

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:
PCB	78638	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	005 690 690 000 456	B08K8TM8X7 1ft iPhone Charge Cable Short, 5		\$17.98
			E 01	005 690 690 000 456	B0C3CG181C Unitek Multi iPad Charging Static		\$37.79
			E 01	005 690 690 000 456	Amazon Shipping Charge		\$0.00
PO#: 6615	Voucher #:	47180	Invoice	Invoice No: 1VY4-37R7-4WRM	10/9/2025	Paid Amt:	\$55.77
			E 01	020 211 000 302 460	B014RWAMWC Amazon Basics 2-Pack USB-A		\$119.85
			E 01	020 211 000 302 460	Discount		(\$11.99)
PO#: 6601	Voucher #:	47181	Invoice	Invoice No: 1MDL-WWQG-66MM	10/9/2025	Paid Amt:	\$107.86
			E 01	005 690 690 000 456	B0CJY7FYM UGREEN 2 Pack USB C to 3.5r		\$45.57
			E 01	005 690 690 000 456	Discount		(\$2.28)
PO#: 6594	Voucher #:	47182	Invoice	Invoice No: 1T1F-6RX4-69FX	10/9/2025	Paid Amt:	\$43.29
			E 04	005 505 000 321 401	B0DJ1BQHGX LEGO Creator 3 in 1 Wild Anim:		\$22.50
			E 04	005 505 000 321 401	Amazon Shipping Charge		\$0.00
PO#: 6631	Voucher #:	47190	Invoice	Invoice No: 1TLH-FGYF-64D4	10/9/2025	Paid Amt:	\$22.50
			E 04	005 505 000 321 401	B0BX4M4S2B2 Annie's Organic Bees, Bugs, and		\$4.34
			E 04	005 505 000 321 401	Amazon Shipping Charge		\$0.00
PO#: 6635	Voucher #:	47220	Invoice	Invoice No: 1VNN-GN4R-CGY6	10/9/2025	Paid Amt:	\$4.34
			E 01	020 211 000 000 401	B08NPZ92S8 Sproutbrite Educational Math Pos		\$13.67
			E 01	020 211 000 000 401	B08NQ2524N Sproutbrite Math Poster - PEMD/		\$13.67
			E 01	020 211 000 000 401	B09K3V92N6 Decorably 5 Vibrant English Post		\$9.99
			E 01	020 211 000 000 401	B0D41SMKLW Pasimy 3 Pcs Educational Math		\$9.99
			E 01	020 211 000 000 401	B0DZ6KDS5Q Bean Bag Chair 4Ft, Memory Fo		\$79.99
			E 01	020 211 000 000 401	B0F8NPPWXT Pasimy 3 Pack Math Posters M:		\$8.99
			E 01	020 211 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6589	Voucher #:	47120	Invoice	Invoice No: 1JQR-9C1X-77RQ	10/9/2025	Paid Amt:	\$136.30
			E 01	010 620 000 000 401	B001AEP4YW GBC HeatSeal Laminating Film I		\$115.92
			E 01	010 620 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6552	Voucher #:	47121	Invoice	Invoice No: 1KYH-TVYH-C3FQ	10/9/2025	Paid Amt:	\$115.92
			E 01	005 020 000 000 401	B0DQWB7HTL Blue Sky 2025-2026 Weekly an		\$14.99
			E 01	005 020 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6621	Voucher #:	47055	Invoice	Invoice No: 1V4M-XJX4-7H66	10/9/2025	Paid Amt:	\$14.99
			E 01	005 810 000 000 401	B0011G6DP8 Prime-Line U 9941 Diecast Draw		\$27.44
			E 01	005 810 000 000 401	B0CBBVLD1G AMHTDOL 9 Pin to 16 Pin OBD		\$15.50
			E 01	005 810 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6597	Voucher #:	47186	Invoice	Invoice No: 1JFM-6PYJ-4PPR	10/9/2025	Paid Amt:	\$42.94
			E 04	005 582 000 344 430	B0FF514Y8D Thrywomniq If You Give a Pig a Pe		\$21.46
			E 04	005 582 000 344 430	B0FHJ42C34 Thrywomniq David Goes to Schoo		\$22.41

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:
PCB	78638	4295		AMAZON CAPITAL SERVICES		Check	
			E 04	005 582 000 344 430	B0FJ2JC3KC Thryvonninq Felt Board Story Sets	\$23.74	
PO#: 6511	Voucher #:	47158	Invoice	Invoice No: 1FHL-J6K1-7GJM	10/9/2025		\$67.61
		E 01	005 720 000 000 401	B000KBW3OU Welch Allyn Oral Disposable Pr		\$41.43	
		E 01	005 720 000 000 401	B00141WFRA Halyard Health Purple Nitrile Exa		\$97.45	
		E 01	005 720 000 000 401	B003RA67E8 Reliance Medical 901 Sterile Salir		\$32.99	
		E 01	005 720 000 000 401	B006U3XRQ0 Soft 'N Style Disposable Tourniq		\$7.80	
		E 01	005 720 000 000 401	B00FE1RPC6 Glo Germ Gel 8 Ounce		\$19.46	
		E 01	005 720 000 000 401	B00KOSP454 CURAD Alcohol Prep Pads (Pack		\$5.59	
		E 01	005 720 000 000 401	B01C5RAC5I GOOD THINGS Simply Salt Rice S		\$5.62	
		E 01	005 720 000 000 401	B01N1RR7EA Safetec Lip Balm 0.5 Gram Indivi		\$15.10	
		E 01	005 720 000 000 401	B0785FH5H7 Dynarex Non-Woven Sponges, Ni		\$22.91	
		E 01	005 720 000 000 401	B0CZSJSBR4 CareALL Petroleum Jelly 4 Oz. T		\$14.84	
		E 01	005 720 000 000 401	Amazon Shipping Charge		\$0.00	
PO#: 6606	Voucher #:	47159	Invoice	Invoice No: 1YM9-KPYK-4DVD	10/9/2025		\$263.19
		E 01	020 292 057 000 401	B07XWNRB8N Massage Roller, Muscle Roller :		\$19.14	
		E 01	020 292 057 000 401	B0DX8FVG76 Tiger Tail The Stick - Bendy 18" F		\$56.98	
		E 01	020 292 057 000 401	Amazon Shipping Charge		\$0.00	
PO#: 6608	Voucher #:	47166	Invoice	Invoice No: 1LRR-GCJW-4MLK	10/9/2025		\$76.12
		E 04	005 582 000 344 401	B0CRL1QDT2 MaxGear Large Cork Board for V		\$17.99	
		E 04	005 582 000 344 401	Amazon Shipping Charge		\$0.00	
PO#: 6637	Voucher #:	47221	Invoice	Invoice No: 1QMM-YDFW-CDYY	10/9/2025		\$17.99
		E 01	020 292 000 000 401	B0CCDB7CY8 Hipat 36PCS Whistle, Outdoor S		\$16.14	
		E 01	020 294 054 000 401	B0DK9BR2H3 HASITE 8 PCS Yellow Penalty F		\$9.99	
		E 01	020 294 054 000 401	Amazon Shipping Charge		\$0.00	
PO#: 6609	Voucher #:	47167	Invoice	Invoice No: 193N-TT7M-4TGS	10/9/2025		\$26.13
						Check Amount:	\$994.95
PCB	78639	5119		Anthem Sports, LLC		Check	
			E 01	020 292 210 000 401	Pitching screen	\$242.40	
PO#: 6564	Voucher #:	47151	Invoice	Invoice No: 442063	10/9/2025		\$242.40
						Check Amount:	\$242.40
PCB	78640	1025		APPLE INC.		Check	
			E 01	020 211 258 000 530	MD4Q4LL/A iPad Wi-Fi 512GB - Silver	\$1,887.00	
PO#: 6629	Voucher #:	47179	Invoice	Invoice No: MC10529843	10/9/2025		\$1,887.00
						Check Amount:	\$1,887.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78641	1027		APPLIANCE REPAIR CENTER		Check	
		E 02	005	770 000 701 401	Gaskets, Water Filters & Scaletstick		\$2,552.00
PO#:	Voucher #:	47127	Invoice	Invoice No: 1371	10/9/2025	Paid Amt:	\$2,552.00
						Check Amount:	\$2,552.00
PCB	78642	4180		AUTO VALUE LITTLE FALLS		Check	
		E 01	005	760 000 720 401	Thread Locker		\$14.99
PO#:	Voucher #:	47090	Invoice	Invoice No: 12103614	10/9/2025	Paid Amt:	\$14.99
		E 01	005	760 000 720 401	3/4 Dr 12PT Stand		\$33.99
PO#:	Voucher #:	47091	Invoice	Invoice No: 12103532	10/9/2025	Paid Amt:	\$33.99
		E 01	005	760 000 720 401	Brake Parts Cleaner		\$35.88
PO#:	Voucher #:	47092	Invoice	Invoice No: 12103578	10/9/2025	Paid Amt:	\$35.88
		E 01	005	760 000 720 401	QT Flexfill Synthetic		\$37.98
PO#:	Voucher #:	47093	Invoice	Invoice No: 12103608	10/9/2025	Paid Amt:	\$37.98
		E 01	005	760 000 720 401	3/4 Drive 12 PT Stand		\$66.98
PO#:	Voucher #:	47094	Invoice	Invoice No: 12103577	10/9/2025	Paid Amt:	\$66.98
		E 01	005	760 000 720 401	3/4 Drive 12 PT Stand Credit Return		\$66.98
PO#:	Voucher #:	47095	Credit	Invoice No: 12103632	10/9/2025	Paid Amt:	(\$66.98)
		E 01	005	760 000 720 401	Credit		\$69.89
PO#:	Voucher #:	47096	Credit	Invoice No: 12094283	10/9/2025	Paid Amt:	(\$69.89)
						Check Amount:	\$52.95
PCB	78643	1042		BATTERIES PLUS		Check	
		E 01	005	810 000 000 401	Batteries		\$135.18
PO#:	Voucher #:	47067	Invoice	Invoice No: P85627450	10/9/2025	Paid Amt:	\$135.18
						Check Amount:	\$135.18
PCB	78644	3845		BENCHMARK EDUCATION CO. LLC		Check	
		E 01	010	203 000 302 460	Benchmark Advance Gr. 1 Classroom w/o Consi		\$3,520.00
		E 01	010	203 000 302 460	Shipping		\$352.00
PO#:6563	Voucher #:	47162	Invoice	Invoice No: 585021	10/9/2025	Paid Amt:	\$3,872.00
						Check Amount:	\$3,872.00
PCB	78645	4360		BENEFIT EXTRAS, INC.		Check	
		E 01	005	110 000 000 305	Cobra Letters		\$105.00
PO#:	Voucher #:	47191	Invoice	Invoice No: 1379633	10/9/2025	Paid Amt:	\$105.00
		E 01	005	110 000 000 305	Cobra Letters		\$15.00
PO#:	Voucher #:	47192	Invoice	Invoice No: 1411560	10/9/2025	Paid Amt:	\$15.00
						Check Amount:	\$120.00
PCB	78646	4466		BG INNOVATIONS		Check	
		E 01	005	690 690 000 556	BALANCEBOX 400 Mobile Stand Mix. Balancee		\$299.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78646	4466		BG INNOVATIONS		Check	
		E 01 005 690 000 556		BalanceBox 400 FLATSCREEN / VESA INTERI			\$110.00
PO#: 6480	Voucher #:	47178	Invoice	Invoice No: INV-4031	10/9/2025	Paid Amt:	\$409.00
						Check Amount:	\$409.00
PCB	78647	2894		BRAD PETERSON		Check	
		E 01 020 294 054 000 305		FB OFFICIAL Melrose			\$125.00
PO#:	Voucher #:	47144	Invoice	Invoice No: 09.26.2025	10/9/2025	Paid Amt:	\$125.00
						Check Amount:	\$125.00
PCB	78648	4818		Brady, Martz & Associates, P.C.		Check	
		E 01 005 110 000 000 312		Progress Billing for Audit as of 6-30-2025			\$8,400.00
PO#:	Voucher #:	47070	Invoice	Invoice No: 884683	10/9/2025	Paid Amt:	\$8,400.00
						Check Amount:	\$8,400.00
PCB	78649	2016		BSN SPORTS		Check	
		E 01 020 296 058 000 401		Equipment			\$199.48
PO#:	Voucher #:	47142	Invoice	Invoice No: 931272130	10/9/2025	Paid Amt:	\$199.48
		E 01 020 294 054 000 401		Equipment			\$415.92
PO#:	Voucher #:	47141	Invoice	Invoice No: 931396325	10/9/2025	Paid Amt:	\$415.92
						Check Amount:	\$615.40
PCB	78650	4761		CANS R US, LLC		Check	
		E 01 005 810 000 000 335		Toilet Rental September			\$990.00
PO#:	Voucher #:	47164	Invoice	Invoice No: I3002	10/9/2025	Paid Amt:	\$990.00
						Check Amount:	\$990.00
PCB	78651	3344		CDW-GOVERNMENT		Check	
		E 02 005 770 000 701 465		A12HJUT#ABA HP EliteOne 840 G9 All-in-One			\$1,800.16
PO#: 6604	Voucher #:	47177	Invoice	Invoice No: AG13A5Y	10/9/2025	Paid Amt:	\$1,800.16
						Check Amount:	\$1,800.16
PCB	78652	1074		CENTRA SOTA COOPERATIVE		Check	
		E 01 005 760 000 720 442		Unleaded Gas			\$983.98
		E 01 005 760 000 720 442		Discount			(\$39.14)
PO#:	Voucher #:	47088	Invoice	Invoice No: 5451707	10/9/2025	Paid Amt:	\$944.84
		E 01 005 760 000 720 442		Unleaded Gas			\$1,037.56
		E 01 005 760 000 720 442		Discount			(\$38.23)
PO#:	Voucher #:	47089	Invoice	Invoice No: 5451600	10/9/2025	Paid Amt:	\$999.33
		E 01 005 760 000 720 442		Fieldmaster Diesel			\$1,819.51
		E 01 005 760 000 720 442		Discount			(\$55.02)
PO#:	Voucher #:	47086	Invoice	Invoice No: 5451706	10/9/2025	Paid Amt:	\$1,764.49

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78652	1074		CENTRA SOTA COOPERATIVE		Check	
		E 01 005 760 000 720 442		Fieldmaster Diesel			\$2,224.50
		E 01 005 760 000 720 442		Discount			(\$68.09)
PO#:	Voucher #:	47087	Invoice	Invoice No: 5451599	10/9/2025	Paid Amt:	\$2,156.41
						Check Amount:	\$5,865.07
PCB	78653	1077		CENTRAL LOCKSMITHS		Check	
		E 01 005 810 000 000 401		KEYS			\$36.50
PO#:	Voucher #:	47187	Invoice	Invoice No: 390918	10/9/2025	Paid Amt:	\$36.50
						Check Amount:	\$36.50
PCB	78654	3304		CHRIS SWENSON		Check	
		E 01 020 294 054 000 305		FB Official Melrose			\$125.00
PO#:	Voucher #:	47145	Invoice	Invoice No: 09.26.2025	10/9/2025	Paid Amt:	\$125.00
						Check Amount:	\$125.00
PCB	78655	1086		CITY OF ROYALTON		Check	
		E 01 005 810 000 000 332		Acct 01-00003550-00-8 Water/Sewer			\$1,782.16
PO#:	Voucher #:	47170	Invoice	Invoice No: 10.02.2025	10/9/2025	Paid Amt:	\$1,782.16
		E 01 005 810 000 000 332		Acct 01-00002863-00-6 Water/Sewer			\$920.09
PO#:	Voucher #:	47171	Invoice	Invoice No: 10/02/2025	10/9/2025	Paid Amt:	\$920.09
						Check Amount:	\$2,702.25
PCB	78656	1104		CUSTOM PRINTING LLC		Check	
		E 01 010 203 000 000 430		1500 milk tickets on light blue card stock			\$82.50
		E 01 010 203 000 000 430		No shipping. No tax.			\$0.00
PO#:	Voucher #:	47116	Invoice	Invoice No: 32700	10/9/2025	Paid Amt:	\$82.50
						Check Amount:	\$82.50
PCB	78657	4925		Dacotah Paper Co		Check	
		E 01 010 203 000 000 430		Case of orchid copy paper			\$330.24
		E 01 010 203 000 000 430		Case of blue paper			\$263.52
		E 01 010 203 000 000 430		No shipping. No tax.			\$0.00
PO#:	Voucher #:	47056	Invoice	Invoice No: 22270	10/9/2025	Paid Amt:	\$593.76
						Check Amount:	\$593.76
PCB	78658	2301		DEPARTMENT OF HUMAN SERVICES		Check	
		E 01 005 400 000 372 305		IEP ADMIN FEE			\$17.00
PO#:	Voucher #:	47118	Invoice	Invoice No: 887471	10/9/2025	Paid Amt:	\$17.00
						Check Amount:	\$17.00
PCB	78659	2576		DOUG LUEPKE TROPHIES		Check	
		E 01 020 292 052 000 401		CC Meet Awards			\$318.90

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78659	2576		DOUG LUEPKE TROPHIES		Check
		E 01	020	292 052 000 401	CC Meet Awards	(\$318.90)
		E 01	020	292 000 000 401	CC Meet Awards	\$318.90
PO#:	Voucher #:	47150	Invoice	Invoice No: 793112	10/9/2025	Paid Amt: \$318.90 Check Amount: \$318.90
PCB	78660	1132		ECKROTH MUSIC CO		Check
		E 01	020	258 091 000 430	Dragonfly Marimba Mallets Med Hard	\$160.00
		E 01	020	258 091 000 430	Dragonfly Marimba Mallets Medium Soft	\$240.00
		E 01	020	258 091 000 430	Bass Drum Rim Shooters	\$240.00
		E 01	020	258 091 000 430	Zildjian Finger Cymbals	\$26.60
		E 01	020	258 091 000 430	LP Vibraslap	\$49.99
		E 01	020	258 091 000 430	Vic Firth Timpani Mallets	\$165.86
		E 01	020	258 091 000 430	Innovative Perc Mallets Xylophone Medium Soft	\$152.40
		E 01	020	258 091 000 430	Innovative Perc Mallets Xylophone Bright	\$152.40
PO#: 6520	Voucher #:	47122	Invoice	Invoice No: 5848906	10/9/2025	Paid Amt: \$1,187.25 Check Amount: \$1,187.25
PCB	78661	1133		ECM PUBLISHERS INC		Check
		E 01	005	010 000 000 305	September 22 Regular Agenda	\$86.00
PO#:	Voucher #:	47059	Invoice	Invoice No: 1066468	10/9/2025	Paid Amt: \$86.00
		E 01	005	010 000 000 305	August 11 Regular Minutes	\$162.00
PO#:	Voucher #:	47060	Invoice	Invoice No: 1067325	10/9/2025	Paid Amt: \$162.00 Check Amount: \$248.00
PCB	78662	1184		GOV CONNECTION		Check
		E 01	005	690 690 000 466	77-89953 OtterBox Defender Series Case for IP,	\$96.52
PO#: 6584	Voucher #:	47175	Invoice	Invoice No: 76861762	10/9/2025	Paid Amt: \$96.52
		E 01	005	690 000 456	Credit Return	\$422.40
PO#:	Voucher #:	47176	Credit	Invoice No: 76770643	10/9/2025	Paid Amt: (\$422.40)
		E 01	005	690 000 456	77-89953 OtterBox Defender Series Case for IP,	\$497.00
PO#: 6461	Voucher #:	47174	Invoice	Invoice No: 76687364	10/9/2025	Paid Amt: \$497.00 Check Amount: \$171.12
PCB	78663	1196		HANDYMANS HARDWARE		Check
		E 01	005	810 000 000 401	HVAC filters for both buildings	\$5,405.78
PO#: 6372	Voucher #:	47063	Invoice	Invoice No: 493851	10/9/2025	Paid Amt: \$5,405.78 Check Amount: \$5,405.78

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78664	3871		HEMIKER ZOO		Check	
		E 04	005	570 000 000 369	Misc.		\$468.00
PO#: 6585	Voucher #:	47062	Invoice	Invoice No: 2197	10/9/2025	Paid Amt:	\$468.00
						Check Amount:	\$468.00
PCB	78665	1215		HILLYARD INC		Check	
		E 01	005	810 000 000 401	Mop Dust MF Fusion		\$369.62
PO#:	Voucher #:	47073	Invoice	Invoice No: 605958651	10/9/2025	Paid Amt:	\$369.62
						Check Amount:	\$369.62
PCB	78667	5110		Inspire To Create Enterprises LLC		Check	
		E 01	010	203 210 000 430	Social-Emotional Learning Educator's Starter Kit		\$199.99
		E 01	010	203 210 000 430	A Little SPOT of Learning Box Set		\$47.99
		E 01	010	203 210 000 430	A Little SPOT of Holidays Book Box Set		\$29.99
		E 01	010	203 210 000 430	A Little SPOT of Friendship Book and Toys Set		\$39.99
		E 01	010	203 210 000 430	A Little SPOT Emotional Regulation Box Set		\$49.99
		E 01	010	203 210 000 430	A Little SPOT Takes Action! Box Set		\$47.99
		E 01	010	203 210 000 430	A Little SPOT of Life Skills Box Set		\$35.99
		E 01	010	203 210 000 430	Feeling Detective Plush with 8 mini emotions		\$39.99
		E 01	010	203 210 000 430	*SET* BIG Plush Emotion		\$124.99
		E 01	010	203 210 000 430	Freight		\$43.04
PO#: 6470	Voucher #:	47156	Invoice	Invoice No: 154523	10/9/2025	Paid Amt:	\$659.95
						Check Amount:	\$659.95
PCB	78668	4517		INTERGRITY FENCE, LLC		Check	
		E 01	020	292 080 000 530	Double Drive Gate system		\$4,860.00
PO#: 6558	Voucher #:	47053	Invoice	Invoice No: 1195	10/9/2025	Paid Amt:	\$4,860.00
						Check Amount:	\$4,860.00
PCB	78669	1241		ISCORP		Check	
		E 01	005	110 000 000 305	Skyward hosting Student service for November, ..		\$157.50
PO#:	Voucher #:	47157	Invoice	Invoice No: 0749954	10/9/2025	Paid Amt:	\$157.50
						Check Amount:	\$157.50
PCB	78670	1423		ISD #484		Check	
		E 01	020	292 052 000 369	CC Entry Fee		\$150.00
PO#:	Voucher #:	47115	Invoice	Invoice No: 09.09.2025	10/9/2025	Paid Amt:	\$150.00
						Check Amount:	\$150.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
PCB	78671	2258		IXL LEARNING		Check		
			E 01	005 690 690 000 406	IXL Site License Renewal Grades K-12 Subjects		\$17,343.75	
PO#:	6438	Voucher #:	47061	Invoice	Invoice No: S542858	10/9/2025	\$17,343.75	\$17,343.75
PCB	78672	1247		J W PEPPER & SON INC		Check		
			E 01	020 258 000 000 430	Soul Express		\$48.00	
PO#:	6523	Voucher #:	47124	Invoice	Invoice No: 367781900	10/9/2025	\$48.00	\$48.00
			E 01	020 258 000 000 430	Samba Ti Kaye		\$55.00	
			E 01	020 258 000 000 430	Pure Imagination		\$52.00	
			E 01	020 258 000 000 430	We Don't Talk about Bruno		\$50.00	
			E 01	020 258 000 000 430	Curacao Blue		\$42.00	
			E 01	020 258 000 000 430	6-Note Santa		\$50.00	
			E 01	020 258 000 000 430	Enter Anew		\$58.00	
			E 01	020 258 000 000 430	The Oncoming Storm		\$45.00	
			E 01	020 258 000 000 430	Due North		\$65.00	
			E 01	020 258 000 000 430	El Manto Dorado		\$65.00	
			E 01	020 258 000 000 430	Firebirds		\$65.00	
			E 01	020 258 000 000 430	Beyon Reach		\$75.00	
			E 01	020 258 000 000 430	Hercules vs. The Hydra		\$65.00	
			E 01	020 258 000 000 430	Silent Night		\$65.00	
			E 01	020 258 000 000 430	A Most Wonderful Christmas		\$90.00	
			E 01	020 258 000 000 430	Rumba de la Tumba		\$70.00	
			E 01	020 258 000 000 430	Choose Joy		\$75.00	
			E 01	020 258 000 000 430	Choose Joy Additional Scores		\$36.00	
			E 01	020 258 000 000 430	Me (reAffirmation)		\$60.00	
			E 01	020 258 000 000 430	Affirmation		\$75.00	
			E 01	020 258 000 000 430	Haunting Old Mountain Melody		\$65.00	
			E 01	020 258 000 000 430	1 inch Music Filing Boxes		\$75.00	
			E 01	020 258 000 000 430	Shipping		\$44.99	
PO#:	6523	Voucher #:	47123	Invoice	Invoice No: 367728378	10/9/2025	\$1,342.99	\$1,342.99
PCB	78673	4349		JEFFREY WOLLAK		Check		
			E 01	020 294 054 000 305	FB OFFICIAL Melrose		\$125.00	
PO#:		Voucher #:	47147	Invoice	Invoice No: 09.26.2025	10/9/2025	\$125.00	\$125.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78674	2062		JOHN LIESER		Check	
			E 01 020 294 054 000 305	FB OFFICIAL Melrose			\$125.00
PO#:	Voucher #:	47146	Invoice	Invoice No: 09.26.2025	10/9/2025	Paid Amt:	\$125.00
						Check Amount:	\$125.00
PCB	78675	5128		Katie Leidenfrost		Check	
			E 01 020 296 058 000 401	Yoga Sculpt Classes			\$120.00
PO#:	Voucher #:	47139	Invoice	Invoice No: 09.04.2025	10/9/2025	Paid Amt:	\$120.00
						Check Amount:	\$120.00
PCB	78676	2302		KEITH HAIDER		Check	
			E 01 020 296 058 000 305	VB Official Foley			\$135.00
PO#:	Voucher #:	47149	Invoice	Invoice No: 09.22.2025	10/9/2025	Paid Amt:	\$135.00
						Check Amount:	\$135.00
PCB	78677	1267		KEMPS, LLC		Check	
			E 02 005 770 000 701 495	MILK			\$151.55
PO#:	Voucher #:	47154	Invoice	Invoice No: 5960154	10/9/2025	Paid Amt:	\$151.55
			E 02 005 770 000 701 495	MILK			\$453.45
PO#:	Voucher #:	47168	Invoice	Invoice No: 5963721	10/9/2025	Paid Amt:	\$453.45
			E 02 005 770 000 701 495	MILK			\$285.55
PO#:	Voucher #:	47155	Invoice	Invoice No: 5958476	10/9/2025	Paid Amt:	\$285.55
			E 02 005 770 000 701 495	MILK			\$436.70
PO#:	Voucher #:	47169	Invoice	Invoice No: 5964142	10/9/2025	Paid Amt:	\$436.70
						Check Amount:	\$1,327.25
PCB	78678	2929		MASL		Check	
			E 01 020 211 000 000 820	Student Council Membership & Honor Society			\$255.00
PO#:	Voucher #:	47153	Invoice	Invoice No: 90025	10/9/2025	Paid Amt:	\$255.00
						Check Amount:	\$255.00
PCB	78679	3615		MASOP		Check	
			E 01 020 211 000 000 820	Membership Dawn Towle			\$50.00
PO#:	Voucher #:	47152	Invoice	Invoice No: 7215	10/9/2025	Paid Amt:	\$50.00
						Check Amount:	\$50.00
PCB	78680	1314		MASSP		Check	
			E 01 020 050 000 000 820	MASSP MEMBERSHIP 2025-2026 Swenson			\$890.00
PO#:	Voucher #:	47222	Invoice	Invoice No: 1290	10/9/2025	Paid Amt:	\$890.00
						Check Amount:	\$890.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
PCB	78681	4847		Matthew & LeeAnn Nelson		Check		
		R 04	000	570 000 321 050			\$74.05	
PO#:	Voucher #:	40584	Invoice	Invoice No: 12062023	10/9/2025		\$74.05	\$74.05
PCB	78682	1326		MENARDS		Check		
		E 01	020	301 321 830 433			\$89.96	
PO#:	Voucher #:	47183	Invoice	Invoice No: 68014	10/9/2025		\$89.96	\$89.96
		E 01	005	810 000 000 401			\$116.16	
PO#:	Voucher #:	47185	Invoice	Invoice No: 69720	10/9/2025		\$116.16	\$116.16
PCB	78683	2524		MIDCONTINENT COMMUNICATIONS		Check		
		E 01	005	810 000 000 320			\$1,486.31	
PO#:	Voucher #:	47165	Invoice	Invoice No: 14529320114976	10/9/2025		\$1,486.31	\$1,486.31
PCB	78684	1331		MID-STATE EDUCATION DIST		Check		
		E 01	005	400 000 000 394			\$5,840.90	
		E 01	010	412 450 740 396			\$4,885.50	
		E 01	010	412 450 740 397			\$914.65	
		E 01	005	405 450 740 396			\$1,678.14	
		E 01	005	450 740 397			\$346.17	
		E 01	005	420 450 740 396			\$3,460.86	
		E 01	005	420 450 740 397			\$1,180.69	
		E 01	005	420 450 740 396			\$1,493.05	
		E 01	005	420 450 740 397			\$311.73	
		E 01	010	401 450 740 396			\$11,464.17	
		E 01	010	401 450 740 397			\$2,000.09	
		E 01	005	420 450 740 396			\$5,626.49	
		E 01	005	420 450 740 397			\$572.51	
		E 01	020	211 390 000 391			\$1,896.60	
PO#:	Voucher #:	47072	Invoice	Invoice No: 3977	10/9/2025		\$41,671.55	\$41,671.55
PCB	78685	1333		MIDWAY IRON & METAL, INC.		Check		
		E 01	005	810 000 000 401			\$13.80	
PO#:	Voucher #:	47188	Invoice	Invoice No: 617577	10/9/2025		\$13.80	\$13.80

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78686	4458		MOSYLE CORPORATION		Check	
				E 01 005 690 000 406 Additional Subscription 08-01-2025 to 7-31-202			\$378.00
PO#:	Voucher #:	47051		Invoice No: 25104339	10/9/2025	Paid Amt:	\$378.00
PO#:	Voucher #:	47052		Invoice No: 25106995	10/9/2025	Paid Amt:	\$84.30
							\$462.30
PCB	78687	1375		NAPA AUTO PARTS		Check	
				E 01 005 760 000 720 401 Shop Supplies			\$222.67
PO#:	Voucher #:	47099		Invoice No: 656792	10/9/2025	Paid Amt:	\$222.67
PO#:	Voucher #:	47104		Invoice No: 655912	10/9/2025	Paid Amt:	\$24.24
PO#:	Voucher #:	47105		Credit Invoice No: 654887	10/9/2025	Paid Amt:	\$390.32
PO#:	Voucher #:	47101		Invoice No: 655782	10/9/2025	Paid Amt:	\$66.90
PO#:	Voucher #:	47098		Invoice No: 656867	10/9/2025	Paid Amt:	\$86.81
PO#:	Voucher #:	47097		Invoice No: 656879	10/9/2025	Paid Amt:	\$8.98
PO#:	Voucher #:	47106		Invoice No: 656897	10/9/2025	Paid Amt:	\$15.47
PO#:	Voucher #:	47100		Invoice No: 657159	10/9/2025	Paid Amt:	\$113.98
PO#:	Voucher #:	47102		Invoice No: 655718	10/9/2025	Paid Amt:	\$19.74
PO#:	Voucher #:	47103		Invoice No: 654785	10/9/2025	Paid Amt:	\$34.02
							\$202.49
PCB	78688	1376		NASCO EDUCATION		Check	
				E 01 020 255 000 430 Ready or Not Tot-2 dolls			\$231.54
PO#:	Voucher #:	47047		Invoice No: 868910	10/9/2025	Paid Amt:	\$231.54
PCB	78689	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check	
				E 01 005 760 000 720 401 Bus 9-09 Supplies			\$126.32
PO#:	Voucher #:	47112		Invoice No: 326500	10/9/2025	Paid Amt:	\$126.32
PO#:	Voucher #:	47109		Invoice No: 327197	10/9/2025	Paid Amt:	\$313.25
							\$313.25

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78689	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check	
			E 01	005 760 000 720 401	Kit Replacement Credit		\$253.41
PO#:	Voucher #:	47111	Credit	Invoice No: CM326537	10/9/2025	Paid Amt:	(\$253.41)
PO#:	Voucher #:	47108	Invoice	Invoice No: 327039	10/9/2025	Paid Amt:	\$125.29
PO#:	Voucher #:	47110	Invoice	Invoice No: 326537	10/9/2025	Paid Amt:	\$253.41
PO#:	Voucher #:	47107	Invoice	Invoice No: 327070	10/9/2025	Paid Amt:	\$98.81
							Check Amount: \$663.67
PCB	78690	4608		NORTH CENTRAL INT'L, LLC		Check	
			E 01	005 760 000 720 401	Connector Quality Connect		\$7.19
PO#:	Voucher #:	47128	Invoice	Invoice No: X220118175:01	10/9/2025	Paid Amt:	\$7.19
PO#:	Voucher #:	47129	Invoice	Invoice No: X220118015:01	10/9/2025	Paid Amt:	\$3.82
							Check Amount: \$11.01
PCB	78691	4515		Northern Pines Mental Health Center		Check	
			E 01	005 730 000 373 378	Behavioral Interventionist October 2025		\$3,066.00
PO#:	Voucher #:	47071	Invoice	Invoice No: INV645	10/9/2025	Paid Amt:	\$3,066.00
							Check Amount: \$3,066.00
PCB	78692	5052		Office of MNIT Services		Check	
			E 01	005 690 690 000 405	Crowdstrike Endpoint Protection		\$84.33
PO#:	Voucher #:	47117	Invoice	Invoice No: 25080694	10/9/2025	Paid Amt:	\$84.33
							Check Amount: \$84.33
PCB	78693	1406		PAN-O-GOLD BAKING CO		Check	
			E 02	005 770 000 701 490	Bread		\$67.50
PO#:	Voucher #:	47057	Invoice	Invoice No: 10000125272009	10/9/2025	Paid Amt:	\$67.50
PO#:	Voucher #:	47058	Invoice	Invoice No: 10000125272007	10/9/2025	Paid Amt:	\$94.60
PO#:	Voucher #:	47163	Invoice	Invoice No: 10000125279008	10/9/2025	Paid Amt:	\$112.50
							Check Amount: \$274.60
PCB	78694	3926		PIONEER ATHLETICS		Check	
			E 01	005 810 000 000 401	Paint for football field		\$1,552.16
PO#:	Voucher #:	47054	Invoice	Invoice No: INV-271789	10/9/2025	Paid Amt:	\$1,552.16
							Check Amount: \$1,552.16

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78695	4242		RADEMACHER COMPANIES, INC.		Check	
			E 04	005 505 000 321 401 Youth Enrichment Soccer			\$20.48
PO#:	Voucher #:	47189	Invoice	Invoice No: 00233864	10/9/2025	Paid Amt:	\$20.48
PO#:	Voucher #:	47160	Invoice	002 005 770 000 701 490 Jumbo Coney Buns Summer School	10/9/2025	Paid Amt:	\$10.77
PO#:	Voucher #:	47161	Invoice	002 005 770 000 701 490 Soy Peach Mango Yogurt	10/9/2025	Paid Amt:	\$16.03
				Invoice No: 002-00427257		Paid Amt:	\$16.03
						Check Amount:	\$47.28
PCB	78696	1452		REGION 1		Check	
			E 01	005 110 000 000 305 Quarter 2 FY26 Accounting & Payroll Support			\$4,518.85
PO#:	Voucher #:	47184	Invoice	Invoice No: 15749	10/9/2025	Paid Amt:	\$4,518.85
						Check Amount:	\$4,518.85
PCB	78697	1463		RICE HARDWARE HANK		Check	
			E 04	005 505 000 321 401 Community Ed Supplies			\$10.47
PO#:	Voucher #:	47068	Invoice	Invoice No: 37157/3	10/9/2025	Paid Amt:	\$10.47
						Check Amount:	\$10.47
PCB	78698	2858		RICHARD HOMMERDING		Check	
			E 01	020 296 058 000 305 VB OFFICIAL Tech			\$135.00
PO#:	Voucher #:	47143	Invoice	Invoice No: 09.29.2025	10/9/2025	Paid Amt:	\$135.00
						Check Amount:	\$135.00
PCB	78699	1477		ROYALTON LUMBER COMPANY		Check	
			E 01	005 760 000 720 401 Metric Bolts Bus 18-20			\$13.14
PO#:	Voucher #:	47126	Invoice	Invoice No: 883656	10/9/2025	Paid Amt:	\$13.14
						Check Amount:	\$13.14
PCB	78700	1482		SAINTS TO LAKES GARAGE DOOR		Check	
			E 01	005 760 000 720 350 5-2 12' Struts & Labor			\$160.00
PO#:	Voucher #:	47064	Invoice	Invoice No: 3549	10/9/2025	Paid Amt:	\$160.00
						Check Amount:	\$160.00
PCB	78701	4339		SCHOLASTIC Inc Magazines		Check	
			E 01	010 203 000 000 460 Let's Find Out K, Melby			\$27.50
			E 01	010 203 000 000 460 Let's Find Out K, Shaughnessy			\$34.38
			E 01	010 203 000 000 460 Let's Find Out K, Seguin			\$27.50
PO#:	Voucher #:	47113	Invoice	Invoice No: M7607042 4	10/9/2025	Paid Amt:	\$89.38
						Check Amount:	\$89.38
PCB	78702	3363		SCHOOL OUTFITTERS		Check	
			E 01	010 203 000 000 430 SPG-GNO3INCB-SO 3" H Clear Bin			\$39.16

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78702	3363		SCHOOL OUTFITTERS		Check	
			E 01	010 203 000 000 430 Shipping		\$7.51	
PO#:	6598	Voucher #:	47125	Invoice	10/9/2025	Paid Amt:	\$46.67
				INV14339890		Check Amount:	\$46.67
PCB	78703	2464		SPEER CHIROPRACTIC, PA		Check	
			E 01	005 760 000 720 305 DOT PHYSICAL C Gregory		\$100.00	
PO#:		Voucher #:	47069	Invoice	10/9/2025	Paid Amt:	\$100.00
				09.18.2025		Check Amount:	\$100.00
PCB	78704	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 490 LUNCH		\$2,579.61	
			E 02	005 770 000 701 401 SUPPLIES		\$256.97	
PO#:		Voucher #:	47136	Invoice	10/9/2025	Paid Amt:	\$2,836.58
				Invoice No: 353015697			
PO#:		Voucher #:	47077	Invoice	10/9/2025	Paid Amt:	\$4,178.33
				Invoice No: 253976768			
PO#:		Voucher #:	47078	Invoice	10/9/2025	Paid Amt:	\$63.67
				Invoice No: 353006581			
PO#:		Voucher #:	47083	Invoice	10/9/2025	Paid Amt:	\$63.69
				Invoice No: 353002945			
PO#:		Voucher #:	47084	Credit	10/9/2025	Paid Amt:	\$25.63
				Invoice No: 253999306			
PO#:		Voucher #:	47085	Credit	10/9/2025	Paid Amt:	\$29.70
				Invoice No: 253993982			
PO#:		Voucher #:	47130	Invoice	10/9/2025	Paid Amt:	\$2,888.21
				Invoice No: 353008817			
PO#:		Voucher #:	47131	Invoice	10/9/2025	Paid Amt:	\$162.36
				Invoice No: 353008816			
PO#:		Voucher #:	47132	Invoice	10/9/2025	Paid Amt:	\$40.72
				Invoice No: 353015696			
PO#:		Voucher #:	47081	Invoice	10/9/2025	Paid Amt:	\$630.89
				Invoice No: 353002946			
PO#:		Voucher #:	47133	Invoice	10/9/2025	Paid Amt:	\$13.38
				Invoice No: 353008818			
PO#:		Voucher #:	47134	Invoice	10/9/2025	Paid Amt:	\$70.21
				Invoice No: 353015695			
PO#:		Voucher #:	47133	Invoice	10/9/2025	Paid Amt:	\$794.73
				Invoice No: 353008818			
PO#:		Voucher #:	47134	Invoice	10/9/2025	Paid Amt:	\$39.20
				Invoice No: 353015695			

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78704	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 490			\$25.80
PO#:	Voucher #:	47135	Invoice	Invoice No: 353015693	10/9/2025	Paid Amt:	\$25.80
		E 02	005 770 000 701 490	LUNCH			\$3,629.28
		E 02	005 770 000 701 401	SUPPLIES			\$205.90
PO#:	Voucher #:	47137	Invoice	Invoice No: 353008819	10/9/2025	Paid Amt:	\$3,835.18
		E 02	005 770 000 701 490	LUNCH			\$5,253.98
		E 02	005 770 000 701 401	SUPPLIES			\$171.72
PO#:	Voucher #:	47138	Invoice	Invoice No: 353015694	10/9/2025	Paid Amt:	\$5,425.70
		E 02	005 770 000 701 401	SUPPLIES			\$25.80
PO#:	Voucher #:	47079	Invoice	Invoice No: 153A1747Z	10/9/2025	Paid Amt:	\$25.80
		E 02	005 770 000 701 490	LUNCH			\$3,327.65
		E 02	005 770 000 701 401	SUPPLIES			\$86.58
PO#:	Voucher #:	47193	Invoice	Invoice No: 353003637	10/9/2025	Paid Amt:	\$3,414.23
		E 02	005 770 000 701 401	SUPPLIES			\$28.40
PO#:	Voucher #:	47080	Invoice	Invoice No: 353000099	10/9/2025	Paid Amt:	\$28.40
		E 02	005 770 000 705 490	Breakfast			\$91.81
PO#:	Voucher #:	47082	Invoice	Invoice No: 353001903	10/9/2025	Paid Amt:	\$91.81
		E 02	005 770 000 701 490	Commodity			\$39.72
PO#:	Voucher #:	47074	Invoice	Invoice No: 353008820	10/9/2025	Paid Amt:	\$39.72
		E 02	005 770 000 701 490	Commodity			\$114.73
PO#:	Voucher #:	47075	Invoice	Invoice No: 253976767	10/9/2025	Paid Amt:	\$114.73
		E 04	005 570 000 000 490	MAP			\$192.81
PO#:	Voucher #:	47076	Invoice	Invoice No: 253976769	10/9/2025	Paid Amt:	\$192.81
						Check Amount:	\$24,920.82
PCB	78705	2823		TEACHER SYNERGY, LLC		Check	
			E 01	020 211 000 302 460			\$363.99
PO#:	Voucher #:	47050	Invoice	Invoice No: 311306685	10/9/2025	Paid Amt:	\$363.99
						Check Amount:	\$363.99
PCB	78706	1559		TECH CHECK, LLC		Check	
			E 01	005 690 690 000 455			\$690.00
PO#:	Voucher #:	47140	Invoice	Invoice No: 63155	10/9/2025	Paid Amt:	\$690.00
						Check Amount:	\$690.00
PCB	78707	2820		THE RETROFIT COMPANIES, INC		Check	
			E 01	005 810 000 000 401			\$2,767.52
PO#:	Voucher #:	47119	Invoice	Invoice No: 0130727-IN	10/9/2025	Paid Amt:	\$2,767.52
						Check Amount:	\$2,767.52

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78708	5129		The Sherwin-Williams Company		Check	
			E 01	005 810 000 000 401	Field Paint	\$52.74	
PO#:	Voucher #:	47173	Invoice	Invoice No: 3687-4	10/9/2025	Paid Amt:	\$52.74
PO#:	Voucher #:	47172	Invoice	Invoice No: 4122-7	10/9/2025	Paid Amt:	\$17.58
						Check Amount:	\$70.32
PCB	78709	4987		Thomas J Keller		Check	
			E 01	020 296 058 000 305	VB Official Tech	\$135.00	
PO#:	Voucher #:	47148	Invoice	Invoice No: 09.29.2025	10/9/2025	Paid Amt:	\$135.00
						Check Amount:	\$135.00
PCB	78710	1582		UHL COMPANY, INC		Check	
			E 01	005 810 000 000 350	Fix Ventilators Not Cooling	\$1,433.00	
PO#:	Voucher #:	47049	Invoice	Invoice No: 76870A	10/9/2025	Paid Amt:	\$1,433.00
PO#:	Voucher #:	47048	Invoice	Invoice No: 76871A	10/9/2025	Paid Amt:	\$518.60
						Check Amount:	\$1,951.60
PCB	78711	4964		Yale Mechanical LLC		Check	
			E 01	005 810 000 000 350	AHU 14 Unit 14 Tripping Breaker & Commons L	\$385.00	
PO#:	Voucher #:	47065	Invoice	Invoice No: 275019	10/9/2025	Paid Amt:	\$385.00
PO#:	Voucher #:	47066	Invoice	Invoice No: 275397	10/9/2025	Paid Amt:	\$2,288.24
						Check Amount:	\$2,673.24
PCB	78712	2763		ICKLER		Check	
			E 01	005 810 000 000 401	Sold ER Tube In	\$94.50	
PO#:	Voucher #:	47114	Invoice	Invoice No: 25-16930	10/10/2025	Paid Amt:	\$94.50
PO#:	Voucher #:	47230	Credit	Invoice No: CMT1634	10/10/2025	Paid Amt:	(\$72.67)
						Check Amount:	\$21.83
PCB	78713	1369		MORRISON CO HEALTH & HUMAN SERV		Check	
			E 01	005 760 000 723 360	Tokens for Transportation	\$20.00	
PO#:	Voucher #:	47236	Invoice	Invoice No: 10.13.2025	10/13/2025	Paid Amt:	\$20.00
						Check Amount:	\$20.00
PCB	78714	1369		MORRISON CO HEALTH & HUMAN SERV		Check	
			E 01	005 760 000 723 360	Tokens for Transportation	\$50.00	
PO#:	Voucher #:	47439	Invoice	Invoice No: 10.28.2025	10/28/2025	Paid Amt:	\$50.00
						Check Amount:	\$50.00

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78715	4295		AMAZON CAPITAL SERVICES		Check
			E 01	010 412 000 740 433	B003BNBWYG The Pencil Grip Writing CLAW	\$10.99
			E 01	010 412 000 740 433	B078999Q8L INNER-ACTIVE Slant Board for V	\$29.95
			E 01	010 412 000 740 433	B07DP6Y32X PenAgain Twist 'n Write Pencil A:	\$16.19
			E 01	010 412 000 740 433	B08WZ7KM9H HARAC Tabletop Mounted Adap	\$22.80
			E 01	010 412 000 740 433	B0C3GKWWGW 3Pcs mini loop scissors, 5.5"	\$5.99
			E 01	010 412 000 740 433	Amazon Shipping Charge	\$0.00
PO#: 6636	Voucher #:	47427	Invoice	Invoice No: 1NKY-NL3G-P4XR	10/30/2025	Paid Amt: \$85.92
PO#: 6636	Voucher #:	47428	Invoice	Invoice No: 1KM1-Y6JN-9616	10/30/2025	Paid Amt: \$7.99
PO#: 6651	Voucher #:	47426	Invoice	Invoice No: 164R-HJV1-CFY7	10/30/2025	Paid Amt: \$12.99
PO#: 6593	Voucher #:	47322	Invoice	Invoice No: 1DHQ-7KYX-7LTY	10/30/2025	Paid Amt: \$26.19
PO#: 6596	Voucher #:	47324	Invoice	Invoice No: 1WPH-DGNQ-4WWL	10/30/2025	Paid Amt: \$0.00
PO#: 6650	Voucher #:	47375	Invoice	Invoice No: 19QP-136L-3J63	10/30/2025	Paid Amt: \$16.65
PO#: 6639	Voucher #:	47376	Invoice	Invoice No: 1VFR-J1WR-CT4V	10/30/2025	Paid Amt: \$0.00
PO#: 6516	Voucher #:	47331	Invoice	Invoice No: 1767-9MDP-44V9	10/30/2025	Paid Amt: \$15.04
PO#: 6654	Voucher #:	47378	Invoice	Invoice No: 17HG-3DDF-773R	10/30/2025	Paid Amt: \$0.00
PO#: 6574	Voucher #:	47332	Invoice	Invoice No: 16RM-7NCGY-4CGY	10/30/2025	Paid Amt: \$6.99
PO#: 6572	Voucher #:	47333	Invoice	Invoice No: 1Y1J-XX(-9LFC	10/30/2025	Paid Amt: \$7.99
			E 01	020 212 000 430	B09H3N9M4 Table Saw Brake Cartridge For 1(\$99.00
			E 01	020 211 000 430	B092YWQCX5 4-Piece Multi-Function Electroni	\$7.98
			E 01	020 211 000 430	Amazon Shipping Charge	\$0.00
			E 01	020 301 000 628 530	B073GVKSM3 DEWALT 20V MAX* Finish Nailk	\$300.48
			E 01	020 212 000 430	B00XAJGN04 Principles of Design Posters 12"	\$25.95
			E 01	020 212 000 430	B0DMNWFMLL Newsprint Paper 18 x24 Inch P	\$38.99
			E 01	020 212 000 430	B0DS5GZWZY 12"X 16" Elements Principles O	\$9.99

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check	Paid Amt:	
PCB	78715	4295		AMAZON CAPITAL SERVICES					
			E 01	020	212	000	430	Freight	\$5.88
PO#: 6572	Voucher #:	47334	Invoice	Invoice No:	19VY-XPJJ-JTWQ	10/30/2025			\$15.87
		E 01	020	301	322	830	433	1621871975 The New Complete Dog Book, 23rc	\$38.44
		E 01	020	301	322	830	433	B000Q557RM Uncle Jim's Worm Farm 1000 Gr	\$51.00
		E 01	020	301	322	830	433	B002G1YN6S Pendaflex Color Reinforced File J	\$13.00
		E 01	020	301	322	830	433	B01N1YP8O6 Coco Coir 650gm Bricks (5-Pack	\$21.59
		E 01	020	301	322	830	433	B0753NHZVQ Command 5 lb Large Utility Hook	\$12.05
		E 01	020	301	322	830	433	Amazon Shipping Charge	\$0.00
PO#: 6638	Voucher #:	47311	Invoice	Invoice No:	1NV4-9HHGP-1RFX	10/30/2025			\$136.08
		E 01	020	260	255	000	430	B00K5582JK Zinc Oxide Powder 1 lb. Non-Nan	\$15.75
		E 01	020	260	255	000	430	B011SP9FQA Dealmed Nitrite Medical Grade Es	\$16.99
		E 01	020	260	255	000	430	B0731YH2MS ALDON Innovating Science Anhy	\$19.99
		E 01	020	260	255	000	430	B074H67H5C 365 by Whole Foods Market, Cor	\$5.98
		E 01	020	260	255	000	430	B0787MVDVR ALDON Innovating Science 0.02	\$19.99
		E 01	020	260	255	000	430	B089T7PX27 Crayola Air Dry Clay (5lbs), Teach	\$13.58
		E 01	020	260	255	000	430	B09J1HXHCT MAXTITE 12% Hydrogen Peroxid	\$22.95
		E 01	020	260	255	000	430	B0BL7ZPF4 Bakerpan White Gum Paste for C	\$14.99
		E 01	020	260	255	000	430	B0CJX9B6CP Jowntown Basic Medical Clear Vin	\$38.09
		E 01	020	260	255	000	430	B0CPMTDYVB Sharpie Creative Markers, Wate	\$16.72
		E 01	020	260	255	000	430	B0DGMY14GN Ziploc Sandwich and Snack Bag	\$4.06
		E 01	020	260	255	000	430	Amazon Shipping Charge	\$0.00
PO#: 6644	Voucher #:	47340	Invoice	Invoice No:	11W7-CMQC-KRN7	10/30/2025			\$189.09
		E 01	005	810	000	000	401	B0881FMNSW NANPU 1" NPT Compressed Ai	\$85.49
		E 01	005	810	000	000	401	B094S6FKF4 TRIAX Kompressor MV 100 SAE	\$63.64
		E 01	005	810	000	000	401	Amazon Shipping Charge	\$0.00
PO#: 6632	Voucher #:	47345	Invoice	Invoice No:	1PYH-R4V1-71CT	10/30/2025			\$149.13
		E 04	005	582	000	344	430	B085TCSBD6 4 Feet Ball Pit for Kids/Baby Play	\$36.99
		E 04	005	582	000	344	430	Amazon Shipping Charge	\$0.00
PO#: 6655	Voucher #:	47424	Invoice	Invoice No:	1YM1-MMNK-7H6C	10/30/2025			\$36.99
		E 01	020	260	000	000	430	1591930332 Mammals of Minnesota Field Guide	\$13.99
		E 01	020	260	000	000	430	1591932807 Reptiles & Amphibians of Minnesot	\$11.71
		E 01	020	260	000	000	430	1591937906 Fish of Minnesota Field Guide (Fis	\$13.90
		E 01	020	260	000	000	430	159193897X Birds of Minnesota Field Guide (Bi	\$11.50
		E 01	020	260	000	000	430	1591939690 Trees of Minnesota Field Guide (Tr	\$12.79
		E 01	020	260	000	000	430	164755103X Wildflowers of Minnesota Field Gu	\$12.18
		E 01	020	260	000	000	430	B0017D5X9C Alliance Rubber 37646#64 Non-L	\$10.12

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78715	4295		AMAZON CAPITAL SERVICES		Check	
	E 01	020	260	000 000 430	B01A5KLU2 Vansky UV Flashlight Black Light		\$12.99
	E 01	020	260	000 000 430	B01CM2Z4SG 3M Duct Tape, 3 Rolls, 1.88 Inct		\$16.51
	E 01	020	260	000 000 430	B07RX69KR8 ABLEWE RCA to HDMI,AV to HI		\$9.98
	E 01	020	260	000 000 430	B09PGK5SB2 Lichamp 27FT/8M SAE and Metr		\$30.69
	E 01	020	260	000 000 430	B0B71HFH9K Etekcicy Infrared Thermometer Lz		\$18.99
	E 01	020	260	000 000 430	B0D2RJ6ZJG uxcell 1Pcs 9.15 Meters (10 Yard		\$19.16
	E 01	020	260	000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6651	Voucher #:	47425	Invoice	Invoice No: 1DLJ-4QTD-4GCD	10/30/2025	Paid Amt:	\$194.51
						Check Amount:	\$1,373.83
PCB	78716	1025		APPLE INC.		Check	
	E 04	005	570	000 000 401	MD3Y4LL/A iPad Wi-Fi 128GB - Silver		\$329.00
PO#: 6640	Voucher #:	47270	Invoice	Invoice No: MC13117306	10/30/2025	Paid Amt:	\$329.00
						Check Amount:	\$329.00
PCB	78717	1903		BECKER SCREENPRINTING		Check	
	E 04	005	505	000 321 401	Yellow Shirts with Maroon writing		\$14.00
	E 04	005	505	000 321 401	Yellow/Maroon Shirts with Maroon/Gold writing		\$70.00
	E 04	005	505	000 321 401	Yellow Shirts with Maroon writing		\$35.00
PO#: 6657	Voucher #:	47348	Invoice	Invoice No: 6770	10/30/2025	Paid Amt:	\$119.00
						Check Amount:	\$119.00
PCB	78718	3283		BRRR EQUIPMENT SERVICE		Check	
	E 02	005	770	000 701 350	Kitchen Equipment Repair		\$790.00
PO#: 6657	Voucher #:	47328	Invoice	Invoice No: 10.09.2025	10/30/2025	Paid Amt:	\$790.00
	E 02	005	770	000 701 350	Kitchen Fan Replacement		\$305.00
PO#: 6657	Voucher #:	47329	Invoice	Invoice No: 10-09-2025	10/30/2025	Paid Amt:	\$305.00
						Check Amount:	\$1,095.00
PCB	78719	2016		BSN SPORTS		Check	
	E 01	020	296	059 000 412	Vapor Select 2 button jersey		\$3,280.00
	E 01	020	296	059 000 412	Black Pants		\$400.00
	E 01	020	296	059 000 412	Freight		\$98.40
PO#: 6445	Voucher #:	47310	Invoice	Invoice No: 931613123	10/30/2025	Paid Amt:	\$3,778.40
						Check Amount:	\$3,778.40
PCB	78720	3344		CDW-GOVERNMENT		Check	
	E 01	005	690	690 000 455	SLXD24/SM58-J52 Shure SLX-D Wireless Syst		\$658.00
PO#: 6641	Voucher #:	47409	Invoice	Invoice No: AG4JA9A	10/30/2025	Paid Amt:	\$658.00
						Check Amount:	\$658.00

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78721	1074		CENTRA SOTA COOPERATIVE		Check
		E 01	005	760 000 720 442	Fieldmaster Diesel	\$610.39
		E 01	005	760 000 720 442	Discount	(\$19.52)
PO#:	Voucher #:	47256	Invoice	Invoice No: 5451792	10/30/2025	Paid Amt: \$590.87
		E 01	005	760 000 720 442	Unleaded Gas	\$1,104.39
		E 01	005	760 000 720 442	Discount	(\$44.64)
PO#:	Voucher #:	47255	Invoice	Invoice No: 5451793	10/30/2025	Paid Amt: \$1,059.75
		E 01	005	760 000 720 442	Unleaded Gas	\$1,149.90
		E 01	005	760 000 720 442	Discount	(\$43.99)
PO#:	Voucher #:	47254	Invoice	Invoice No: 7541879	10/30/2025	Paid Amt: \$1,105.91
						Check Amount: \$2,756.53
PCB	78722	4596		CENTRAL MCGOWAN, INC		Check
		E 01	020	301 320 830 433	Lincoln Welder and Tips	\$335.43
PO#:	Voucher #:	47440	Invoice	Invoice No: 0001051437	10/30/2025	Paid Amt: \$335.43
		E 01	020	301 320 830 433	Welding Gases and Supplies	\$37.50
PO#:	Voucher #:	47330	Invoice	Invoice No: 0001061621	10/30/2025	Paid Amt: \$37.50
		E 01	020	301 320 830 433	Lincoln Welder and Tips	\$1,049.19
PO#:	Voucher #:	47422	Invoice	Invoice No: 0001047309	10/30/2025	Paid Amt: \$1,049.19
		E 01	020	301 320 830 433	Lincoln Welder and Tips	\$67.09
PO#:	Voucher #:	47423	Invoice	Invoice No: 0001051436	10/30/2025	Paid Amt: \$67.09
						Check Amount: \$1,489.21
PCB	78723	3709		DAVID ROZINKA		Check
		E 01	020	294 054 000 305	FB Official Paynesville	\$130.00
PO#:	Voucher #:	47437	Invoice	Invoice No: 10.10.2025	10/30/2025	Paid Amt: \$130.00
						Check Amount: \$130.00
PCB	78724	1133		ECM PUBLISHERS INC		Check
		E 01	005	010 000 000 305	October 13 Agenda	\$71.00
PO#:	Voucher #:	47361	Invoice	Invoice No: 1069228	10/30/2025	Paid Amt: \$71.00
		E 01	005	010 000 000 305	September 22 Regular Minutes	\$170.00
PO#:	Voucher #:	47370	Invoice	Invoice No: 1070055	10/30/2025	Paid Amt: \$170.00
						Check Amount: \$241.00
PCB	78725	3429		ECMECC ISD 911		Check
		E 01	005	640 000 316 366	Cybernut Secur Awareness 2025-2026	\$723.80
PO#:	Voucher #:	47352	Invoice	Invoice No: SHSV000153	10/30/2025	Paid Amt: \$723.80
						Check Amount: \$723.80

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78726	4189		EDPUZZLE		Check	
		E 01 005 690 690 000 406		Eqpuzzle Renewal			\$2,500.00
PO#: 6628	Voucher #:	47305	Invoice	Invoice No: 45127	10/30/2025	Paid Amt:	\$2,500.00
						Check Amount:	\$2,500.00
PCB	78727	2967		EL-JAY PLUMBING & HEATING INC		Check	
		E 01 005 810 000 000 350		Elementary School Garbage Disposal Repair			\$527.00
PO#:	Voucher #:	47269	Invoice	Invoice No: 33180-1	10/30/2025	Paid Amt:	\$527.00
		E 01 005 810 000 000 350		Elementary School 2 1/2" Cold Water Line			\$770.00
PO#:	Voucher #:	47346	Invoice	Invoice No: 32885-2	10/30/2025	Paid Amt:	\$770.00
						Check Amount:	\$1,297.00
PCB	78728	1152		EVERGREEN LAWN IRRIGATION		Check	
		E 01 005 810 000 000 350		Repair irrigation			\$654.00
PO#:	Voucher #:	47347	Invoice	Invoice No: 8998	10/30/2025	Paid Amt:	\$654.00
						Check Amount:	\$654.00
PCB	78729	4664		FORK FARMS		Check	
		E 01 020 301 321 830 433		Misc. seeds			\$84.90
PO#: 6623	Voucher #:	47349	Invoice	Invoice No: INV-2873	10/30/2025	Paid Amt:	\$84.90
						Check Amount:	\$84.90
PCB	78730	4989		Freshwater Education District #6604		Check	
		E 01 998 203 000 000 390		Summer Targeted Services			\$7,715.97
		E 01 998 211 000 000 390		Summer Targeted Services			\$7,715.97
PO#:	Voucher #:	47374	Invoice	Invoice No: 20858	10/30/2025	Paid Amt:	\$15,431.94
						Check Amount:	\$15,431.94
PCB	78731	4391		GOPHER STATE EVENT, LLC.		Check	
		E 01 020 292 052 000 305		CC MEET TIMING			\$1,139.35
PO#:	Voucher #:	47337	Invoice	Invoice No: 1658	10/30/2025	Paid Amt:	\$1,139.35
						Check Amount:	\$1,139.35
PCB	78732	1184		GOV CONNECTION		Check	
		E 04 005 570 000 000 401		77-89953 OtterBox Defender Series Case for iP,			\$48.26
PO#: 6642	Voucher #:	47410	Invoice	Invoice No: 76946650	10/30/2025	Paid Amt:	\$48.26
		E 01 020 211 258 000 530		77-89953 OtterBox Defender Series Case for iP,			\$149.10
PO#: 6630	Voucher #:	47304	Invoice	Invoice No: 76918118	10/30/2025	Paid Amt:	\$149.10
						Check Amount:	\$197.36

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78733	4808		Gregory A Springer		Check	
			E 01	020 294 054 000 305			\$130.00
PO#:	Voucher #:	47313	Invoice	Invoice No: 10.10.2025	10/30/2025	Paid Amt:	\$130.00
PCB	78734	1215		HILLYARD INC		Check	
			E 01	005 810 000 000 401			\$1,385.10
PO#:	Voucher #:	47351	Invoice	Invoice No: 605972638	10/30/2025	Paid Amt:	\$1,385.10
			E 01	005 810 000 000 401			\$2,448.18
PO#:	Voucher #:	47379	Invoice	Invoice No: 605979277	10/30/2025	Paid Amt:	\$2,448.18
			E 01	005 810 000 000 401			\$41.50
PO#:	Voucher #:	47325	Invoice	Invoice No: 605965814	10/30/2025	Paid Amt:	\$41.50
			E 01	005 810 000 000 401			\$2,909.17
PO#:	Voucher #:	47326	Invoice	Invoice No: 605965815	10/30/2025	Paid Amt:	\$2,909.17
						Check Amount:	\$6,783.95
PCB	78735	3775		HOLDINGFORD GIRLS BASKETBALL		Check	
			E 04	005 505 000 321 369			\$150.00
PO#:	Voucher #:	47419	Invoice	Invoice No: 10.23.2025	10/30/2025	Paid Amt:	\$150.00
						Check Amount:	\$150.00
PCB	78736	3687		HOLDINGFORD HARDWARE		Check	
			E 01	020 301 320 830 433			\$47.42
PO#:	Voucher #:	47433	Invoice	Invoice No: 76813	10/30/2025	Paid Amt:	\$47.42
			E 01	020 301 320 830 433			\$26.17
PO#:	Voucher #:	47434	Invoice	Invoice No: 77133	10/30/2025	Paid Amt:	\$26.17
						Check Amount:	\$73.59
PCB	78737	5132		ISD #544		Check	
			E 01	020 296 058 000 369			\$225.00
PO#:	Voucher #:	47338	Invoice	Invoice No: 10.15.2025	10/30/2025	Paid Amt:	\$225.00
						Check Amount:	\$225.00
PCB	78738	5133		ISD #465		Check	
			E 01	020 292 052 000 369			\$200.00
PO#:	Voucher #:	47416	Invoice	Invoice No: 10.10.2025	10/30/2025	Paid Amt:	\$200.00
						Check Amount:	\$200.00
PCB	78739	3691		JAMES MOELLER		Check	
			E 01	020 296 058 000 305			\$135.00
PO#:	Voucher #:	47320	Invoice	Invoice No: 10.09.2025	10/30/2025	Paid Amt:	\$135.00
						Check Amount:	\$135.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78740	3724		JEFF ECKES		Check	
			E 01	020 294 054 000 305			\$130.00
PO#:		Voucher #:	47315	Invoice	Invoice No: 10.10.2025	Paid Amt:	\$130.00
						Check Amount:	\$130.00
PCB	78741	4216		JOHN BERGESON		Check	
			E 01	020 296 058 000 305			\$135.00
PO#:		Voucher #:	47319	Invoice	Invoice No: 10.09.2025	Paid Amt:	\$135.00
						Check Amount:	\$135.00
PCB	78742	1262		JOSTENS INC.		Check	
			E 01	020 211 000 000 898			\$597.80
			E 01	020 211 000 000 898			\$38.95
PO#:	6591	Voucher #:	47413	Invoice	Invoice No: 37724620	Paid Amt:	\$636.75
						Check Amount:	\$636.75
PCB	78743	1267		KEMPS, LLC		Check	
			E 02	005 770 000 701 495			\$474.10
PO#:		Voucher #:	47367	Invoice	Invoice No: 5986949	Paid Amt:	\$474.10
			E 02	005 770 000 701 495			\$237.20
PO#:		Voucher #:	47368	Invoice	Invoice No: 2982292	Paid Amt:	\$237.20
			E 02	005 770 000 701 495			\$169.30
PO#:		Voucher #:	47365	Invoice	Invoice No: 5971383	Paid Amt:	\$169.30
			E 02	005 770 000 701 495			\$507.90
PO#:		Voucher #:	47366	Invoice	Invoice No: 5987076	Paid Amt:	\$507.90
			E 02	005 770 000 701 495			\$304.80
PO#:		Voucher #:	47364	Invoice	Invoice No: 5968902	Paid Amt:	\$304.80
			E 02	005 770 000 701 495			\$287.90
PO#:		Voucher #:	47369	Invoice	Invoice No: 5980967	Paid Amt:	\$287.90
			E 02	005 770 000 701 495			\$473.95
PO#:		Voucher #:	47362	Invoice	Invoice No: 5975518	Paid Amt:	\$473.95
			E 02	005 770 000 701 495			\$507.75
PO#:		Voucher #:	47363	Invoice	Invoice No: 5975576	Paid Amt:	\$507.75
						Check Amount:	\$2,962.90
PCB	78744	1279		LEARNING A-Z		Check	
			E 01	005 690 690 000 406			\$1,350.00
PO#:	6668	Voucher #:	47414	Invoice	Invoice No: C1-00388603	Paid Amt:	\$1,350.00
						Check Amount:	\$1,350.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78745	5105		Loesch Sheet Metal & Piping Specialist Inc		Check	
			E 01	005 810 000 000 401 Misc.			\$6,440.00
PO#: 6449	Voucher #:	47327	Invoice	Invoice No: 118691	10/30/2025	Paid Amt:	\$6,440.00
						Check Amount:	\$6,440.00
PCB	78746	4540		MARCO		Check	
			E 01	005 110 690 000 580 Copiers			\$2,055.60
PO#:	Voucher #:	47360	Invoice	Invoice No: 40284470	10/30/2025	Paid Amt:	\$2,055.60
						Check Amount:	\$2,055.60
PCB	78747	1899		MARCO TECHNOLOGIES, LLC		Check	
			E 01	005 690 690 000 315 Digital Projection - OEM Replacement Lamp & F			\$1,330.00
PO#:	Voucher #:	47438	Invoice	Invoice No: INV14359768	10/30/2025	Paid Amt:	\$1,330.00
			E 01	005 690 690 000 315 Installation & Troubleshooting Gym Projector			\$480.00
PO#: 6578	Voucher #:	47412	Invoice	Invoice No: INV14430872	10/30/2025	Paid Amt:	\$480.00
			E 01	005 690 690 000 305 Projector Issues in Cafetorium & Gym			\$160.00
PO#:	Voucher #:	47411	Invoice	Invoice No: INV14430866	10/30/2025	Paid Amt:	\$160.00
						Check Amount:	\$1,970.00
PCB	78748	1326		MENARDS		Check	
			E 01	005 810 000 000 401 Custodial Supplies			\$174.95
PO#:	Voucher #:	47344	Invoice	Invoice No: 70737	10/30/2025	Paid Amt:	\$174.95
			R 01	020 361 000 000 619 Materials for Sheds			\$4,514.34
PO#: 6526	Voucher #:	47309	Invoice	Invoice No: 69395	10/30/2025	Paid Amt:	\$4,514.34
						Check Amount:	\$4,689.29
PCB	78749	1331		MID-STATE EDUCATION DIST		Check	
			E 01	010 412 450 740 396 ECSE			\$6,205.15
			E 01	005 420 450 740 396 Due Process			\$178.90
			E 01	005 420 450 740 396 OT/PT			\$382.02
			E 04	005 582 450 344 390 PreSchool Screening			\$36,988.89
PO#:	Voucher #:	47421	Credit	Invoice No: 3964	10/30/2025	Paid Amt:	(\$43,754.96)
			E 01	005 400 000 000 394 ADMIN			\$7,923.16
			E 01	010 412 450 740 396 ECSE			\$9,921.23
			E 01	005 420 450 740 396 Due Process			\$703.76
			E 01	005 405 450 740 396 HEAR IMPAIRED			\$3,065.77
			E 01	005 405 450 740 397 HEAR IMPAIRED			\$243.95
			E 01	005 420 450 740 396 OT/PT			\$6,137.05
			E 01	005 420 450 740 396 APE			\$1,374.94
			E 01	005 420 450 740 397 APE			\$277.37
			E 01	010 401 450 740 396 SPEECH/LANGUAGE			\$18,058.45

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78749	1331		MID-STATE EDUCATION DIST		Check	
	E 01	010	401	450 740 397			\$2,972.34
	E 01	005	420	450 740 396	SPEECH/LANGUAGE		\$21,318.84
	E 01	005	420	450 740 397	Psych Service		\$773.95
	E 01	020	211	390 000 391	Telecommunication Access		\$9,964.54
	E 04	005	582	450 344 390	PreSchool Screening		\$467.29
	E 04	005	582	450 344 390	School Readiness		\$415.81
PO#:	Voucher #:	47420	Invoice	Invoice No: 3963	10/30/2025	Paid Amt:	\$83,618.45
						Check Amount:	\$39,863.49
PCB	78750	3258		MINNESOTA CLAY USA		Check	
	E 01	020	212	000 000 430	#7 WHITE BUFF CLAY CONE 06-6-WET		\$706.00
	E 01	020	212	000 000 430	Freight		\$160.22
PO#: 6565	Voucher #:	47335	Invoice	Invoice No: 157925	10/30/2025	Paid Amt:	\$866.22
PO#: 6624	Voucher #:	47336	Invoice	Invoice No: 158602	10/30/2025	Paid Amt:	\$308.22
						Check Amount:	\$1,174.44
PCB	78751	3965		MRI SOFTWARE LLC		Check	
	E 01	005	110	000 000 305	Staff Screen		\$404.00
PO#:	Voucher #:	47308	Invoice	Invoice No: MRIUS2550339	10/30/2025	Paid Amt:	\$404.00
						Check Amount:	\$404.00
PCB	78752	1375		NAPA AUTO PARTS		Check	
	E 01	005	760	000 720 401	Van #25 RainX Weather Beat		\$34.88
PO#:	Voucher #:	47257	Invoice	Invoice No: 658394	10/30/2025	Paid Amt:	\$34.88
						Check Amount:	\$34.88
PCB	78753	4799		NCS Pearson, Inc		Check	
	E 01	010	401	000 619 433	0158036182 CELF-5 Metalinguistics (print)		\$484.00
	E 01	010	401	000 619 433	shipping 6%		\$29.04
PO#: 6619	Voucher #:	47318	Invoice	Invoice No: 30128432	10/30/2025	Paid Amt:	\$513.04
						Check Amount:	\$513.04
PCB	78754	1383		NORDLUND REPAIR		Check	
	E 01	005	810	000 000 305	F250 Truck Repair & oil change		\$621.17
PO#:	Voucher #:	47343	Invoice	Invoice No: 09.23.2025	10/30/2025	Paid Amt:	\$621.17
						Check Amount:	\$621.17
PCB	78755	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check	
	E 01	005	760	000 720 350	Bus 17-17 Diagnose ABS Light Concern		\$3,985.34
PO#:	Voucher #:	47262	Invoice	Invoice No: 812238	10/30/2025	Paid Amt:	\$3,985.34

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78755	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
			E 01	005 760 000 720 401 Light, Strobe, Led		\$245.44
PO#:	Voucher #:	47260	Invoice	Invoice No: 327641	10/30/2025	Paid Amt: \$245.44
PO#:	Voucher #:	47263	Invoice	Invoice No: 812703	10/30/2025	Paid Amt: \$3,817.60
PO#:	Voucher #:	47261	Invoice	Invoice No: 812906	10/30/2025	Paid Amt: \$657.99
PO#:	Voucher #:	47258	Invoice	Invoice No: 559324	10/30/2025	Paid Amt: \$490.76
PO#:	Voucher #:	47259	Invoice	Invoice No: 326500X1	10/30/2025	Paid Amt: \$96.09
						Check Amount: \$9,293.22
PCB	78756	1392		OAK ELECTRIC SERVICE, INC		Check
			E 01	005 760 000 720 350 Bus Shed Work		\$485.01
PO#:	Voucher #:	47323	Invoice	Invoice No: 7325	10/30/2025	Paid Amt: \$485.01
						Check Amount: \$485.01
PCB	78757	5052		Office of MNIT Services		Check
			E 01	005 690 690 000 405 Crowdstrike Endpoint Protection		\$86.17
PO#:	Voucher #:	47339	Invoice	Invoice No: 25090702	10/30/2025	Paid Amt: \$86.17
						Check Amount: \$86.17
PCB	78758	1406		PAN-O-GOLD BAKING CO		Check
			E 02	005 770 000 701 490 Bread		\$45.00
PO#:	Voucher #:	47389	Invoice	Invoice No: 10000125286003	10/30/2025	Paid Amt: \$45.00
PO#:	Voucher #:	47359	Invoice	Invoice No: 10000125286004	10/30/2025	Paid Amt: \$45.00
						Check Amount: \$90.00
PCB	78759	4361		PHILIP BERG		Check
			E 01	020 294 054 000 305 FB Official Paynesville		\$130.00
PO#:	Voucher #:	47316	Invoice	Invoice No: 10.10.2025	10/30/2025	Paid Amt: \$130.00
						Check Amount: \$130.00
PCB	78760	2233		PIERZ GIRLS BASKETBALL		Check
			E 04	005 505 000 321 369 CE Girls Travel Basketball Tournament		\$200.00
PO#:	Voucher #:	47418	Invoice	Invoice No: 10.23.2025	10/30/2025	Paid Amt: \$200.00
						Check Amount: \$200.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Amount
PCB	78761	4242		RADEMACHER COMPANIES, INC.		Check	
			E 01	020 301 322 830 433 Liddane Class Supplies			\$24.22
PO#:	Voucher #:	47407	Invoice	Invoice No: 00194667	10/30/2025	Paid Amt:	\$24.22
PO#: 6541	Voucher #:	47307	Invoice	Invoice No: 002-00428713	10/30/2025	Paid Amt:	\$11.09
PO#:	Voucher #:	47399	Invoice	Invoice No: 00430131	10/30/2025	Paid Amt:	\$34.80
PO#: 6541	Voucher #:	47400	Invoice	Invoice No: 00433788	10/30/2025	Paid Amt:	\$15.37
PO#:	Voucher #:	47404	Invoice	Invoice No: 00132229	10/30/2025	Paid Amt:	\$36.01
PO#: 6517	Voucher #:	47401	Invoice	Invoice No: 001-00234781	10/30/2025	Paid Amt:	\$17.97
PO#:	Voucher #:	47402	Invoice	Invoice No: 00180776	10/30/2025	Paid Amt:	\$5.00
PO#:	Voucher #:	47403	Invoice	Invoice No: 00314884	10/30/2025	Paid Amt:	\$3.99
PO#:	Voucher #:	47405	Invoice	Invoice No: 00328377	10/30/2025	Paid Amt:	\$16.24
PO#:	Voucher #:	47406	Invoice	Invoice No: 00188558	10/30/2025	Paid Amt:	\$40.63
PO#:	Voucher #:	47341	Invoice	Invoice No: 001-00235777	10/30/2025	Paid Amt:	\$36.64
						Paid Amt:	\$241.96
PCB	78762	1452		REGION 1		Check	
			E 01	005 110 000 000 401 Blue Check Stock			\$166.34
PO#:	Voucher #:	47377	Invoice	Invoice No: 15910	10/30/2025	Paid Amt:	\$166.34
						Paid Amt:	\$166.34
PCB	78763	2382		RENAISSANCE		Check	
			E 01	005 690 690 000 406 Fastbridge Subscription Renewal K-8			\$317.10
PO#:	Voucher #:	47271	Invoice	Invoice No: INV5616162	10/30/2025	Paid Amt:	\$317.10
						Paid Amt:	\$317.10
PCB	78764	4955		Robotics Education & Competition Foundation		Check	
			E 01	020 298 053 000 369 Registration			\$600.00
PO#:	Voucher #:	47312	Invoice	Invoice No: 62374209	10/30/2025	Paid Amt:	\$600.00
						Paid Amt:	\$600.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78765	1477		ROYALTON LUMBER COMPANY		Check	
			E 01	005 810 000 000 401 Custodial Supplies	10/30/2025		\$622.84
PO#:	Voucher #:	47321	Invoice	Invoice No: 883765		Paid Amt:	\$622.84
PCB	78766	4006		Southern Minnesota Inspection		Check	
			E 01	020 292 000 000 530 Volleyball Net	10/30/2025		\$640.00
PO#:	Voucher #:	47272	Invoice	Invoice No: 25893		Paid Amt:	\$640.00
PCB	78767	3707		STEPHEN MIKKELSON		Check	
			E 01	020 294 054 000 305 FB Official Paynesville	10/30/2025		\$130.00
PO#:	Voucher #:	47317	Invoice	Invoice No: 10.10.2025		Paid Amt:	\$130.00
PCB	78768	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 490 Lunch Credit	10/30/2025		\$70.84
PO#:	Voucher #:	47390	Credit	Invoice No: 353021733		Paid Amt:	(\$70.84)
			E 02	005 770 000 701 490 Lunch Credit	10/30/2025		\$32.09
PO#:	Voucher #:	47391	Credit	Invoice No: 353021732		Paid Amt:	(\$32.09)
			E 02	005 770 000 701 490 Commodity Credit	10/30/2025		\$12.10
PO#:	Voucher #:	47393	Credit	Invoice No: 353021734		Paid Amt:	(\$12.10)
			E 02	005 770 000 701 490 LUNCH			\$2,536.10
			E 02	005 770 000 701 401 SUPPLIES			\$186.14
PO#:	Voucher #:	47394	Invoice	Invoice No: 353025994		Paid Amt:	\$2,722.24
			E 02	005 770 000 701 490 LUNCH	10/30/2025		\$3,097.76
PO#:	Voucher #:	47265	Invoice	Invoice No: 353021363		Paid Amt:	\$3,097.76
			E 02	005 770 000 701 490 Commodity	10/30/2025		\$12.10
PO#:	Voucher #:	47396	Invoice	Invoice No: 353025993		Paid Amt:	\$12.10
			E 02	005 770 000 701 490 Food Credit	10/30/2025		\$18.06
PO#:	Voucher #:	47392	Credit	Invoice No: 353026772		Paid Amt:	(\$18.06)
			E 02	005 770 000 701 490 Commodity	10/30/2025		\$52.24
PO#:	Voucher #:	47266	Invoice	Invoice No: 353021364		Paid Amt:	\$52.24
			E 02	005 770 000 701 490 LUNCH	10/30/2025		\$59.34
PO#:	Voucher #:	47342	Invoice	Invoice No: 353017052		Paid Amt:	\$59.34
			E 02	005 770 000 701 490 Food Credit	10/30/2025		\$55.03
PO#:	Voucher #:	47395	Credit	Invoice No: 353026771		Paid Amt:	(\$55.03)
			E 02	005 770 000 705 490 Breakfast	10/30/2025		\$120.73
PO#:	Voucher #:	47267	Invoice	Invoice No: 353021365		Paid Amt:	\$120.73
			E 02	005 770 000 705 490 Breakfast	10/30/2025		\$352.79

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78768	2577		SYSCO WESTERN MN, INC.		Check
			E 02	005 770 000 701 401 Supplies		\$79.28
PO#:	Voucher #:	47264	Invoice	Invoice No: 353021362	10/30/2025	Paid Amt: \$432.07
PO#:	Voucher #:	47354	Invoice	Invoice No: 353021360 Commodity	10/30/2025	Paid Amt: \$24.20
			E 02	005 770 000 701 490 LUNCH		\$2,083.70
			E 02	005 770 000 701 401 SUPPLIES		\$162.06
PO#:	Voucher #:	47353	Invoice	Invoice No: 353021361	10/30/2025	Paid Amt: \$2,245.76
PO#:	Voucher #:	47355	Invoice	Invoice No: 353025996 Commodity	10/30/2025	Paid Amt: \$31.52
			E 02	005 770 000 701 490 LUNCH		\$184.40
PO#:	Voucher #:	47356	Invoice	Invoice No: 353025998	10/30/2025	Paid Amt: \$184.40
			E 02	005 770 000 701 490 LUNCH		\$2,429.29
			E 02	005 770 000 701 401 SUPPLIES		\$168.39
PO#:	Voucher #:	47357	Invoice	Invoice No: 353025997	10/30/2025	Paid Amt: \$2,597.68
			E 02	005 770 000 701 490 LUNCH		\$823.28
			E 02	005 770 000 701 401 SUPPLIES		\$55.69
PO#:	Voucher #:	47358	Invoice	Invoice No: 353025995	10/30/2025	Paid Amt: \$878.97
			E 02	005 770 000 701 401 Supplies		\$36.20
PO#:	Voucher #:	47397	Invoice	Invoice No: 353023149	10/30/2025	Paid Amt: \$36.20
			E 02	005 770 000 701 401 Supplies		\$10.80
PO#:	Voucher #:	47398	Invoice	Invoice No: 353023148	10/30/2025	Paid Amt: \$10.80
						Check Amount: \$12,317.89
PCB	78769	4901		Tamsie L Ray		Check
			E 04	005 505 000 321 305 Yoga Instructor		\$560.00
PO#:	Voucher #:	47415	Invoice	Invoice No: 01Fall2025	10/30/2025	Paid Amt: \$560.00
						Check Amount: \$560.00
PCB	78770	1559		TECH CHECK, LLC		Check
			E 01	005 690 690 000 305 Service WiFi Issues		\$146.25
PO#:	Voucher #:	47268	Invoice	Invoice No: 63393	10/30/2025	Paid Amt: \$146.25
						Check Amount: \$146.25
PCB	78771	4924		The Boelter Companies Inc		Check
			E 02	005 770 000 701 401 Bun Pan Full Size & Pizza Rocker		\$266.32
PO#:	Voucher #:	47436	Invoice	Invoice No: 98566543	10/30/2025	Paid Amt: \$266.32
						Check Amount: \$266.32

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78772	1592		VERIZON WIRELESS		Check	
			E 01	005 810 000 000 320			
				PHONE SERVICE			
PO#:	Voucher #:	47372	Invoice	Invoice No: 6125755968	10/30/2025	Paid Amt:	\$301.72
						Check Amount:	\$301.72
PCB	78773	1611		XCEL ENERGY		Check	
			E 01	005 810 000 000 440			
				Acct 51-4433400-5			
PO#:	Voucher #:	47371	Invoice	Invoice No: 948468270	10/30/2025	Paid Amt:	\$482.08
						Check Amount:	\$482.08
PCB	78774	2724		AFSCME COUNCIL 65		Check	
			B 01	215 040			
				MFT			
PO#:	Voucher #:	47447	Invoice	Invoice No: S2026080	10/31/2025	Paid Amt:	\$307.91
						Check Amount:	\$307.91
PCB	78775	3757		Blue Cross Blue Shield		Check	
			B 01	215 033			
			B 01	215 033			\$157.08
			B 02	215 033			(\$18.66)
			B 02	215 033			\$2.49
			B 04	215 033			\$9.65
PO#:	Voucher #:	47463	Invoice	Invoice No: S2026080	10/31/2025	Paid Amt:	\$150.56
			B 01	215 033			\$161.85
			B 02	215 033			\$2.49
			B 04	215 033			\$9.65
PO#:	Voucher #:	47253	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$173.99
						Check Amount:	\$324.55
PCB	78776	4665		HARTFORD INSURANCE		Check	
			B 01	215 032			
			B 02	215 032			\$742.44
			B 04	215 032			\$41.98
				Life			\$24.67
PO#:	Voucher #:	47240	Invoice	Invoice No: S2026070	10/31/2025	Paid Amt:	\$809.09
			B 01	215 032			\$742.44
			B 01	215 032			(\$120.53)
			B 02	215 032			\$41.98
			B 04	215 032			\$24.67
PO#:	Voucher #:	47450	Invoice	Invoice No: S2026080	10/31/2025	Paid Amt:	\$688.56
			B 01	215 031			\$868.01
			B 02	215 031			\$26.97
			B 04	215 031			\$39.57

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check	Paid Amt:
PCB	78776	4665		HARTFORD INSURANCE				
PO#:		Voucher #:	47451	Invoice	Invoice No: S2026080	Adjustment	(\$74.18)	\$860.37
			B 01	215 051	United Way		\$433.32	
			B 02	215 051	Payroll Deductions		\$18.88	
			B 04	215 051	Payroll Deductions		\$29.41	
PO#:		Voucher #:	47244	Invoice	Invoice No: S2026070	United Way	\$433.32	\$481.61
			B 01	215 051	Adjustment		(\$94.65)	
			B 02	215 051	Payroll Deductions		\$18.88	
			B 04	215 051	Payroll Deductions		\$29.41	
PO#:		Voucher #:	47454	Invoice	Invoice No: S2026080	LTD	\$868.01	\$386.96
			B 01	215 031	LTD		\$26.97	
			B 02	215 031	LTD		\$39.57	
PO#:		Voucher #:	47241	Invoice	Invoice No: S2026070			\$934.55
								Check Amount: \$4,161.14
PCB	78777	4620		HealthPartners Inc				
PO#:		Voucher #:	47237	Invoice	Invoice No: S2026070	Dental	\$1,570.53	\$1,674.33
			B 01	215 035	Payroll Deductions		\$17.78	
			B 04	215 035	Payroll Deductions		\$86.02	
			B 01	215 035	Dental		\$1,534.99	
			B 01	215 035	Adjustment		(\$43.03)	
			B 02	215 035	Payroll Deductions		\$17.78	
			B 04	215 035	Payroll Deductions		\$86.02	
PO#:		Voucher #:	47444	Invoice	Invoice No: S2026080	Hospital	\$38,748.81	\$1,595.76
			B 01	215 030	Adjustment		(\$878.75)	
			B 02	215 030	Hospital		\$1,042.38	
			B 04	215 030	Hospital		\$3,372.34	
PO#:		Voucher #:	47448	Invoice	Invoice No: S2026080	Hospital	\$39,429.41	\$42,284.78
			B 01	215 030	Hospital		\$1,042.38	
			B 02	215 030	Hospital		\$3,372.35	
PO#:		Voucher #:	47238	Invoice	Invoice No: S2026070			\$43,844.14

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/1/2025-10/31/2025 Period: 202604-202604 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
PCB	78777	4620		HealthPartners Inc		Check		
			E 01	005 110 000 000 305			\$143.00	
PO#:	Voucher #:	47464	Invoice	Invoice No: 10.31.2025	10/31/2025		\$143.00	\$89,542.01
PCB	78778	1474		Royalton Education Minnesota		Check		
			B 01	215 040			\$4,202.00	
			B 04	215 040			\$176.00	
PO#:	Voucher #:	47445	Invoice	Invoice No: S2026080	10/31/2025		\$4,378.00	\$4,378.00
PCB	78779	1473		ROYALTON ESP		Check		
			B 01	215 040			\$982.47	
			B 02	215 040			\$27.17	
			B 04	215 040			\$37.24	
PO#:	Voucher #:	47446	Invoice	Invoice No: S2026080	10/31/2025		\$1,046.88	\$1,046.88
							Report Total:	\$741,412.49

Personnel Updates

Hires:

Name	Position	Effective Date
Noelle Allord	Pre-K Paraprofessional	10.27.2025
Shannon Hagman	Substitute Nurse	10.27.2025

Resignations/Retirements/Terminations/Leave:

Name	Position	Type	Effective Date
Garry Bultinck	Bus Driver	Resignation	10.14.2025
Marissa Sowada	Teacher	Leave	02.25.2026
Leah Suska	Teacher	Leave	03.01.2026

Lane Changes:

Name	Lane Change	Effective Date
Kathy Brenny	MA to MA+15	09.01.2025
Merrin Polzine-Lust	MA+15 to MA+30	09.01.2025



School Services

PROPOSAL FOR ACCOUNTING AND ADVISORY SERVICES
ROYALTON PUBLIC SCHOOLS



Welcome and Introduction

We are excited about the opportunity to be a part of your team! We have high interest and energy ready to contribute to your success.

We are different than other School Service accounting and financial advisory service providers. It starts with a passion for working with Schools and having the talent to execute. Our Creative Planning Business Services team of professionals have rich backgrounds working in accounting and financial advisory services. We also bring business experiences beyond finance. Above all, our team brings unique chemistry and desire to make a difference, along with a history to back it up.

We are your partner and will provide you with the facts, figures and information you will need to make good business decisions. With a great team in place, you can focus on the educational program and meeting the needs of your students!

Here are a few benefits of working with Creative Planning Business Services:

- ◆ **School experience.** Creative Planning Business Services' dedicated School Services industry group provides accounting and financial advisory services to over 60 Schools. We support our client Schools with comprehensive accounting and financial advisory services including budgeting, financial accounting of state and federal grants, processing monthly accounting information including preparation of comprehensive interim financial statements and preparing accounting records for the annual financial audit.
- ◆ **In-depth knowledge of School accounting and tax regulations.** Our team stays abreast of the latest developments in Schools through ongoing third-party continuing education classes and extensive technical literature maintained in-house. Members of our team and firm are involved with MDE, MASBO, and other School supported organizations. We also keep you informed of upcoming regulations and the potential impact on your School, such as GASB's new financial reporting rules.
- ◆ **Effective communication.** Creative Planning Business Services has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing clients' requests based on their preferred timetable and delivering reports to our clients in advance of deadlines.
- ◆ **Innovative thinking and solutions driven.** When working with Creative Planning Business Services, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.

It is our proven business model and processes that allow us to provide the highest level of value and performance to our clients.

Warmest regards,

Joline Raymond

Head of School Services

Joline.Raymond@creativeplanning.com | 952-563-6833

Table of Contents

Firm Profile	4
School Accounting & Advisory Services	7
Creative Planning Business Services' School Services Leadership Team	9
School Accounting & Advisory Service Proposal and Detailed Service Schedule	11

Firm Profile

We have an extensive background working with clients through a strategic approach; we don't just keep pace with the trends; we stay ahead of the curve. We explore new ways to innovate and operate more efficiently.

Who We Are

CREATIVE PLANNING BUSINESS SERVICES

Creative Planning Business Services is the business advisory arm of Creative Planning that provides a comprehensive suite of services to support and empower businesses and their owners. Our values drive our decisions, and our passion is putting our clients at the center of everything we do.

DELIVERING BUSINESS SERVICES THAT INNOVATE AND INSPIRE

Why We Do It

TRANSFORMING BUSINESS. TRANSFORMING LIVES.

To transform the lives and businesses of every human we meet through thought leadership, meaningful connections and the most client-centric approach while building an ecosystem powered by people that aspire to make the world a better place.

Our Services

COMPREHENSIVE SUITE OF SERVICES



Creative Planning Cares

COMMUNITY INVOLVEMENT

Every day, Creative Planning helps clients achieve financial freedom and exceed their business objectives. But there are many individuals and organizations within our communities that are underserved or don't have access to the resources they need. For the last 20 years, our giving has been focused on those among us who need that support while they work through tough times or simply need a little assistance to give them a better chance of success.

Giving Back

Creative Planning opened Pathway Financial Education in the historic 18th & Vine area of Kansas City, Missouri.

The center offers free classes to small business owners, adults and youth, and many of Creative Planning's employees teach courses in financial planning, tax services, law, business management, and more.

Recognized as a 2023 Charitable Champion



CHARACTER

HONESTY: We are upfront and truthful, and we own our mistakes.

KINDNESS: We treat people internally and externally with respect and kindness regardless of their status or whether we agree with them.

SELFLESSNESS: We seek what is best for the client. They are the first priority, then Creative Planning.

PASSION

POSITIVE: We are tenacious and tackle hard problems with a positive attitude.

IMPACT: We create results by focusing on what's important and giving a strong performance.

OWNERSHIP: We see everything through until it's completed.

TEAMWORK

URGENCY: We move quickly and with purpose. Things don't stay with us for long.

HIGH-PERFORMING: We strive to be a high-performing team to achieve excellence.

GROWTH

OURSELVES: We strive to provide exceptional work and pursue growth opportunities.

COMPANY: We care intensely about Creative Planning's success.

School Accounting and Advisory Proposed Services

Budgeting

- ◆ Develop a five-year operating budget in sync with the School's program.
- ◆ Monitor the budget vs. actual to determine when budget revisions are necessary.
- ◆ Monitor the budget to verify the School is receiving all available funding to ensure they are maximizing their revenues.

Financial Reporting

- ◆ Month end closing including bank statement reconciliation and any related journal entries.
- ◆ Prepare and provide monthly financial reports and supplemental information.
- ◆ Continually analyze account activity to ensure the budget correctly reflects the School's operations.
- ◆ Review and analyze cash flow projections.

Audit Preparation Services

- ◆ Coordinate the audit process directly with your respective audit firm.
- ◆ Prepare all required audit files and supporting workpapers for the annual audit.
- ◆ Enter and review all year end accrual entries and ensure accurate financial reporting.
- ◆ Provide audit status reports to administration.
- ◆ Ensure all reports are submitted by mandated deadlines.

Grant Advisory & Accounting

- ◆ Review and monitor state and federal programs that require reimbursement through the MN Department of Education's reimbursement reporting system (SEDRA - State Special Education and MEGS - Federal Programs).
- ◆ Verify that the coding in the finance system matches SEDRA and MEGS.
- ◆ Process and maintain all necessary grant financial reports.
- ◆ Provide ongoing analysis on reasonability of grant expenditures to guarantee allowability.
- ◆ Assist with grant specific audits.

Other Services Performed Which Are Included In Our Proposal

- ◆ Submit enrollment/average daily membership (ADM) estimates directly to MDE (starting in fourth year of School operations).
- ◆ Attend meetings with School leadership, as needed; monthly finance committee meetings; and board meetings, as needed.

Meet Our School Services Leadership and Transition Team

Creative Planning Business Services (CPBS) has a dedicated School Services leadership and transition team to meet your School's unique needs. These individuals are instrumental in ensuring we deliver exceptional service and you receive best in class experience throughout our partnership.



BRIDGET MERRILL-MYHRE, CPA, MANAGER, PUBLIC SCHOOL SERVICES

Bridget has over 15 years of School business experience and two years of Big Four tax experience. She has a track record of budget and audit accuracy and deep knowledge of GASB and internal controls/standards along with superior technical accounting skills. Bridget has success in cash flow analysis, strategic budget development, as well as grant management with several public School districts. She earned her bachelor's degree in accounting from the University of Iowa and her MBA from St. Cloud State University. Outside of work, Bridget is an avid runner and enjoys being outdoors spending time with her husband and two sons.



JOLINE RAYMOND, MANAGER OF ACCOUNTING, SCHOOL SERVICES

Joline is an experienced accounting supervisor with a demonstrated history of working in the educational accounting industry. Joline's specialty is accounts payable and payroll. She uses her expertise to lead and help her team with daily problem solving and is constantly looking for ways to improve processes and procedures to benefit clients and staff alike. She enjoys working side-by-side with her team to help clients take the worry out of their day-to-day office duties, whether it is accounts payable, payroll, grant management or budgeting which enables them to focus on the students they serve. Joline holds an associate degree in business administration from Rasmussen College. Outside of work, Joline is involved with Simley Wrestling and Randolph Rockets Softball.



JENNY ABBS, SENIOR ADVISOR, SCHOOL SERVICES

Jenny has been working in Schools for over 20 years and focuses her attention on helping Schools leverage funding source opportunities available to them. Jenny’s favorite part of her job is training others and helping break down complex topics in a way that all can understand. In her role, she works closely with School board members who may not have a financial background, so her passion for helping others enables everyone involved in the decision-making process to be on the same page. Jenny holds a bachelor’s degree in business management from St. Cloud State University. Outside of work, you can find Jenny volunteering as a youth basketball coach or relaxing with her family at their favorite campground.



LISA THIELBAR, PAYROLL SUPERVISOR, SCHOOL SERVICES

Lisa leads the payroll team to ensure client satisfaction, as well as, employee satisfaction. She has a passion for training both team members and clients to understand all aspects of the payroll process. In her role she problem solves along with her team to ensure accuracy while creating efficiencies for both the payroll team and our clients! It is the team’s goal to ease the minds of our clients, so they don’t have to worry about their payroll. Lisa earned her bachelor’s degree in business from the University of Wisconsin - River Falls. She volunteers for Farmington Baseball.



JEN KLOS, ACCOUNTS PAYABLE SUPERVISOR, SCHOOL SERVICES

Jen leads the School Services accounts payable team. Her focus is on training and elevating the AP staff, while also working with staff and Schools to streamline processes. Jen has a passion for leveraging technology to find efficiencies in AP and AR workflows. She enjoys helping clients find solutions that can put time back in their jam-packed days and enabling her team to serve with unmatched commitment and quality. Jen has over 10 years of experience in AP, and finance banking. Outside of work, Jen likes to spend her time volunteering with organizations like Ruby’s Pantry, being active with her family, biking, paddle boarding and hosting game night with friends.



MELISSA CHRISTIANSON, GRANT ADVISOR SUPERVISOR, SCHOOL SERVICES

Melissa is an experienced supervisor with over 10 years of educational accounting experience, with a strong background in accounts payable and grant advising. A proven problem solver, Melissa takes pride in working collaboratively with her team to maximize the impact of federal and state grants—ensuring they best support clients and the children they serve. She holds a degree in Hospitality and Tourism Management from the University of Wisconsin-Stout, a foundation that has shaped her detail-oriented and people-focused approach. Outside of work, Melissa enjoys reading and traveling with her husband and their two children.

School Accounting and Advisory Services Fee Proposal

Fees

- ◆ Annual on-going financial services will start at \$5,500 per month, beginning on an agreed upon date for the School accounting and advisory
 - Onsite attendance for Finance and Board meetings
 - Two monthly onsite office days per month coinciding with Finance and Board meetings
 - Five Dedicated virtual office hours on weeks without onsite visits

- ◆ One-time fee for the assessment, transition and onboarding, will be \$4,500 and will include the following services:
 - Assessment of School's accounting records
 - Assist in transitioning from your current provider

This presentation is provided for general information purposes only and should not be construed as investment, tax, or legal advice, and does not constitute an attorney/client relationship. Past performance of any market results is no assurance of future performance. The information contained herein has been obtained from sources deemed reliable but is not guaranteed.



SCHEDULE A – Outsourced Accounting & Advisory Services

Client	Royalton Public Schools		
Service Provider	Creative Planning Business Accounting Services, LLC		
Agreement Number	Schedule A		
Start Date	TBD		
Terms	On-going per Professional Services Agreement		
Description of Services	Creative Planning Business Accounting Services, LLC shall provide the following services (collectively, the "Services"):		
	Service	Frequency	Investment
	Monthly Outsourced Accounting Services Package	Monthly	\$5,500
	Grant Accounting – <ul style="list-style-type: none"> Review and monitor state and federal grants that require reimbursement through the MN Department of Education’s reimbursement reporting system (SEDRA – State Special Education and MEGS/SERVS – Federal Programs). Verify that the coding in the finance system matches SEDRA and MEGS/SERVS. Process and maintain all necessary grant financial reports. Includes the following recurring grants – Title & Federal Special Ed. Other monthly accounting – <ul style="list-style-type: none"> Develop and maintain a five-year operating budget in sync with the client’s program. Monitor the budget vs. actual to determine when budget revisions are necessary. Monitor the budget to verify the client is receiving all available funding to ensure they are maximizing their revenue. Month end closing and enter any related journal entries. Bank statement reconciliation. Prepare and provide monthly financial reports and supplemental information. Review and analyze monthly cash flow projections. Submit enrollment/average daily membership (ADM) estimates directly to MDE (starting in fourth year of operations). Annual/quarterly sales tax reporting. 		
	Onboarding/ Transition Services (See Notes Below)	One-Time	\$4,500
Audit and Tax Return Preparation	Annually	*	
<ul style="list-style-type: none"> Coordinate the audit/tax process directly with your respective audit firm. Prepare all required audit/tax files and supporting workpapers for the annual audit. Enter and review all year end accrual entries and ensure accurate financial reporting. Provide audit/tax status reports to administration. Ensure all reports are submitted by mandated deadlines. 		*This fee includes up to 100 hours of audit prep services. If more hours are needed, the client will be charged at standard hourly rates.	

Service	Frequency	Investment
Grant/SPED Advisory Services		
<ul style="list-style-type: none"> Meetings with client and/or other client representatives. Grant/SPED updates requested by client and/or other client representatives. 		
Controller/Senior Advisory Services		
<ul style="list-style-type: none"> Meetings with client and/or other client representatives. Budget updates requested from client. 		
Additional Services		
<ul style="list-style-type: none"> Grant assistance for other grants (Federal REAP Grant, Federal Stimulus Grants, etc.) 	Per grant annually	5% of total expenditures, or \$2,500, whichever is less.
<ul style="list-style-type: none"> Board Finance Training 	Per training	\$1,150 (in-person) \$750 (virtual)
<ul style="list-style-type: none"> ACA Compliance Processing and Forms 	Annually	\$1,500
Statutory Operating Debt Services <ul style="list-style-type: none"> <i>In conjunction with the MN Department of Education, we will provide planning and budget development services for the Statutory Operating Debt Budget. This service will be billed at a monthly fee of \$500 and remain in place until the SOD status is removed.</i> 	Monthly	\$500
<ul style="list-style-type: none"> Cash Flow Monitoring (if School is less than 20 days cash on hand) 	Hourly	Standard Billing Rates
<ul style="list-style-type: none"> Bank Transition 	Hourly	Standard Billing Rates
<ul style="list-style-type: none"> Time Off/Time Tracker Assistance 	Hourly	Standard Billing Rates
<ul style="list-style-type: none"> Grant and Special Education Monitoring 	Hourly	Standard Billing Rates

Additional services that may be added:	Additional services that may be added (for temporary or long term engagement): <ul style="list-style-type: none"> Payroll Services Accounts Payable Processing and Coding Financial forecast assistance when the client is preparing for a purchase of building, expansion, and/or replication.
---	---

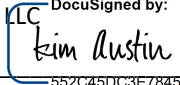
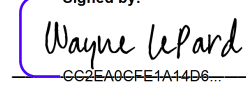
Service Notes:	<p>See Appendix A – Services & Expectations Rubric Attached</p> <p>Onboarding/ Transition Services Notes:</p> <ul style="list-style-type: none"> Creative Planning will collaborate with the School and the prior service provider to ensure a seamless transition of accounting services. This shall include, but not be limited to, the review, reconciliation, and balancing of the chart of accounts to ensure accuracy and compliance with Minnesota Department of Education (MDE) reporting requirements; comprehensive budget analysis and refinement; review of Special Education, Title, and other ancillary grant programs to ensure proper accounting and compliance; and the performance of any additional accounting functions necessary to support accurate and efficient financial operations. <p>Special Notes:</p> <ul style="list-style-type: none"> Any additional scope not specifically defined in this schedule of services will be communicated, requested, confirmed, and billed at standard billing rates. Changes or alterations to this agreement require approval by both parties and mutually agreed upon time frame.
-----------------------	--



This Schedule A shall remain confidential between Royalton Public Schools and Creative Planning Business Accounting Services, LLC.

The parties agree that this Service Schedule Agreement incorporates the [Professional Services Terms & Conditions](#) (the "Terms") (collectively, the "Agreement"), all of which shall remain confidential between Client and Creative Planning Business Accounting Services, LLC (or related affiliate/s identified herein). By signing this Service Schedule Agreement, Client acknowledges and agrees that Client has had an ample opportunity to review the terms contained in the Agreement. Client further agrees that Client has had the opportunity to obtain legal counsel and through Client's own determination, with or without counsel, accepts this Agreement.

The undersigned represent and warrant they are authorized signers for their respective organizations.

For and on behalf of Creative Planning Business Accounting Services, LLC		For and on behalf of Client	
DocuSigned by:	Signed by:		
Signature		Signature	
Contact Name	<u>Kim Austin</u>	Contact Name	<u>Wayne LePard</u>
Title	<u>Solution Sales Leader</u>	Title	<u>Superintendent</u>
Date	<u>10/31/2025</u>	Date	<u>10/31/2025</u>

Certificate Of Completion

Envelope Id: CD5D57D9-463B-475E-B1ED-6A1033001DD1	Status: Completed
Subject: Complete with Docusign: Royalton Public Schools - CP School Services Proposal.pdf	
Hays Business:	
BerganKDV Retirement Solutions:	
Client:	
Agreement Number:	
Start Date:	
Source Envelope:	
Document Pages: 14	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kim Austin
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1254 Macey Way
	Stillwater, MN 55082
	kim.austin@creativeplanning.com
	IP Address: 47.158.238.176

Record Tracking

Status: Original 10/31/2025 8:19:12 AM	Holder: Kim Austin kim.austin@creativeplanning.com	Location: DocuSign
---	---	--------------------

Signer Events

Kim Austin
kim.austin@creativeplanning.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

552C45DC3E78454...

Signature Adoption: Pre-selected Style
Using IP Address: 47.158.238.176

Timestamp

Sent: 10/31/2025 8:23:03 AM
Viewed: 10/31/2025 8:23:34 AM
Signed: 10/31/2025 8:23:42 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Wayne LePard
wayne.lepard@isd485.org
Superintendent
Security Level: Email, Account Authentication (None)

Signed by:

CC2EA0CFE1A14D6...

Signature Adoption: Pre-selected Style
Using IP Address: 96.3.254.18

Sent: 10/31/2025 8:23:04 AM
Viewed: 10/31/2025 8:46:28 AM
Signed: 10/31/2025 8:48:10 AM

Electronic Record and Signature Disclosure:

Accepted: 10/31/2025 8:46:28 AM
ID: ffa78b85-08c5-4101-ba7e-0d16e4e79467

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/31/2025 8:23:04 AM
Certified Delivered	Security Checked	10/31/2025 8:46:28 AM
Signing Complete	Security Checked	10/31/2025 8:48:10 AM
Completed	Security Checked	10/31/2025 8:48:10 AM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, BerganKDV Wealth Management (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact BerganKDV Wealth Management:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: sdesrosier@kdv.com

To advise BerganKDV Wealth Management of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at sdesrosier@kdv.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from BerganKDV Wealth Management

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to sdesrosier@kdv.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with BerganKDV Wealth Management

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to sdesrosier@kdv.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify BerganKDV Wealth Management as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by BerganKDV Wealth Management during the course of your relationship with BerganKDV Wealth Management.

Substitute Teacher Pay Increase-Effective 01.01.2026

	Current Rate	New Rate
Teacher	\$140/Day	\$160/Day
Retired District Teacher	\$150/Day	\$175/Day

Memorandum of Understanding

This Agreement is entered into between Royalton Education Minnesota and Independent School District No. 485.

WHEREAS, the Union and the District are parties to a collective bargaining agreement governing the terms and conditions of employment for teachers employed by the District, pursuant to the Public Employment Labor Relations Act (“PELRA”), Minn. Stat. §179A.01.

WHEREAS, Independent School District No. 485, Royalton, and Royalton Education Minnesota (REM) agree to the following Memorandum of Understanding (MOU) to the 2025-2027 REM Contract:

1. In regards to Article IX, Extra Compensation, Section 2, paragraph 1-**change language from:**

“Employees hired before the 2023-2024 school year do not qualify for longevity pay unless they have completed at least 8 years of service in the district. Those who have reached their seventeenth (17th) year on the salary scale will receive a stipend of \$1200.00 each year. Once they have reached their twenty-first (21st) year on the salary scale, they will receive a stipend of \$1500.00 each year.”

Change Language to:

“Employees hired before the 2023-2024 school year do not qualify for longevity pay unless they have completed at least 8 years of service in the district. Those who have reached their seventeenth (17th) year on the salary scale will receive a stipend of \$1200.00 each year. Once they have reached their twentieth (20th) year on the salary scale, they will receive a stipend of \$1500.00 each year.”

2. In regards to Article X, Group Insurance, Section 1, paragraph 3-**change language from:**

“Any employee hired after July 1, 2022 who is a participant in the district’s group health plan shall be given a \$250.00 matching contribution into their Health Savings Account each year, which needs to be elected during the open enrollment period.”

Change Language to:

“Any employee hired after July 1, 2022 who is a participant in the district’s group health plan shall be given a \$250.00 matching contribution into their Health Savings Account each year, which needs to be elected during their initial enrollment and/or open enrollment period.”

3. In regards to Article VII, Conditions of Employment, Section 8, Line 13-**change language from:**

“The LSN will also receive one (1) comp day in lieu of having a daily prep time.”

Change language to:

“ The LSN will also receive one (1) comp day in lieu of having a daily prep time. The principal in each building will determine whether the guidance counselor and social worker will have a prep time or one (1) comp day in lieu of a prep time. The decision will be made by September 1, and the decision will remain in effect for the duration of the school year.”

IN WITNESS WHEREOF, the parties have executed this MOU as follows:

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

REM Union President

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student's race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least 7 credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least 7 credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation

requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information

about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district does not offer weighted grades.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final

decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.

- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: Royalton Policy 601 (School District Curriculum and Instruction Goals)
Royalton Policy 613 (Graduation Requirements)
Royalton Policy 616 (School District System Accountability)
Royalton Policy 618 (Assessment of Student Achievement)
Royalton Policy 624 (Online Instruction)

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and

breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district

diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1. the technology provider’s employees or contractors have access to educational data only if authorized; and
 - 2. the technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

XIV. SCHOOL-ISSUED DEVICES

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the school district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

- 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

See appropriate student handbook for details.

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194(2003)

Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

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

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the

search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy 506, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: Royalton Policy 417 (Chemical Use and Abuse)
Royalton Policy 418 (Drug-Free Workplace/Drug-Free School) MSBA/
Royalton Policy 501 (School Weapons)
Royalton Policy 506 (Student Discipline)

412 EXPENSE REIMBURSEMENT

I. PURPOSE

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.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: Royalton Policy 214 (Out-of-State Travel by School Board Members)

Adopted: September 8, 2003

Royalton School District Policy 401

Orig. 1995

Revised: January 27, 2020

Reviewed November 10, 2025

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with Human Resources Coordinator or Superintendent (specify, e.g., the Personnel Manager).

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: Royalton Policy 402 (Disability Nondiscrimination)
Royalton Policy 413 (Harassment and Violence)

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes, section 123B.143, subdivision 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for

employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minnesota Statutes, section 122A.40, subdivision 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minnesota Statutes, section 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes, section 13D.05 (Not Public Data);
4. right to a private hearing for licensed or non-licensed head varsity coaches to

discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes, section 122A.33, subdivision 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minnesota Statutes, section 121A.47, subdivision 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data, Minnesota Statutes, section 13.32 (Educational Data); 20 United States Code, section 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes, chapter 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes, section 13.43, subdivision 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

- 1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
- 2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
- 3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
- 4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
- 5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota Statutes, section 13.08, subdivision 1)

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statutes, section 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law (Minnesota Statutes, chapter 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statutes, section 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: Royalton Policy 205 (Open Meetings and Closed Meetings)
Royalton Policy 207 (Public Hearings)
Royalton Policy 406 (Public and Private Personnel Data)
Royalton Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails 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 neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes, section 260C.007, subdivision 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the

family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes, section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes, section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes, section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes, section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of

Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b).

- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may

be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[NOTE: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local

welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.301 (Termination of Parental Rights)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)

Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Royalton Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.
- B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- D. "Weapon"
 - 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 - 2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - a. Minnesota Statutes, section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Minnesota Statutes, section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Minnesota Statutes, section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[NOTE: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes, section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
 1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and

5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[NOTE: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON AND ACTIVE SHOOTER INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of the Minnesota Department of Education ("Commissioner") incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.
- B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.
 - 1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.
 - 2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

Legal References: Minn. Stat. § 97B.045 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: Royalton Policy 506 (Student Discipline)
Royalton Policy 525 (Violence Prevention)
Royalton Policy 903 (Visitors to School District Buildings and Sites)

503 STUDENT ATTENDANCE

I. PURPOSE

- A. 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.
- B. 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.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the

previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included in the student handbook.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during the school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- c. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (10) Family emergencies.
 - (11) Active duty in any military branch of the United States.

- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up. Students receive one day per day missed to make up missed work. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:

- (a) From the first through the 15 cumulated unexcused absence in a semester the student will not be allowed to make up work missed due to such absence.
- (b) Depending on the county of residence, after a certain number of days, a student's parent or guardian will be notified that his or her child is nearing a total of 7 unexcused absences.
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After 7 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (e) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, orthodontic, or mental health treatment.
 - e. Court appearances occasioned by family or personal action.

- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who

is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes chapter 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: Royalton Policy 506 (Student Discipline)

Adopted: August 9, 2004
Revised: May 24, 2021

Royalton School District Policy 515
Reviewed: November 10, 2025

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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.

II. GENERAL STATEMENT OF POLICY

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.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

E. Education Records

1. What constitutes “education records”

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term “education records” does not include:

- a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.

- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.

- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government

entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable

to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means *[designate title and actual name of individual]*.

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. "Student" also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as

provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section

120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement

with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or

other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian

notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise

required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;

3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to

the parent may lead to physical or emotional harm to the minor data subject; and

- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on

individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority Joel Swenson, MS/HS Principal in writing by September 15 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military

recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a

dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;

- b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
- 2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.
- 4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means ***Joel Swenson, Ms/HS Principal.***
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: Royalton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Royalton Policy 417 (Chemical Use and Abuse)
Royalton Policy 506 (Student Discipline)
Royalton Policy 519 (Interviews of Students by Outside Agencies)
Royalton Policy 520 (Student Surveys)
Royalton Policy 711 (Video Recording on School Buses)
Royalton Policy 722 (Public Data Requests)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources

U.S. Department of Education

FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)

<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)

<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (012325)

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (102325)

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (012325)

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 delivery systems, 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 delivery systems 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.
- 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.

C. Nonprescription Medication

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.

D. Possession and Use of Epinephrine Delivery Systems

1. Definitions

- a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. 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 delivery systems that enables the student to:

- a possess epinephrine delivery systems; or
- b if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems 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.

The plan must designate the school staff responsible for implementing the student's

health plan, including recognizing anaphylaxis and administering epinephrine delivery systems 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 delivery systems 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 delivery system. The administration of an epinephrine delivery system in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Registered nurses may administer epinephrine delivery systems 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 delivery systems 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 delivery system is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine delivery systems to obtain epinephrine delivery systems 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 delivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

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.

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 Delivery systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Delivery systems)
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: Royaltan Policy 418 (Drug-Free Workplace/Drug-Free School)

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)ⁱ, 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

Resources: Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings

¹ 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."

534 SCHOOL MEALS POLICY

I. PURPOSE

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 a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A.

Students have use of a meal account. Students will be provided a reimbursable meal regardless of the student's account balance. When the student's meal balance reaches \$10 and lower, the school district sends out a message to the account holder (i.e. parent/guardian) via email or the automated calling system that their lunch account has a low balance. Families can add money to student's lunch accounts either by using the electronic payment option, mailing a check, or paying in person at the school office.

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education
2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
4. Each school that participates in the free school meals program must:

- a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
 - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.
- C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
 - D. When a student has a negative account balance, the student will not be allowed to charge a snack item.
 - E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
 - F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
 - G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$10 or less. Families will be notified by email or the automated calling system.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when

payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

- C. Negative balances with no contact for 90 days will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

621 LITERACY AND THE READ ACT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement

framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

- G. "Oral language," also called "expressive language" or "receptive language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved reading screener to students in

kindergarten through grade 3 within the first six weeks of the school year, by February 15 each year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by MDE.

- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and give the parent of each student who is not reading at or above grade level information from the screener about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.
- E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.

- C. For students enrolled in dual language immersion programs:
1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under paragraph A above;
 2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;
 3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;
 4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and
 5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.
- D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.
- F. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
1. a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;
 2. the number of students universally screened for that reporting year;
 3. the number of students demonstrating characteristics of dyslexia for that year; and

4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or

above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:

1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
2. a process to notify and involve parents;
3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
5. identification of staff development needs, including a plan to meet those needs;
6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;
7. a statement of whether the school district has adopted an MTSS framework;
8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level.
9. the number of teachers and other staff that have completed training approved by the department;
10. the number of teachers and other staff proposed for training in structured literacy;
11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;
12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; and
13. beginning on December 31, 2025, for a district with a dual language immersion program:

- a. the program’s partner language;
 - b. grade levels included in the program;
 - c. the language used to screen students’ foundational reading skills;
 - d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and
 - e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level.
- B. Annually by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner.
- C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

- A. The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:
- 1. reading intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. kindergarten through grade 12 special education teachers responsible for foundational reading instruction;
 - 4. curriculum directors;
 - 5. instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher;
 - 6. employees who select literacy instructional materials for a district; and
 - 7. teachers holding English as a second language teaching licenses.
- B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:
- 1. teachers who provide foundational reading instruction to students in grades 4 to 12;
 - 2. teachers who provide instruction to students in a state-approved alternative program; and

3. teachers who provide instruction to students in dual language immersion programs.

The Commissioner may grant a school district an extension to these deadlines.

- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.
- D. Training provided by the following may satisfy the professional development requirements under this Article:
 1. a certified trained facilitator; or
 2. a training program that MDE has determined meets the professional development requirements under the Read Act.

IX. STAFF DEVELOPMENT

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

- 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY AID USES

The school district must use its literacy aid to meet the requirements and goals adopted in the school district's local literacy plan.

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of

alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and

school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education

programs for special education students, the joint powers entity shall provide the necessary transportation.

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the

discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
- Minn. Stat. § 123B.36 (Authorized Fees)
- Minn. Stat. § 123B.41 (Definitions)
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

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

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In

the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. another school district;
 - b. the state department of corrections;
 - c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials

accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

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

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

II. GENERAL INFORMATION

A. The Policy and Plans

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

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

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least

two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

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

a. Lock-Down Procedures

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

b. Evacuation Procedures

Evacuations of classrooms and buildings—shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c. Sheltering Procedures

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

2. Crisis-Specific Procedures

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

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each

school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

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

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer,

etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

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

D. Emergency Telephone Numbers

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

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

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

E. Warning and Notification Systems

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

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

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify

how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

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

G. Media Procedures

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

H. Behavioral Health Crisis Intervention Procedures

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

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

I. Long-Term Recovery Intervention Procedures

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

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

IV. ACTIVE SHOOTER DRILL

A. Definitions

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

B. Criteria

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

1. accessible;

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

C. Student Mental Health and Wellness

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

D. Notice

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

E. Participation in Active Shooter Drills

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

F. Active Shooter Simulations

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

participating in an active shooter simulation.

G. Violence Prevention

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

H. Board Meeting

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

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

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

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

A. Fire

B. Hazardous Materials

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

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

B. Visitors

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

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

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

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

D.

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

Cross References: Royalton Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Royalton Policy 413 (Harassment and Violence)
Royalton Policy 501 (School Weapons Policy)
Royalton Policy 506 (Student Discipline)
Royalton Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Royalton Policy 903 (Visitors to School District Buildings and Sites)

Comprehensive School Safety Guide

[Minnesota School Safety Center - Resources \(mn.gov\)](https://mn.gov/school-safety-center/resources)

Resources: I Love You Guys Foundation, *Standard Response Protocol*
<https://iloveguys.org/The-Standard-Response-Protocol.html> (012325)

Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)

ISD #485
November 10, 2025
Resolution Accepting Donations

_____ introduced the following resolution and moved its adoption.

Whereas, Minnesota Statute 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. On that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

Whereas, Minnesota Statute 456.03 provides: “Any city, county, school district, or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

Whereas, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of ISD #485, Royalton Public Schools gratefully accepts the following donations as identified below:

Donor/Grantor	Donation/Grant	Designated Purpose
Royalton Fire Relief	\$25,000	Activities
STC Optimist Club	\$3,000	Robotics

The motion for the for the adoption of the preceding resolution was duly seconded by:

_____, and upon the vote taken thereon, the following voted in favor

thereof: _____

And the following voted against the same: _____

Abstained: _____.

Whereupon, said resolution was declared duly adopted by the School Board of Independent School District #485 on this 11th day of August 2025, Royalton, Minnesota.

By: _____ By: _____
Chair Clerk

Sample Form: Formal Request for Reconsideration of Specific Library Collection Material

The _____(name of district)_____ school board adopted Policy 606.5 (Library Materials), under which the school board delegated responsibility for selection and evaluation of library materials to school district staff. This policy establishes procedures for formal reconsideration of specific library collection material.

A ____(name of district)___ school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness.

A requestor has the option to request Formal Reconsideration if the informal process set forth in Policy 606.5 has not resolved the matter.

The first step in the Formal Reconsideration process is submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each library material item for which formal reconsideration is requested.

If you wish to request formal reconsideration of specific library collection material, please return a completed form to:

_____(name of school district employee)_____

_____(location/email address/other)_____

_____ **Date**

_____ **Name of Requestor**

_____ **Address**

_____ **Phone** **Email**

Type of Library Material (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	

Audio Recording	
Digital Resource	
App	
Streaming Media	
Other	

Title: _____

Author/Producer: _____

Please explain the concern you have concerning this Library Material.

Please explain the circumstances that brought this Library Material to your attention.

Have you examined the entire Library Material? If not, please identify the sections you reviewed.

Please identify resources that may provide additional information and/or other viewpoints regarding this Library Material.

Please set forth the ways in which you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 606.5

Please set forth the resolution that you seek.

[Note: Minnesota school districts and charter schools may revise this sample form as they deem appropriate.]

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy

or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline;; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References:

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails 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.

III. DEFINITIONS

- A. "Abuse" means:
 - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
 - 3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a

facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- J. "School personnel" means professional employees or their delegates of the school

district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. This policy should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
 Minn. Stat. Ch. 245A (Human Services Licensing)
 Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
 Minn. Stat. §§ 609.221-609.224 (Assault)
 Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
 Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
 Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: Royalton Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
 Royalton Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
 Royalton Policy 406 (Public and Private Personnel Data)
 Royalton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Royalton Policy 515 (Protection and Privacy of Pupil Records)

Adopted: August 26, 2019

Royalton School District Policy 520

Orig. 1995

Revised: _____

Reviewed:

520 STUDENT SURVEYS

I. PURPOSE

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.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student's parent;
 - 2. mental and psychological problems of the student or the student's family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student's parent;
or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
 - 1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
 - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request,

any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other post-secondary education recruitment or military;
- (b) book clubs, magazines, and programs providing access to low cost literary products;
- (c) curriculum and instructional materials used by elementary and secondary schools;
- (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
- 2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings

that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: Royalton Policy 515 (Protection and Privacy of Pupil Records)
Royalton Policy 521 (Student Disability Nondiscrimination)
Royalton Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

Adopted: _____

Royalton Policy 606.5

Orig. 2023

Revised: _____

Rev. 2025

606.5 LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

III. DEFINITIONS

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.991, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and
5. is served by a licensed school library media specialist or licensed school librarian.

- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.
- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
 - 1. a licensed library media specialist under Minnesota Rules, part 8710.4550;
 - 2. an individual with a master's degree in library science or library and information science; or
 - 3. a professional librarian or a person trained in library collection management.
- D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:
 - 1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;
 - 2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or
 - 3. compliance with state or federal law.

V. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library

collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
6. The selection of library materials shall conform to the constraints of the school district budget.

encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]

- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.
- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or

replaced as determined by the library media specialist or the principal.

E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.

B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.

2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.

3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
 - a. One member of the school district administration
 - b. One principal
 - c. Two teachers
 - d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
 - e. Two members of the school district community with no direct connection with the request for reconsideration
 - f. Two student representatives (as appropriate to the specific request).
3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

VIII. CHALLENGE REPORT

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;
- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

IX. PROHIBITION ON RETALIATION

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (School Board Responsibilities)
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)
Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References: Royalton Policy 524 (Internet Acceptable Use and Safety Policy)
Royalton Policy 606 (Textbooks and Instructional Materials)

Adopted: _____

Royalton Policy 606

Revised: _____

Orig. 1995

Rev. 2025

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
1. support the goals and objectives of the education programs;
 2. consider the needs, age, and maturity of students;
 3. foster respect and appreciation for cultural diversity and varied opinion;
 4. fit within the constraints of the school district budget;
 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections 124D.59 to 124D.61;
 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall

provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.
- D. All [instructional materials](#), including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any [survey](#), analysis, or evaluation as part of any [applicable program](#) shall be available for inspection by the [parents](#) or guardians of the students.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
20 U.S.C. 1232h(a) (Protection of Pupil Rights)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: Royalton Policy 603 (Curriculum Development)

609 RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.
 - 4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. The school district must provide annual notice to parents of this policy.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References:

U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12 (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251 (2000)
Lemon v. Kurtzman, 403 U.S.602, (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References:

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code, section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board directs the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. This policy establishes the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background);

the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, childcare, or home visits, as such services relate to parental involvement;
 - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible; and
 - 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or ~~have~~ conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.
The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

Resources: [**U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance \(January 2025\)**](#)