



ROYALTON BOARD OF EDUCATION

Organizational Meeting Agenda

January 7, 2026

6:00 PM

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Approval of Agenda

5. Election of Officers

5.a. Chairperson

5.b. Co-Chairperson/Vice Chairperson

5.c. Clerk

5.d. Treasurer

6. Organizational Action Items

6.a. Setting of Regular Meeting Time and Dates

Description: *This past year, the board held 12 regular. The board has routinely scheduled special meetings for goal setting, board self-evaluation and superintendent evaluation.*

This past year, the board held 12 regular meetings. The board has routinely scheduled special meetings for board self-evaluation, superintendent evaluation, contract negotiations, and other occasions as needed. Work sessions are scheduled as needed.

The board has met on the second Monday of the month at 6:00 PM. We cannot hold a meeting on legal holidays.

Agendas have been sent out on Thursday or before prior to the regular meetings.

The regular meeting time at 6:00 PM and 2026 dates for January __, February __, March __, April __, May __, June __, July __, August __, September __, October __, November __, December __.

6.b. Setting of Compensation for Directors

Description: *Current compensation is \$2500 a year per board member. The chairperson receives an additional \$500 year stipend. Half the amount will be given in June, 2026 and January, 2027.*

6.c. Naming of Official Depositories for District Funds

Description: *Bridget Merrill-Myhre, Pine Country Bank, Minnesota School District Liquid Asset Fund, and MN Trust (PMA) as official depositories for Royalton School District Funds.*

Update authorized signers on the District's Official Depository Accounts, and all certificates of deposit continuing/and/or removing _____, prior School Board Chair, and _____, prior School Board Treasurer, prior School Board Clerk,

and effective _____, 2026, and adding _____, School Board Chair, and _____, School Board Treasurer, and _____ School Board Clerk as authorized signers on behalf of the District effective _____, 2026 and continuing Bridget Merrill-Myhre, current Business Manager, to be authorized signers on behalf of the District.

7. Other Organizational Action Items

7.a. Setting of Finance Meeting Time and Dates

7.b. Setting of Policy Meeting Time and Dates

8. Appreciation, Recognition and Presentations

9. Recognition of Citizens for Input Purposes

10. Reports/News

10.a. Board Chair Report

10.b. Superintendent Report

10.c. Business Manager Report

10.d. Principal Report

11. Consent Agenda Approval

11.a. Approval of Regular Board Meeting Minutes

11.b. Approval of Special Board Meeting Minutes

11.c. Claims, Accounts and Financials

11.d. Approval of 9 Month Non-Union Agreement

11.e. Approval of 12 Month Non-Union Agreement

11.f. Investment of Funds

Description: *Bridget Merrill-Myhre, Business Manager, to invest funds on behalf of the Royalton School District.*

11.g. Annual Delegation of Authority to Make Electronic Fund Transfers

Description: *The auditor requires the board to designate someone to make electronic fund transfers. The Business Manager has been assigned to do this in the past.*

Delegate the authority to make electronic fund transfers to Bridget Merrill-Myhre, Business Manager.

11.h. Naming of Official Newspaper

Description: *Name the Morrison County Record as the Official Newspaper.*

11.i. Naming of Legal Counsel

Description: *Name Squires, Waldspurger, & Mace, P.A. as the Official Law Firm for the District.*

11.j. Naming of Representatives and Committee Members

11.j.1. Naming of Royalton City Council Meeting Representative

Description: **Rian Hofstad** as Representative and **Jon Andres** as an alternate to represent the Royalton School District at Royalton City Council meetings once per month.

11.j.2. Naming of Bowlus City Council Meeting Representative

Description: **Lucas Boyd** as Representative and **Ellie Holm** as an alternate to represent the Royalton School District at Bowlus City Council Meeting once per month.

11.j.3. Naming of Policy Committee Representatives

Description: Jon Andres, Rian Hofstad and Maria Traut as Policy Committee Representatives.

11.j.4.Naming of Strategic Planning/Curriculum Advisory, and Comprehensive Achievement & Civil Readiness Committee Representatives.
Description: Rian Hofstad as representative to the Strategic Planning/Curriculum Advisory/Comprehensive Achievement and Civic Readiness Advisory Committee.

11.j.5.Naming of Facilities Committee Representatives
Description: Lucas Boyd and Ellie Holm as Facilities Committee Representatives.

11.j.6.Naming of Legislative Liaison Representative
Description: Randy Hackett as Representative and Jon Andres, as an alternate to Legislative Liaison Representative.

11.j.7.Naming of Finance Committee Representatives
Description: Maria Traut, Ellie Holm, and Randy Hackett as Finance Committee Representatives.

11.j.8.Naming of Mid-State Education District Board
Description: Rian Hofstad and Ellie Holm, as an alternate to Mid-State Education District Representative.

11.j.9.Naming of Minnesota State High School League Representative
Description: Jon Andres, and Lucas Boyd as an alternate to Minnesota State High School League Representative.

11.j.10.Naming of Labor Management/Meet and Confer Representative
Description: Lucas Boyd and Ellie Holm as Meet and Confer Representatives.

11.j.11.Name of Staff Development Committee Representative
Description: Rian Hofstad and Jon Andres as Staff Development Committee Representatives.

11.j.12.Naming of Health and Safety Committee Representative
Description: Ellie Holm and Randy Hackett as alternate Health and Safety Committee Representatives.

11.j.13.Naming of Sourcewell Representative
Description: Maria Traut, and Rian Hofstad as alternate as Sourcewell Representatives.

11.j.14.Naming of Non-Union Negotiation Representatives
Description: Rian Hofstad and Ellie Holm as Non-Union Negotiation Representatives.

11.j.15.Naming of Teacher (REM) Negotiation Representatives
Description: Randy Hackett and Rian Hofstad as Teacher Negotiation Representatives.

11.j.16.Naming of Para (RESP) Negotiation Representatives
Description: Lucas Boyd and Maria Traut as Para Negotiation Representatives.

11.j.17.Naming of Secretaries (AFSCME) Negotiation Representatives
Description: Ellie Holm and Jon Andres as Secretaries Negotiation Representative.

11.j.18.Naming of Principal Negotiation Representatives
Description: Maria Traut and Ellie Holm as Principal Negotiation Representatives.

11.j.19.Naming of Superintendent Negotiation Representatives

Description: Ellie Holm and Randy Hackett as Superintendent Negotiation Representatives.

11.k.Approval of Final Policy Readings

Description: 208: Development, Adoption and Implementation of Policies

415: Mandated reporting of Maltreatment of Vulnerable Adults

520 + Form: Student Surveys

606: Library Materials

609: Religion and Religious and Cultural Observances

612.1: Development of Parent and Family...Title 1 Programs

12. **Discussion/Information/Action Items**

12.a.Approval of Combined Polling Places Resolution

12.b.Approval of Reduction Resolution

12.c.Inclement Weather Options

12.d.Approval of Donations by Resolution

12.e.Policy Reading

12.e.1.First Policy Reading

12.e.2.Second Policy Reading

Description: 606.5 + Form: Library Materials

13. **Upcoming Meeting Agenda**

Description: Changes will have been decided earlier in the meeting.

Meeting	Date/Time/Place
Finance	January 28, 12pm-District Office Conference Rm
Policy	January 28, 2pm-District Office Conference Rm

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

15. **Adjournment**

Regular Meeting

Monday, December 8, 2025 6:00 PM

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

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

Present: 6.

Ellie Holm: Absent at 6:53pm

Present: 5, Absent: 1.

1. **Call to Order**

2. **Pledge to Flag**

3. **Roll Call**

4. **Board Chair Comments**

Description: Closed Meeting Comments

Discussion: There was a closed session for Superintendent Evaluation (MN Stat. 13D.05) on November 10, 2025. Board members present were Hofstad, Boyd, Traut and Andres. Superintendent LePard and Mandy Sadlo were present. Spoke about the first few months of the school year and goals going forward.

5. **Approval of Agenda**

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

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

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. Activities Director

8.e. Student School Board

9. **Consent Agenda Approval**

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

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Yea

Hofstad: Abstain (With Conflict)

Holm: Yea

Traut: Yea

Voting Summary: Yea: 5, Nay: 0, Abstain (With Conflict): 1

9.a. Approval of Regular Board Meeting Minutes

9.b. Claims, Accounts and Financial

9.c. AFSCME Contract Approval

9.d. Technology Assistant Contract Approval

9.e. Finance Specialist Contract Approval

9.f. Executive Assistant Contract Approval

9.g. Non-Licensed Preschool Teacher Contract

9.h. Approval of Personnel Changes

10. Discussion/Information/Action Items

10.a. Approval of Final Levy

Motion to approve the Final Pay 26 levy-Under levy. This motion, made by Rian Hofstad and seconded by Lucas Boyd, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

10.b. Approval of Audit Report

Approval of the Audit report. This motion, made by Jon Andres 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. 2024-2025 MCA Data Presentation

10.d. Comprehensive Achievement and Civic Readiness

10.e. Naming of Official Depositories for District Funds

Action(s):

Motion to Approve Bridget Merrill-Myhre, Pine Country Bank, Minnesota School District Liquid Asset Fund, and MN Trust (PMA) to be Official Depositories for District Funds. Update authorized signers on the District's Official Depository Accounts, and all certificates of deposit continuing Rian Hofstad, School Board Chair, Maria Traut, School Board Treasurer, and Jon Andres, Clerk being the same. Removing prior School Business Manager, Todd Netzke, and adding Bridget Merrill-Myhre, Business Manager, as authorized signers on behalf of the District effective December 9, 2025. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea

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

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

10.f. Investment of Funds

Motion to approve Bridget Merrill-Myhre, Business Manager, to invest funds on behalf of Royalton Public Schools. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

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

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

10.g. Delegation of Authority to make Electronic Funds Transfers

Motion to Approve Bridget Merrill-Myhre, Business Manager, to make Electronic Fund Transfers. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Detail:

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

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

10.h. Approval of Donations by Resolution

Motion to approve donations by resolution. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Detail:

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

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

10.i. Policy Reading

11. Upcoming Meeting Schedule

12. Adjournment

The meeting was adjourned at 7:18pm. This motion, made by Randy Hackett and seconded by Lucas Boyd, Passed.

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

_____. Board Clerk

Truth in Taxation

Monday, December 8, 2025 6:00 PM

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

Jon Andres: Present
Lucas Boyd: Present
Randy Hackett: Present
Rian Hofstad: Present
Ellie Holm: Present through interactive technology
Maria Traut: Present
Present: 6.

1. **Call to Order**

2. **Roll Call**

3. **Truth in Taxation Public Hearing**

4. **Adjournment**

Motion to adjourn at __6:15pm. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Summary: Yea: 6, Nay: 0

Board Clerk



**Royalton Public Schools
District 0485-01
Royalton, MN**

Financial Report

November 2025

Royalton Public Schools
Royalton, MN

November 2025 Financial Report

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Supplemental Information – See Separate Document

**Royalton Public Schools
Financial Report
Executive Summary**

Summary of Key Financial Indicators

Average Daily Membership (ADM) Overview –

Original Budget	916
Actual	884

The original budget projects a year end surplus of \$471,806. This would result in a projected cumulative fund balance of \$4,152,978 at year end.

Financial Statement Key Points

- As of month-end, 41.2% of the year was complete.
- Revenues received at the end of the reporting period were 39.6% of the budgeted amount.
- Expenditures disbursed at the end of the reporting period were 35.9% of the budgeted amount.
- Cash Balance as of the reporting period is \$4,159,639.
- Prior year state aid receivable is \$121,157. MDE will continue to adjust holdback entitlements throughout the spring.
- The current year to date State Aid receivable 10% holdback amount is estimated to be \$1,497,834 which will be paid out in the fall.
- Federal Aids receivable from last year has been received in full.
- Current year federal aids receivable balance of \$12,418 represents grant expenditures which have yet to be submitted for reimbursement.
- Salaries and benefits payable are being accrued as an estimated amount to date owed to staff for summer payments after June 30th.
- The school applied for and received the Cyber Security Grant from MDE in the amount of \$50k.
- Various lines overbudget will be analyzed and incorporated into the Revised Budget, including:
 1. Short Term Leases
 2. Tech Equipment
- Food Service Equipment line is overbudget due to removal & replacement of cooler condenser. This line will be adjusted with the revised budget.

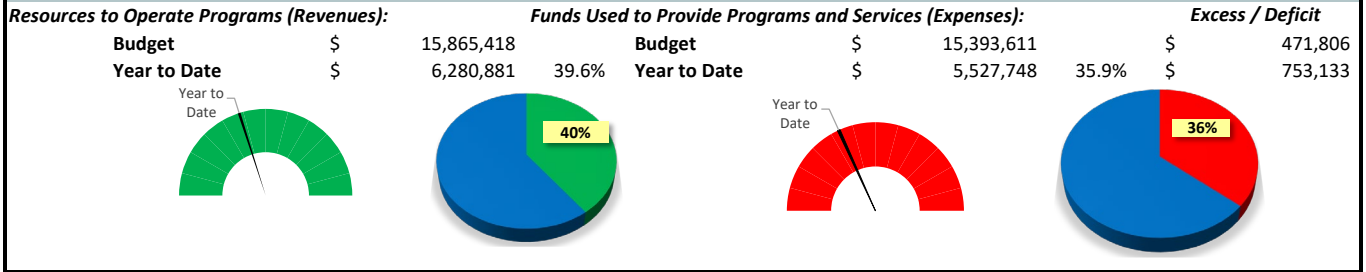
Supplemental Information (see separate attachments)

A separate report is provided showing operations details along with the payment register, receipts posted and journal entry transactions recorded during the month.

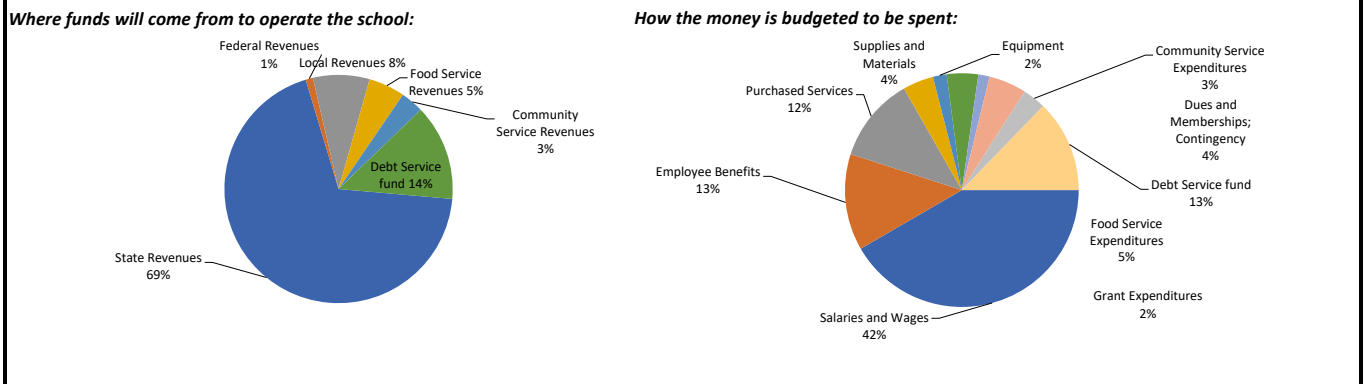
Please contact Bridget Merrill-Myhres at bridget.merrillmyhre@creativeplanning.com should you have questions related to the financial report.

**Royalton Public Schools
Royalton, MN
Financial Statements Dashboard
As of November 30, 2025**

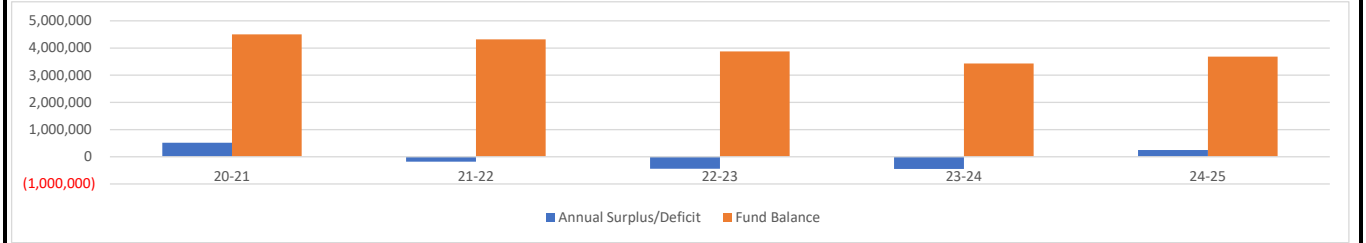
Financial Summary - Budgeted Amounts and Year to Date Activity



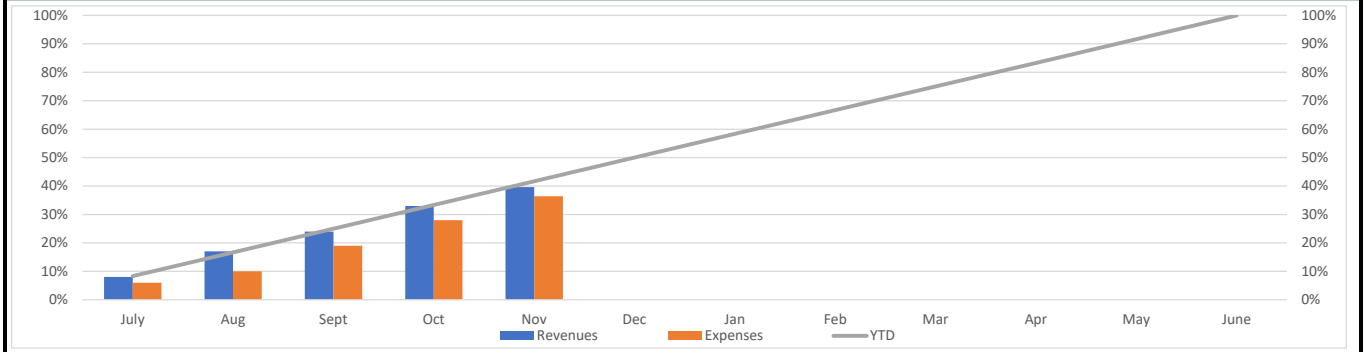
Budgets for the Year



Fund Balance History

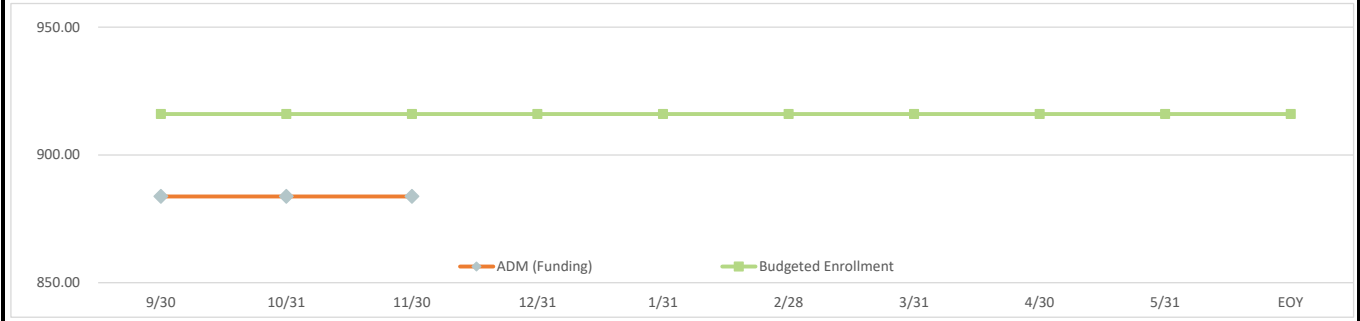


Current Year Financial Trend

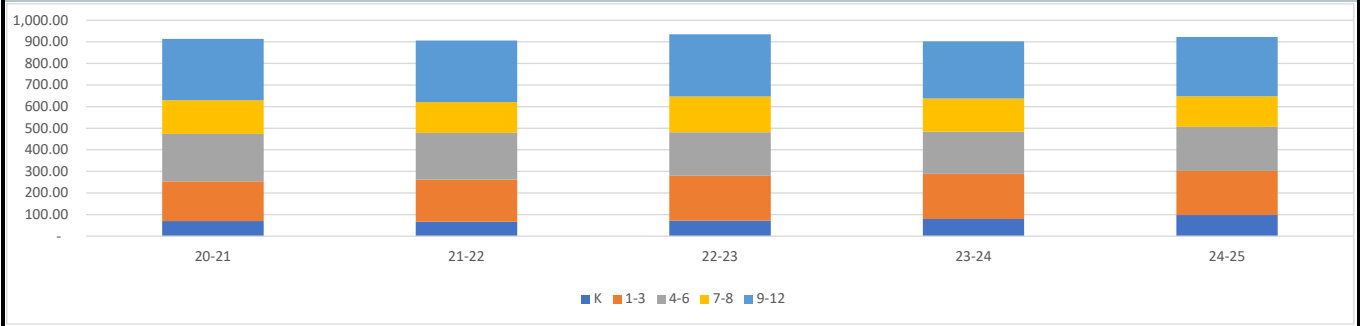


**Royalton Public Schools
Royalton, MN
Financial Statements Dashboard
As of November 30, 2025**

Current Year Student Enrollment Summary



Enrollment History



**Royalton Public Schools
Royalton, MN
Balance Sheet
November 30, 2025**

	Audited Balance July 1, 2025	Balance at End of the Month
Assets		
101 Cash	\$ 4,660,482	4,159,639
110 Property Tax Receivable	1,396,255	1,396,255
115 Accounts receivable	952	952
120 Due from Other MN Districts	117,314	0
121 Due from MN Department of Education (prior year)	1,013,633	121,157
Current year state holdback receivable	-	1,497,834
122 Federal aids due from MDE (prior year)	144,591	0
Current year federal aids receivable	-	12,418
130 Inventory	3,305	3,305
131 Prepaid expenses and deposits	40,250	40,250
139 Lease Receivable	13,935	13,935
Total all assets	\$ 7,390,716	\$ 7,245,746
Liabilities and Fund Balance		
Current liabilities		
201 Salaries and wages payable	\$ 482,042	0
206 Accounts payable	218,364	18,853
210.212 Due to Other Mn Districts, Gov't	41,366	28,328
215 Payroll deductions and contributions	417,841	(66,257)
Salaries & Benefits Summer Payable Accrual estimate	-	280,587
23x Deferred Prop Tax	2,549,931	2,549,931
Total liabilities	\$ 3,709,544	\$ 2,811,441
Fund balance		
Fund balance July 1st	\$ 3,681,172	3,681,172
Net income to date	-	753,133
Total fund balance	3,681,172	4,434,305
Total liabilities and fund balance	\$ 7,390,716	\$ 7,245,746

**Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
November 30, 2025**

		Approved Budget	Year to Date Activity	42% % of Budget
	K-12	916.00	883.74	96.5%
Total All Funds				
Revenues				
State Revenues		\$ 10,940,821	\$ 4,558,675	41.7%
Federal Revenues		164,000	15,532	9.5%
Local Revenues		1,272,587	579,977	45.6%
Food Service Revenues		815,700	12,404	1.5%
Community Service Revenues		516,030	209,774	40.7%
Debt Service Revenues		2,156,280	904,519	42.0%
Total Revenues		\$ 15,865,418	\$ 6,280,881	39.6%
		<i>15,865,418</i>	<i>6,280,881</i>	
Expenditures				
Salaries and Wages		\$ 6,409,626	\$ 2,248,458	35.1%
Employee Benefits		2,054,046	686,685	33.4%
Purchased Services		1,813,558	774,049	42.7%
Supplies and Materials		655,630	353,782	54.0%
Equipment		292,000	114,531	39.2%
Dues and Memberships; Other Fees		669,614	302,121	45.1%
Grant Expenditures		239,305	37,232	15.6%
Food Service Expenditures		802,544	266,191	33.2%
Community Service Expenditures		493,007	186,916	37.9%
Debt Service Expenditures		1,964,281	557,782	28.4%
Total Expenditures		\$ 15,393,611	\$ 5,527,748	35.9%
		<i>15,393,611</i>	<i>5,527,748</i>	
Change in Fund Balance, All Funds		\$ 471,806	\$ 753,133	
Beginning Fund Balance		\$ 3,681,172		
Ending Fund Balance		\$ 4,152,978		
	Fund Balance % of Expenditures			27.0%

Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
November 30, 2025

	Approved Budget	Year to Date Activity	42% % of Budget
General Fund - 01			
Revenues			
State revenues			
211 General Education Aid	\$ 8,661,662	2,743,644	31.7%
201 Endowment Fund Apportionment	58,000	33,077	57.0%
312 Literacy Incentive Aid	49,741	0	0.0%
317 Long Term Facilities Maintenance Revenue	121,693	0	0.0%
360 Special Education & ADSIS Aid	1,764,620	221,026	12.5%
343 School Library Aid	40,000	0	0.0%
373 Student Support Personnel Aid	80,000	13,038	16.3%
369 Other State Aid (Hrly Unemployment)	141,500		0.0%
380 CTE	16,455	0	0.0%
370 Other State Aids	7,150	50,056	700.1%
Estimated State Holdback Amount		1,497,834	N/A
Total State Revenues	\$ 10,940,821	\$ 4,558,675	41.7%
Federal Revenues			
401 Title I	\$ 104,000	\$ 11,835	11.4%
419 and 420 Federal Special Ed	60,000	583	1.0%
628 Perkins	-	3,114	0.0%
Total Federal Revenues	\$ 164,000	\$ 15,532	9.5%
Local Revenues			
001 Levy	\$ 849,335	309,622	36.5%
021 Tuition from MN Districts	1,440	0	0.0%
071 Medical Assistance	20,000	211	1.1%
092 Interest Earnings	150,000	56,612	37.7%
093 Rent	-	357	0.0%
619/620 Fundraising	-	(4,514)	0.0%
096 Donations	8,500	3,350	39.4%
Athletic Revenues PRG 292-298	66,445	93,950	141.4%
099 Other Revenues	41,140	34,126	83.0%
FD 08 Scholarship Revenues	10,550	8,750	82.9%
FD 12 Student Activity Revenues	125,177	77,513	61.9%
Total Local Revenues	\$ 1,272,587	\$ 579,977	45.6%
Total Revenues	\$ 12,377,408	\$ 5,154,184	41.6%

Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
November 30, 2025

	Approved Budget	Year to Date Activity	42% % of Budget
Expenditures			
100 Salaries and Wages	\$ 5,355,648	1,689,330	31.5%
200 Employee Benefits	1,764,688	617,711	35.0%
Salary and Benefit Accrual (estimated)		211,171	N/A
Total Salaries and Benefits	7,120,336	2,518,212	18.8%
305 Contracted Services	653,845	253,329	38.7%
320 Communications Services	25,750	9,143	35.5%
329 Postage	5,052	2,542	50.3%
330 Utilities	254,500	97,838	38.4%
335 Short Term Leases	4,500	4,677	103.9%
340 Property and Liability Insurance	140,000	139,885	99.9%
350 Repairs and Maintenance Costs	120,200	69,569	57.9%
366 Travel, Conferences, and Staff Training	32,450	7,557	23.3%
369 Field Trips inc. transportation	3,750	0	0.0%
810-401 Supplies - Maintenance	115,000	58,189	50.6%
401 Supplies - Non Instructional	48,505	16,602	34.2%
405 Non-Instructional Software and License Fees	40,000	30,340	75.9%
406 Instructional Software License Agreements	62,000	53,892	86.9%
430 Instructional Supplies	182,800	118,121	64.6%
440 Fuels	158,500	35,346	22.3%
470 Library Materials	1,000	15	1.5%
460 Textbooks/Curriculum	40,000	38,671	96.7%
530 Equipment Purchased	192,000	15,869	8.3%
555 Technology Equipment	75,000	87,824	117.1%
560 Technology Leases	25,000	10,838	43.4%
820 Dues and Memberships; Other Fees	45,290	43,162	95.3%
FIN 316 Staff Development	97,260	1,013	1.0%
FIN 343 School Library Aid	41,000	7,988	19.5%
FIN 372 Third Party Billing	825	17	2.1%
FIN 373 Student Support Expenditures	32,960	6,132	18.6%
PRG 292-298 Athletic	480,514	177,952	37.0%
FIN 740 State Special Education Programs Expenditures			
100 Salaries and Wages	\$ 1,053,978	278,541	26.4%
200 Benefits	289,358	68,973	23.8%
Salary and Benefit Accrual (estimated)		69,417	N/A
Total Salaries and Benefits	1,343,336	347,514	25.9%
394 Contracted Services	403,300	169,670	42.1%
360 Special Ed/Homeless Transportation	170,211	19,838	11.7%
433 Supplies	7,000	2,589	37.0%
FIN 401 Title I Expenditures	203,870	33,849	16.6%
FIN 414 Title II Expenditures	35,435	0	0.0%
FIN 419 Federal Special Education Program Expenditures	-	583	0.0%
FIN 628 Perkins		2,799	0.0%
Chargebacks	(156,665)	0	0.0%
FD 08 Scholarships	14,935	0	0.0%
FD 12 Student Activity Expenditures	114,320	65,874	57.6%
Total Expenditures	\$ 12,133,779	\$ 4,516,858	37.2%

Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
November 30, 2025

	Approved Budget	Year to Date Activity	42% % of Budget
General Fund - 01 Summary			
Revenues			
State Revenues	\$ 10,940,821	\$ 4,558,675	41.7%
Federal Revenues	164,000	15,532	9.5%
Local Revenues	1,272,587	579,977	45.6%
Total Revenues	\$ 12,377,408	\$ 5,154,184	41.6%
	<i>12,377,408</i>	<i>5,154,184</i>	
Expenditures			
Salaries & Benefits	\$ 8,463,672	\$ 2,935,143	34.7%
Purchased Services	1,813,558	774,049	42.7%
Supplies and Materials	655,630	353,782	54.0%
Equipment	292,000	114,531	39.2%
Dues and Memberships; Other Fees	669,614	302,121	45.1%
Grant Expenditures	239,305	37,232	15.6%
895 Chargeback		0	0.0%
Total Expenditures	\$ 12,133,779	\$ 4,516,858	37.2%
	<i>12,133,779</i>	<i>4,516,858</i>	
Net effect of Operations, General Fund	\$ 243,628	\$ 637,326	
Change in Fund Balance, General Fund	\$ 243,628	\$ 637,326	
Beginning Fund Balance	\$ 2,637,487		
Ending Fund Balance	\$ 2,881,115		
Fund Balance % of Expenditures	24%		
Food Services Fund - 02			
Revenues			
State Revenues	\$ 421,050	0	0.0%
Federal Revenues	301,650	0	0.0%
Commodities	55,000	0	0.0%
Sale of Lunches and Other Local Revenues	38,000	12,404	32.6%
Total Revenues	\$ 815,700	\$ 12,404	1.5%
Expenditures			
100.200 Salaries & Benefits	\$ 352,213	105,162	29.9%
300 Purchased Services	6,180	4,614	74.7%
400 Food, Milk, and supplies	320,275	147,696	46.1%
491 Commodities	55,000	0	0.0%
530 Equipment	5,150	6,849	133.0%
820 Dues & Membership	1,926	1,870	97.1%
895 Chargeback	61,800	0	0.0%
Total Expenditures	\$ 802,544	\$ 266,191	33.2%
Net effect of Operations, Food Service	\$ 13,156	\$ (253,788)	
Change in Fund Balance, Food Service Fund	\$ 13,156	\$ (253,788)	
Beginning Fund Balance	\$ 181,125		
Ending Fund Balance	\$ 194,281		

Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
November 30, 2025

	Approved Budget	Year to Date Activity	42% % of Budget
Community Service Fund - 04			
Revenues			
Levy	\$ 38,200	11,877	31.1%
State Aids	95,806	32,595	34.0%
Tuition From Patrons	382,024	165,303	43.3%
Total Revenues	\$ 516,030	\$ 209,774	40.7%
Expenditures			
Salaries & Benefits	\$ 429,257	168,306	39.2%
Purchased Services	45,500	7,922	17.4%
Supplies	18,250	10,585	58.0%
Dues and Memberships	-	102	0.0%
Total Expenditures	\$ 493,007	\$ 186,916	37.9%
Net effect of Operations, Community Service Fu	\$ 23,023	\$ 22,858	
Change in Fund Balance, Community Service Fu	\$ 23,023	\$ 22,858	
Beginning Fund Balance	\$ 423,544	\$ -	
Ending Fund Balance	\$ 446,567	\$ -	
Debt Service Fund - 07			
Revenues			
Levy	\$ 1,389,829	510,554	36.7%
State Aids	766,451	393,965	51.4%
Total Revenues	\$ 2,156,280	\$ 904,519	41.9%
Expenditures			
710 Bond Principal	\$ 1,025,000	0	0.0%
720 Bond Interest	938,256	557,307	59.4%
790 Other Debt Service Exp	1,025	475	46.3%
Total Expenditures	\$ 1,964,281	\$ 557,782	28.4%
Net effect of Operations, Debt Service Fund	\$ 191,999	\$ 346,737	
Transfer in from General Fund	\$ -		
Change in Fund Balance, Debt Service Fund	\$ 191,999	\$ 346,737	
Beginning Fund Balance	\$ 439,016	\$ -	
Ending Fund Balance	\$ 631,015	\$ -	



**Royalton Public Schools
District 0485-01
Royalton, MN**

Supplemental Information

November 2025

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11308	0485	PCB														
Milk			29783	Credit	A	11/02/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	703	601	Food Sales To Pupils				10.00	0.00
														Receipt Total:	\$10.00	\$0.00
														Deposit Total:	\$10.00	\$0.00
11311	0485	PCB														
Class Dues			29797	Credit	A	11/03/25		Wire	1	Class of 2029						
			0485	R	12	020	298	094	301	060	Admission/Stud Acts CLASS				20.00	0.00
														Receipt Total:	\$20.00	\$0.00
Class Dues			29798	Credit	A	11/03/25		Wire	1	CLASS OF 2028						
			0485	R	12	020	298	028	301	060	Admission/Stud Acts-SA Clas				25.00	0.00
														Receipt Total:	\$25.00	\$0.00
Class Dues			29799	Credit	A	11/03/25		Wire	1	CLASS OF 2026						
			0485	R	12	020	298	027	301	060	Admission/Stud Acts-SA Clas				30.00	0.00
														Receipt Total:	\$30.00	\$0.00
Lunch			29800	Credit	A	11/03/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	701	601	SALES TO PUPILS				25.00	0.00
														Receipt Total:	\$25.00	\$0.00
HS Boys Basketball			29801	Credit	A	11/03/25		Wire	1	ACTIVITIY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Fall Play			29802	Credit	A	11/03/25		Wire	1	ACTIVITIY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Wrestling			29803	Credit	A	11/03/25		Wire	1	ACTIVITIY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				60.00	0.00
														Receipt Total:	\$60.00	\$0.00
Milk			29804	Credit	A	11/03/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	703	601	Food Sales To Pupils				20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$300.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11312	0485	PCB														
Class Dues			29805	Credit	A	11/04/25		Wire	1	Class of 2031						
						0485	R 12 020 298	031	301	060	Admission/Stud Acts-SA Clas				20.00	0.00
														Receipt Total:	\$20.00	\$0.00
Class Dues			29806	Credit	A	11/04/25		Wire	1	CLASS OF 2028						
						0485	R 12 020 298	028	301	060	Admission/Stud Acts-SA Clas				50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Class Dues			29807	Credit	A	11/04/25		Wire	1	CLASS OF 2027						
						0485	R 12 020 298	037	301	060	Admission/Stud Acts-SA Clas				50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Class Dues			29808	Credit	A	11/04/25		Wire	1	CLASS OF 2026						
						0485	R 12 020 298	027	301	060	Admission/Stud Acts-SA Clas				30.00	0.00
														Receipt Total:	\$30.00	\$0.00
Lunch			29809	Credit	A	11/04/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770	000	701	601	SALES TO PUPILS				25.00	0.00
														Receipt Total:	\$25.00	\$0.00
HS Boys Basketball			29810	Credit	A	11/04/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292	000	000	050	Fees From Patrons				240.00	0.00
														Receipt Total:	\$240.00	\$0.00
HS Fall Play			29811	Credit	A	11/04/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292	000	000	050	Fees From Patrons				40.00	0.00
														Receipt Total:	\$40.00	\$0.00
HS Girls Basketball			29812	Credit	A	11/04/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292	000	000	050	Fees From Patrons				60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Knowledge Bowl			29813	Credit	A	11/04/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292	000	000	050	Fees From Patrons				60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Tech Repair Fee			29814	Credit	A	11/04/25		Wire	1	ROYALTON TECHNOLOG						
						0485	R 01 000 000	690	000	099	Misc Local Revenue-Tech In				97.00	0.00
														Receipt Total:	\$97.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11312	0485	PCB														
MS Fall Play			29815	Credit	A	11/04/25		Wire	1	ACTIVITY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				30.00	0.00
														Receipt Total:	\$30.00	\$0.00
														Deposit Total:	\$702.00	\$0.00
11313	0485	PCB														
Lunch			29816	Credit	A	11/05/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	701	601	SALES TO PUPILS				100.00	0.00
														Receipt Total:	\$100.00	\$0.00
HS Boys Basketball			29817	Credit	A	11/05/25		Wire	1	ACTIVITY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Girls Basketball			29818	Credit	A	11/05/25		Wire	1	ACTIVITY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				30.00	0.00
														Receipt Total:	\$30.00	\$0.00
HS Wrestling			29819	Credit	A	11/05/25		Wire	1	ACTIVITY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				30.00	0.00
														Receipt Total:	\$30.00	\$0.00
Milk			29820	Credit	A	11/05/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	703	601	Food Sales To Pupils				40.00	0.00
														Receipt Total:	\$40.00	\$0.00
MS Knowledge Bowl			29821	Credit	A	11/05/25		Wire	1	ACTIVITY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				40.00	0.00
														Receipt Total:	\$40.00	\$0.00
														Deposit Total:	\$300.00	\$0.00
11314	0485	PCB														
Lunch			29822	Credit	A	11/06/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	701	601	SALES TO PUPILS				60.00	0.00
														Receipt Total:	\$60.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11314	0485	PCB														
Lunch			29823	Credit	A	11/06/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 701 601				SALES TO PUPILS					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
														Deposit Total:	\$100.00	\$0.00
11315	0485	PCB														
Class Dues			29824	Credit	A	11/07/25		Wire	1	Class of 2031						
						0485 R 12 020 298 031 301 060				Admission/Stud Acts-SA Cla					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
Lunch			29825	Credit	A	11/07/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 701 601				SALES TO PUPILS					45.00	0.00
														Receipt Total:	\$45.00	\$0.00
HS Boys Basketball			29826	Credit	A	11/07/25		Wire	1	ACTIVITY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Girls Basketball			29827	Credit	A	11/07/25		Wire	1	ACTIVITY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
MS Knowledge Bowl			29828	Credit	A	11/07/25		Wire	1	ACTIVITY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
														Deposit Total:	\$225.00	\$0.00
11316	0485	PCB														
HS Wrestling			29829	Credit	A	11/09/25		Wire	1	ACTIVITY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
														Deposit Total:	\$60.00	\$0.00
11317	0485	PCB														
Lunch			29830	Credit	A	11/10/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 701 601				SALES TO PUPILS					98.00	0.00
														Receipt Total:	\$98.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11317	0485	PCB														
HS Boys Basketball			29831	Credit	A	11/10/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
11318	0485	PCB														
Lunch			29837	Credit	A	11/11/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					150.00	0.00
														Receipt Total:	\$150.00	\$0.00
HS Girls Basketball			29838	Credit	A	11/11/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Knowledge Bowl			29839	Credit	A	11/11/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Wrestling			29840	Credit	A	11/11/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
Deposit Total:														\$428.00	\$0.00	

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11318	0485	PCB														
Milk			29841	Credit	A	11/11/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$410.00	\$0.00
11320	0485	PCB														
Lunch			29845	Credit	A	11/12/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
11321	0485	PCB														
HS Boys Basketball			29846	Credit	A	11/12/25		Wire	1	ACTIVITYY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
11322	0485	PCB														
Lunch			29850	Credit	A	11/03/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					2.00	0.00
														Receipt Total:	\$2.00	\$0.00
Lunch			29851	Credit	A	11/03/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					20.00	0.00
														Receipt Total:	\$20.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11322	0485	PCB														
Lunch			29852	Credit	A	11/03/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					5.10	0.00
														Receipt Total:	\$5.10	\$0.00
Lunch			29853	Credit	A	11/03/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					5.05	0.00
														Receipt Total:	\$5.05	\$0.00
Lunch			29854	Credit	A	11/03/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					5.05	0.00
														Receipt Total:	\$5.05	\$0.00
Lunch			29855	Credit	A	11/03/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					5.05	0.00
														Receipt Total:	\$5.05	\$0.00
Health Insurance C Petron			29856	Credit	A	11/03/25		Check	1	Miscellaneous Customer						
						0485	B 01 215 030			Hospital					1,666.90	0.00
														Receipt Total:	\$1,666.90	\$0.00
Tower Rental			29857	Credit	A	11/03/25		Check	1	AMERICAN TOWER CORI						
						0485	R 01 000 000 000 000 097			Tower Lease					1,402.81	0.00
														Receipt Total:	\$1,402.81	\$0.00
Albany CE BB Tournament Fee			29858	Credit	A	11/03/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
Milaca CE BB Tournament Fee			29859	Credit	A	11/03/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					240.00	0.00
														Receipt Total:	\$240.00	\$0.00
Cathedral CE BB Tournament Fe			29860	Credit	A	11/03/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
Foley CE BB Tournament Fee			29861	Credit	A	11/03/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11322	0485	PCB														
Little Falls CE BB Tournament			29862	Credit	A	11/03/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
Upsala CE BB Tournament Fee			29863	Credit	A	11/03/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
														Deposit Total:	\$3,951.96	\$0.00
11323	0485	ACT														
Donation St Cloud Optimist Clu			29864	Credit	A	11/07/25		Check	1	ROYALTON ROBOTICS						
						0485	R 12 020 298 053 301 096			Robotics Gifts And Bequests					3,000.00	0.00
														Receipt Total:	\$3,000.00	\$0.00
														Deposit Total:	\$3,000.00	\$0.00
11324	0485	PCB														
Morrison County Care Closet			29865	Credit	A	11/07/25		Check	1	Miscellaneous Customer						
						0485	R 01 000 298 151 000 096			CARE CLOSET Gifts And Be					500.00	0.00
														Receipt Total:	\$500.00	\$0.00
Class of 2026 Scholarships			29866	Credit	A	11/07/25		Check	1	Miscellaneous Customer						
						0485	R 08 000 000 000 340 096			Scholarships					1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
Lunch			29867	Credit	A	11/07/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					5.05	0.00
														Receipt Total:	\$5.05	\$0.00
Milk			29868	Credit	A	11/07/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
Milk			29869	Credit	A	11/07/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
Fishing Pole Reimbursement			29870	Credit	A	11/07/25		Check	1	Miscellaneous Customer						
						0485	E 01 020 301 321 830 433			AG CTE Goldade Sup/Mat In					359.51	0.00
														Receipt Total:	\$359.51	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11324	0485	PCB														
Lunch			29871	Credit	A	11/07/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
Map			29872	Credit	A	11/07/25		Cash	1	COMMUNITY EDUCATION						
						0485	R 04 000 570 000 321 040			Tuition From Patrons					70.00	0.00
														Receipt Total:	\$70.00	\$0.00
Holdingford CE BB Tournament F			29873	Credit	A	11/07/25		Wire	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					360.00	0.00
														Receipt Total:	\$360.00	\$0.00
Little Falls CE BB Tour Fee			29874	Credit	A	11/07/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
Little Falls CE BB Tourn Fee			29875	Credit	A	11/07/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
Pierz CE BB Tourn Fee			29876	Credit	A	11/07/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					240.00	0.00
														Receipt Total:	\$240.00	\$0.00
Little Falls BB Tourn Fee			29877	Credit	A	11/07/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
														Deposit Total:	\$2,924.56	\$0.00
11325	0485	PCB														
MS Girls Basketball			29878	Credit	A	11/14/25		Wire	1	ACTIVIITY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
														Deposit Total:	\$40.00	\$0.00
11326	0485	PCB														
Milk			29879	Credit	A	11/16/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					10.00	0.00
														Receipt Total:	\$10.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11326	0485	PCB														
MS Wrestling			29880	Credit	A	11/16/25		Wire	1	ACTIVITIY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$30.00	\$0.00
11327	0485	PCB														
Lunch			29881	Credit	A	11/17/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 701 601				SALES TO PUPILS					25.00	0.00
														Receipt Total:	\$25.00	\$0.00
														Deposit Total:	\$25.00	\$0.00
11328	0485	PCB														
Lunch			29882	Credit	A	11/18/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 701 601				SALES TO PUPILS					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
HS Girls Basketball			29883	Credit	A	11/18/25		Wire	1	ACTIVITIY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
HS Wrestling			29884	Credit	A	11/18/25		Wire	1	ACTIVITIY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
Milk			29885	Credit	A	11/18/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 703 601				Food Sales To Pupils					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$170.00	\$0.00
11329	0485	PCB														
Milk			29886	Credit	A	11/19/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 703 601				Food Sales To Pupils					110.00	0.00
														Receipt Total:	\$110.00	\$0.00
														Deposit Total:	\$110.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11338	0485	PCB														
Lunch			29895	Credit	A	11/20/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 701 601				SALES TO PUPILS					125.85	0.00
														Receipt Total:	\$125.85	\$0.00
HS Girls Basketball			29896	Credit	A	11/20/25		Wire	1	ACTIVITY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
HS Girls Golf			29897	Credit	A	11/20/25		Wire	1	ACTIVITY FEE'S						
						0485 R 01 000 292 000 000 050				Fees From Patrons					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
Milk			29898	Credit	A	11/20/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 703 601				Food Sales To Pupils					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
														Deposit Total:	\$195.85	\$0.00
11344	0485	MNTR														
IDEAS 11.15.25 S211			29904	Credit	A	11/13/25		Wire	1	STATE OF MINNESOTA						
						0485 R 01 000 000 000 000 211				GENERAL ED AID FY26					76,906.28	0.00
														Receipt Total:	\$76,906.28	\$0.00
														Deposit Total:	\$76,906.28	\$0.00
11345	0485	PCB														
Class Dues			29905	Credit	A	11/21/25		Wire	1	CLASS OF 2030						
						0485 R 12 020 298 040 301 060				Class of 2030					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
Class Dues			29906	Credit	A	11/21/25		Wire	1	CLASS OF 2027						
						0485 R 12 020 298 037 301 060				Admission/Stud Acts-SA Cla:					25.00	0.00
														Receipt Total:	\$25.00	\$0.00
Lunch			29907	Credit	A	11/21/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 701 601				SALES TO PUPILS					70.20	0.00
														Receipt Total:	\$70.20	\$0.00
Milk			29908	Debit	A	11/21/25		Wire	1	FOOD SERVICE						
						0485 R 02 005 770 000 703 601				Food Sales To Pupils					(73.00)	0.00
														Receipt Total:	(73.00)	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11345	0485	PCB														
MS Wrestling			29909	Credit	A	11/21/25		Wire	1	ACTIVIITY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				40.00	0.00
														Receipt Total:	\$40.00	\$0.00
														Deposit Total:	\$82.20	\$0.00
11346	0485	PCB														
Lunch			29910	Credit	A	11/24/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	701	601	SALES TO PUPILS				50.00	0.00
														Receipt Total:	\$50.00	\$0.00
														Deposit Total:	\$50.00	\$0.00
11347	0485	PCB														
Lunch			29911	Credit	A	11/25/25		Wire	1	FOOD SERVICE						
			0485	R	02	005	770	000	701	601	SALES TO PUPILS				5.00	0.00
														Receipt Total:	\$5.00	\$0.00
														Deposit Total:	\$5.00	\$0.00
11348	0485	PCB														
HS Boys Basketball			29912	Credit	A	11/25/25		Wire	1	ACTIVIITY FEE'S						
			0485	R	01	000	292	000	000	050	Fees From Patrons				30.00	0.00
														Receipt Total:	\$30.00	\$0.00
														Deposit Total:	\$35.00	\$0.00
11349	0485	PCB														
Arux Deposits			29914	Credit	A	11/30/25		Wire	1	COMMUNITY EDUCATION						
			0485	R	04	000	000	000	325	099	Misc Local Revenue				152.84	0.00
			0485	R	04	000	000	081	321	040	Tuition From Patrons				1,846.48	0.00
			0485	R	04	000	505	505	321	040	Youth Enrichment Tuition Fro				1,565.26	0.00
			0485	R	04	000	505	506	321	040	Adult Enrichment Tuition Fro				485.92	0.00
			0485	R	04	000	570	000	321	040	Tuition From Patrons				8,982.86	0.00
			0485	R	04	000	582	000	344	040	School Readiness Tuition Fr				18,636.45	0.00
														Receipt Total:	\$31,669.81	\$0.00
														Deposit Total:	\$31,669.81	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11350	0485	PCB														
Wex Medical Refund																
			29915	Credit	A	11/26/25		Wire	1	Miscellaneous Customer						
						0485	B 01 215 082			FSA					160.00	0.00
														Receipt Total:	\$160.00	\$0.00
														Deposit Total:	\$160.00	\$0.00
11351	0485	MNTR														
IDEAS 11.15.25																
			29916	Credit	A	11/30/25		Wire	1	STATE OF MINNESOTA						
						0485	R 07 000 000 000 000 309			Debt Svc Equal Aid FY26					12,626.05	0.00
						0485	R 07 000 865 000 000 317			LTFM REVENUE FY26					15,878.22	0.00
						0485	R 07 000 000 000 000 229			DISPARITY RED FY26					30.39	0.00
						0485	R 07 000 000 000 000 258			OTHER PAYMENTS FY26					46,088.89	0.00
						0485	R 07 000 000 000 000 234			HMSTD/AG MKT VAL FTY26					4,169.48	0.00
						0485	R 01 000 000 000 000 211			GENERAL ED AID FY26					300,450.48	0.00
						0485	R 01 000 000 000 000 211			GENERAL ED AID FY25					2,238.80	0.00
														Receipt Total:	\$381,482.31	\$0.00
														Deposit Total:	\$381,482.31	\$0.00
11352	0485	MNTR														
PMA Interest Nov 2025																
			29917	Credit	A	11/30/25		Wire	1	MNTrust						
						0485	R 01 000 000 000 000 092			PMA Interest Nov 2025					5,681.65	0.00
														Receipt Total:	\$5,681.65	\$0.00
														Deposit Total:	\$5,681.65	\$0.00
11353	0485	LAF														
MSDLAF Interest Nov 2025																
			29918	Credit	A	11/30/25		Wire	1	MSDLAF						
						0485	R 01 000 000 000 000 092			MSDLAF Interest Nov 2025					2,058.27	0.00
														Receipt Total:	\$2,058.27	\$0.00
														Deposit Total:	\$2,058.27	\$0.00
11354	0485	PCB														
Main Interest Nov 2025																
			29919	Credit	A	11/30/25		Wire	1	PINE COUNTRY BANK						
						0485	R 01 000 000 000 000 092			Main Interest Nov 2025					160.90	0.00
														Receipt Total:	\$160.90	\$0.00
														Deposit Total:	\$160.90	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11355	0485	ACT														
ACT Interest Nov 2025																
			29920	Credit	A	11/30/25		Wire	1	PINE COUNTRY BANK						
						0485	R 12 020 298 016 301 092			ACT Interest Nov 2025					9.77	0.00
														Receipt Total:	\$9.77	\$0.00
														Deposit Total:	\$9.77	\$0.00
11356	0485	ACT														
Fruit Sale																
			29921	Credit	A	11/19/25		Check	1	ROYALTON FFA						
						0485	R 12 020 298 030 301 620			Sale of Goods/Stud Acts-SA					2,475.00	0.00
														Receipt Total:	\$2,475.00	\$0.00
														Deposit Total:	\$2,475.00	\$0.00
11357	0485	ACT														
FFA Fruit Sale																
			29922	Credit	A	11/21/25		Check	1	ROYALTON FFA						
						0485	R 12 020 298 030 301 620			Sale of Goods/Stud Acts-SA					13,620.00	0.00
														Receipt Total:	\$13,620.00	\$0.00
														Deposit Total:	\$13,620.00	\$0.00
11358	0485	LAF														
Morrison Cnty 11.4.25																
			29924	Credit	A	11/30/25		Wire	1	MORRISON COUNTY						
						0485	R 04 000 000 000 321 001			Morrison Cnty 11.4.25					4,657.05	0.00
						0485	R 01 000 000 000 000 001			Morrison Cnty 11.4.25					119,814.30	0.00
						0485	R 07 000 000 000 000 001			Morrison Cnty 11.4.25					201,931.43	0.00
														Receipt Total:	\$326,402.78	\$0.00
														Deposit Total:	\$326,402.78	\$0.00
11359	0485	ACT														
Yearbook Sales and Ad Sales																
			29923	Credit	A	11/25/25		Check	1	ROYALTON YEARBOOK						
						0485	R 12 020 298 038 301 620			Sale of Goods/Stud Acts-SA					570.00	0.00
														Receipt Total:	\$570.00	\$0.00
														Deposit Total:	\$570.00	\$0.00
11360	0485	PCB														
Fall Play Admission																
			29925	Credit	A	11/19/25		Check	1	ROYALTON DRAMA CLUB						
						0485	R 01 000 298 061 000 060			DRAMA ADM & STUD ACT					799.00	0.00
														Receipt Total:	\$799.00	\$0.00
			29926	Credit	A	11/19/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 099			MISC REV FROM LOCAL					25.00	0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11360	0485	PCB														
Athletic Fobs & Registration			29926	Credit	A	11/19/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 050			Fees From Patrons				80.00	0.00	
														Receipt Total:	\$105.00	\$0.00
Boys BB			29927	Credit	A	11/19/25		Wire	1	ACTIVIITY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons				60.00	0.00	
														Receipt Total:	\$60.00	\$0.00
Section VB Reimbursement			29928	Credit	A	11/19/25		Check	1	ROYALTON ACTIVITIES						
						0485	R 01 000 296 058 000 061			GIRLS VOLLEYBALL				350.00	0.00	
														Receipt Total:	\$350.00	\$0.00
Milk			29929	Credit	A	11/19/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils				29.00	0.00	
														Receipt Total:	\$29.00	\$0.00
Registration			29930	Credit	A	11/19/25		Check	1	ACTIVIITY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons				120.00	0.00	
														Receipt Total:	\$120.00	\$0.00
Lunch			29931	Credit	A	11/19/25		Check	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS				10.10	0.00	
														Receipt Total:	\$10.10	\$0.00
Class of 2026 Scholarship			29932	Credit	A	11/19/25		Check	1	RICE LION CLUB						
						0485	R 08 000 000 000 340 096			Scholarships				3,750.00	0.00	
														Receipt Total:	\$3,750.00	\$0.00
Scholarship			29933	Credit	A	11/19/25		Check	1	PINE COUNTRY BANK						
						0485	R 08 000 000 000 340 096			Scholarships				1,000.00	0.00	
														Receipt Total:	\$1,000.00	\$0.00
														Deposit Total:	\$6,223.10	\$0.00
11361	0485	PCB														
Open Pickleball			29934	Credit	A	11/21/25		Cash	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 506 321 040			Adult Enrichment Tuition Froi				15.00	0.00	
														Receipt Total:	\$15.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11361	0485	PCB														
CE GBB Entry Fee	Kimball		29935	Credit	A	11/21/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
														Deposit Total:	\$135.00	\$0.00
11362	0485	PCB														
Benton Cnty	11.4.25		29936	Credit	A	11/30/25		Wire	1	BENTON COUNTY						
						0485	R 01 000 000 000 000 001			Benton Cnty 11.4.25					28,442.93	0.00
						0485	R 07 000 000 000 000 001			Benton Cnty 11.4.25					51,318.42	0.00
						0485	R 04 000 000 000 321 001			Benton Cnty 11.4.25					1,238.37	0.00
														Receipt Total:	\$80,999.72	\$0.00
														Deposit Total:	\$80,999.72	\$0.00
11363	0485	PCB														
Bernicks	11.5.25		29937	Credit	A	11/30/25		Wire	1	BERNICK'S						
						0485	R 01 000 000 000 000 099			MISC REV FROM LOCAL					34.07	0.00
														Receipt Total:	\$34.07	\$0.00
														Deposit Total:	\$34.07	\$0.00
11364	0485	PCB														
Stearns	11.4.25		29938	Credit	A	11/04/25		Wire	1	STEARNS COUNTY						
						0485	R 01 000 000 000 000 001			Stearns 11.4.25					0.70	0.00
														Receipt Total:	\$0.70	\$0.00
														Deposit Total:	\$0.70	\$0.00
11365	0485	PCB														
Melby Ret'd	ACH		29939	Credit	A	11/04/25		Wire	1	Miscellaneous Customer						
						0485	B 01 215 000			Melby Ret'd ACH					120.19	0.00
														Receipt Total:	\$120.19	\$0.00
														Deposit Total:	\$120.19	\$0.00
11366	0485	PCB														
Kinder/Pre K Family Lunches			29940	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					722.15	0.00
														Receipt Total:	\$722.15	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11366	0485	PCB														
Adult Lunches			29941	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					1,025.15	0.00
														Receipt Total:	\$1,025.15	\$0.00
Lunches			29942	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					145.70	0.00
														Receipt Total:	\$145.70	\$0.00
Lunches			29943	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
Lunch			29944	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
Lunch			29945	Credit	A	11/25/25		Check	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					10.10	0.00
														Receipt Total:	\$10.10	\$0.00
CE BBB Tournament Entry Fee			29946	Credit	A	11/25/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
Driver's Education Fee			29947	Credit	A	11/25/25		Check	1	ROYALTON DRIVERS EDI						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
Milk			29948	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Lunch			29949	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					20.25	0.00
														Receipt Total:	\$20.25	\$0.00
														Deposit Total:	\$2,183.35	\$0.00
11367	0485	PCB														
Milk			29950	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					60.00	0.00
														Receipt Total:	\$60.00	\$0.00

Royalton Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
11367	0485	PCB														
Lunch			29951	Credit	A	11/25/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					2.00	0.00
														Receipt Total:	\$2.00	\$0.00
Map			29952	Credit	A	11/25/25		Cash	1	COMMUNITY EDUCATION						
						0485	R 04 000 570 000 321 040			Tuition From Patrons					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
Milk Project Reimbursement			29953	Credit	A	11/25/25		Check	1	ROYALTON PUBLIC SCHC						
						0485	E 01 020 301 321 830 433			AG CTE Goldade Sup/Mat In					132.79	0.00
														Receipt Total:	\$132.79	\$0.00
Preschool Tuition Payment			29954	Credit	A	11/25/25		Cash	1	PRESCHOOL						
						0485	R 04 000 582 000 344 040			School Readiness Tuition Fr					250.00	0.00
														Receipt Total:	\$250.00	\$0.00
Refund Double Payment			29955	Credit	A	11/25/25		Check	1	RESOURCE TRAINING &						
						0485	E 01 020 690 690 000 366			Trav/Conv/Conference					130.00	0.00
														Receipt Total:	\$130.00	\$0.00
Fall Play Registration			29956	Credit	A	11/25/25		Cash	1	ACTIVITIY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
Sports Fobs			29957	Credit	A	11/25/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 099			MISC REV FROM LOCAL					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
CE BBB Entry Fee Little Falls			29958	Credit	A	11/25/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
CE BBB Tournament Entry Fee			29959	Credit	A	11/25/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505 000 321 040			Tuition From Patrons					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
														Deposit Total:	\$1,024.79	\$0.00
														Report Total:	\$945,363.26	\$0.00

Royalton Public Schools
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$543,821.58
02	\$3,443.80
04	\$40,340.23
07	\$332,042.88
08	\$5,750.00
12	\$19,964.77
Report Total	\$945,363.26

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19917	4295		AMAZON CAPITAL SERVICES		Check
			E 12 020 298 048 301 401	B005SUPAN4 El Almendro Turrón Blando 200		\$16.82
			E 12 020 298 048 301 401	B00K5SXROI Torres Truffle Crisps		\$14.99
			E 12 020 298 048 301 401	B017NSHRKC Galletas Cuetara Surtido Origir		\$25.98
			E 12 020 298 048 301 401	B07VNTSGHQ Torres Paprika Premium Potat		\$9.94
			E 12 020 298 048 301 401	Amazon Shipping Charge		\$0.00
PO#: 6661	Voucher #:	47575	Invoice	Invoice No: 1VMY-QRRR-1QMM	11/7/2025	Paid Amt: \$67.73
						Check Amount: \$67.73
ACT	19918	5060		Amber Yourczek		Check
			E 12 020 294 033 301 401	Reimbursement for Football Post game Meals		\$772.41
PO#:	Voucher #:	47578	Invoice	Invoice No: 10.23.2025	11/7/2025	Paid Amt: \$772.41
						Check Amount: \$772.41
ACT	19919	1903		BECKER SCREENPRINTING		Check
			E 12 020 298 035 301 401	YES Club T-Shirts		\$248.00
PO#:	Voucher #:	47589	Invoice	Invoice No: 6811	11/7/2025	Paid Amt: \$248.00
						Check Amount: \$248.00
ACT	19920	2133		BERNICK'S		Check
			E 12 020 298 018 301 401	POP PAYMENT		\$457.92
PO#:	Voucher #:	47573	Invoice	Invoice No: 10420489	11/7/2025	Paid Amt: \$457.92
			E 12 020 298 018 301 401	POP Credit		\$212.48
PO#:	Voucher #:	47582	Credit	Invoice No: 10391797(C)	11/7/2025	Paid Amt: (\$212.48)
						Check Amount: \$245.44
ACT	19921	4712		CATHEDRAL HIGH SCHOOL		Check
			E 12 020 296 042 301 401	Dome Softball		\$1,400.00
PO#:	Voucher #:	47580	Invoice	Invoice No: 2026Dome	11/7/2025	Paid Amt: \$1,400.00
						Check Amount: \$1,400.00
ACT	19922	3873		CHRISTIAN NEWMAN		Check
			E 12 020 298 023 301 401	Lights Training		\$400.00
PO#:	Voucher #:	47583	Invoice	Invoice No: MAV00625	11/7/2025	Paid Amt: \$400.00
						Check Amount: \$400.00
ACT	19923	4325		Dylan Kummet		Check
			E 01 020 292 000 000 820	Reimbursement for Jr High FB Pizza Party		\$167.50
PO#:	Voucher #:	47579	Invoice	Invoice No: 10.23.2025	11/7/2025	Paid Amt: \$167.50
						Check Amount: \$167.50

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
ACT	19924	4212		HERITAGE EMBROIDERY & DESIGN		Check		
			E 12 020 294 079 301 401	Basketball Warmups			\$2,468.00	
PO#:	Voucher #:	47576	Invoice	Invoice No: 105207	11/7/2025	Paid Amt:	\$2,468.00	
						Check Amount:	\$2,468.00	
ACT	19925	2345		PRAIRIE WOOD ENVIRONMENTAL LEARNING CENTER		Check		
			E 12 020 298 035 301 369	YES Team Registration Fee 2025-2026			\$500.00	
PO#:	Voucher #:	47581	Invoice	Invoice No: 1	11/7/2025	Paid Amt:	\$500.00	
						Check Amount:	\$500.00	
ACT	19926	4242		RADEMACHER COMPANIES, INC.		Check		
			E 12 020 292 020 301 401	CC Team Snacks			\$5.28	
PO#:	Voucher #:	47586	Invoice	Invoice No: 001-00235115	11/7/2025	Paid Amt:	\$5.28	
			E 12 020 298 035 301 401	Meeting Snacks			\$51.35	
PO#:	Voucher #:	47584	Invoice	Invoice No: 002-00429768	11/7/2025	Paid Amt:	\$51.35	
			E 12 020 292 020 301 401	CC Team Snacks			\$3.55	
PO#:	Voucher #:	47587	Invoice	Invoice No: 001-00236872	11/7/2025	Paid Amt:	\$3.55	
			E 12 020 292 020 301 401	CC Team Snacks			\$9.61	
PO#:	Voucher #:	47585	Invoice	Invoice No: 001-00235834	11/7/2025	Paid Amt:	\$9.61	
			E 12 020 292 020 301 401	CC Team Snacks			\$9.25	
PO#:	Voucher #:	47588	Invoice	Invoice No: 002-00439118	11/7/2025	Paid Amt:	\$9.25	
						Check Amount:	\$79.04	
ACT	19927	2577		SYSCO WESTERN MN, INC.		Check		
			E 12 020 298 018 301 401	Concessions			\$498.49	
PO#:	Voucher #:	47574	Invoice	Invoice No: 353038499	11/7/2025	Paid Amt:	\$498.49	
						Check Amount:	\$498.49	
ACT	19928	4295		AMAZON CAPITAL SERVICES		Check		
			E 12 020 298 023 301 401	B0DF7SCWG9 LIANGLIDE Unisex Roman He			\$12.96	
			E 12 020 298 023 301 401	B0F442R5TC MECCANIXITY Twisted Cord Tr			\$6.69	
			E 12 020 298 023 301 401	Amazon Shipping Charge			\$3.73	
PO#: 6633	Voucher #:	47663	Invoice	Invoice No: 1TL7-9KMK-3JG1	11/19/2025	Paid Amt:	\$23.38	
			E 12 020 298 023 301 401	B00T7TXS40 Jerzees Men's Dri-Power Cotton			\$20.52	
			E 12 020 298 023 301 401	B00T7TXS54 Jerzees Men's Dri-Power Cotton			\$10.26	
			E 12 020 298 023 301 401	B00T7TXSGS Jerzees Men's Dri-Power Cotto			\$51.30	
			E 12 020 298 023 301 401	B093LN9RSQ Sumind 4 Pieces Retractable F			\$8.99	
PO#: 6700	Voucher #:	47665	Invoice	Invoice No: 1D6L-Y3QH-CL11	11/19/2025	Paid Amt:	\$91.07	
			E 12 020 298 023 301 401	B0B4J6ZGP6 Maitys 2 Pcs Gold Trident Die C			\$15.99	
			E 12 020 298 023 301 401	Amazon Shipping Charge			\$0.00	
PO#: 6700	Voucher #:	47666	Invoice	Invoice No: 1XH4-4WXC-3JQ1	11/19/2025	Paid Amt:	\$15.99	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
ACT	19928	4295		AMAZON CAPITAL SERVICES		Check		
			E 12 020 298 041 301 401	B0C8GQH6RM Customize Your own Stickers/		\$81.98		
			E 12 020 298 041 301 401	Amazon Shipping Charge		\$0.00		
PO#:	6686	Voucher #:	47664	Invoice	Invoice No: 1QG3-GR1D-4PW4	11/19/2025	Paid Amt:	\$81.98
							Check Amount:	\$212.42
ACT	19929	5139		Brianna Popp		Check		
			E 12 020 298 030 301 401	Bingo Prizes		\$24.92		
PO#:		Voucher #:	47671	Invoice	Invoice No: 11.05.2025	11/19/2025	Paid Amt:	\$24.92
							Check Amount:	\$24.92
ACT	19930	2016		BSN SPORTS		Check		
			E 12 020 296 034 301 401	Girls Basketball T Shirts		\$467.48		
PO#:		Voucher #:	47667	Invoice	Invoice No: 931859147	11/19/2025	Paid Amt:	\$467.48
							Check Amount:	\$467.48
ACT	19931	4786		M-F Athletic Co., Inc.		Check		
			E 12 020 292 044 301 401	Runway & Flooring		\$2,260.00		
PO#:		Voucher #:	47668	Invoice	Invoice No: INV365483	11/19/2025	Paid Amt:	\$2,260.00
							Check Amount:	\$2,260.00
ACT	19932	3782		NATIONAL FFA ORGANIZATION		Check		
			E 12 020 298 030 301 401	FFA Clothing		\$619.24		
PO#:		Voucher #:	47669	Invoice	Invoice No: MDS370215	11/19/2025	Paid Amt:	\$619.24
							Check Amount:	\$619.24
ACT	19933	5138		North Star Coaches		Check		
			E 12 020 296 045 301 401	Charter Bus to Tournament		\$2,100.00		
PO#:		Voucher #:	47670	Invoice	Invoice No: 1139	11/19/2025	Paid Amt:	\$2,100.00
							Check Amount:	\$2,100.00
ACT	19934	1477		ROYALTON LUMBER COMPANY		Check		
			E 12 020 298 023 301 401	Drama Supplies		\$503.70		
PO#:		Voucher #:	47661	Invoice	Invoice No: 883944	11/19/2025	Paid Amt:	\$503.70
			E 12 020 298 023 301 401	Drama Supplies		\$253.57		
PO#:		Voucher #:	47662	Invoice	Invoice No: 884103	11/19/2025	Paid Amt:	\$253.57
							Check Amount:	\$757.27
ACT	19935	4295		AMAZON CAPITAL SERVICES		Check		
			E 12 020 298 048 301 401	B008G04746 Conchita Guava Preserves, 11 o		\$7.10		
			E 12 020 298 048 301 401	B01AL6FQW4 Conchita Chocolate Maria Cool		\$3.57		
			E 12 020 298 048 301 401	B071RLPG3L Golden Apple, 3 oz 100ct clear		\$13.88		
			E 12 020 298 048 301 401	B07WXWPRGQ Amazon Saver, Original Snac		\$2.86		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19935	4295		AMAZON CAPITAL SERVICES		Check
			E 12 020 298 048 301 401	B081LV2T86 Iberia Saladito Lightly Salted Pla		\$6.98
			E 12 020 298 048 301 401	B09GLPT8L9 (16 Pack Bundle) of Cuba's Fav		\$29.99
			E 12 020 298 048 301 401	Amazon Shipping Charge		\$3.99
PO#: 6724	Voucher #:	47785	Invoice	Invoice No: 1GNX-GDQN-7GQ6	11/26/2025	Paid Amt: \$68.37
			E 12 020 298 041 301 401	B07H4MNGFV Swiss Miss Milk Chocolate Fla		\$22.56
			E 12 020 298 041 301 401	B08CYSY79N Brach's Mini Peppermint Candy		\$29.98
			E 12 020 298 041 301 401	B09R1895XD FRAMO 8 Oz Foam Cups Light		\$39.98
			E 12 020 298 041 301 401	B0B51827W2 CHAIYA 7x5ft Thanksgiving Phc		\$7.99
			E 12 020 298 041 301 401	B0F2PTSZRC Pillsbury Soft Baked Mini Choc		\$99.80
			E 12 020 298 041 301 401	B0FP3R5P8G Bulk Crushed Peppermint Canc		\$14.88
			E 12 020 298 041 301 401	Amazon Shipping Charge		\$0.00
PO#: 6726	Voucher #:	47794	Invoice	Invoice No: 1GNX-GDQN-93KT	11/26/2025	Paid Amt: \$215.19
						Check Amount: \$283.56
ACT	19936	2133		BERNICK'S		Check
			E 12 020 298 018 301 401	POP PAYMENT		\$241.92
PO#:	Voucher #:	47793	Invoice	Invoice No: 10428569	11/26/2025	Paid Amt: \$241.92
						Check Amount: \$241.92
ACT	19937	2016		BSN SPORTS		Check
			E 12 020 294 079 301 401	Practice Jerseys Boys Basketball		\$875.24
PO#:	Voucher #:	47797	Invoice	Invoice No: 931668798	11/26/2025	Paid Amt: \$875.24
						Check Amount: \$875.24
ACT	19938	2135		GRANITE CITY JOBBING		Check
			E 12 020 298 018 301 401	CONCESSIONS PRODUCTS		\$274.64
PO#:	Voucher #:	47791	Invoice	Invoice No: 494046	11/26/2025	Paid Amt: \$274.64
						Check Amount: \$274.64
ACT	19939	4809		Joelle Liddane		Check
			E 12 020 298 030 301 401	Custom Gavel		\$28.97
PO#:	Voucher #:	47751	Invoice	Invoice No: 10.28.2025	11/26/2025	Paid Amt: \$28.97
						Check Amount: \$28.97
ACT	19940	4242		RADEMACHER COMPANIES, INC.		Check
			E 12 020 298 030 301 401	Breakfast for Meeting		\$11.98
PO#:	Voucher #:	47750	Invoice	Invoice No: 001-00245934	11/26/2025	Paid Amt: \$11.98
						Check Amount: \$11.98

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19941	1454		REGION II MAAE		Check
			E 12 020 298 030 301 820	REGION FEE		\$250.00
PO#:	Voucher #:	47792	Invoice	Invoice No: 11.17.2025	11/26/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
LAF	1766			BMO HARRIS BANK		Wire
			E 01 005 110 000 000 820	MASPA Cherie Hanson Dues		\$135.00
PO#:	Voucher #:	47826	Invoice	Invoice No: 10.08.2025	11/30/2025	Paid Amt: \$135.00
			E 12 020 298 018 301 401	5G Tailgate Food Sams		\$1,666.72
PO#:	Voucher #:	47827	Invoice	Invoice No: 10.09.2025	11/30/2025	Paid Amt: \$1,666.72
			E 12 020 296 045 301 401	VB Overnight Stay Tournament Fergus Falls		\$1,138.21
PO#:	Voucher #:	47828	Invoice	Invoice No: 10.17.2025	11/30/2025	Paid Amt: \$1,138.21
			E 01 020 240 000 000 430	Bike for Phy Ed Dick's Sporting Goods		\$279.99
PO#:	Voucher #:	47829	Invoice	Invoice No: 10.22.2025	11/30/2025	Paid Amt: \$279.99
			E 12 020 296 045 301 401	VB Pizza Scotties		\$201.01
PO#:	Voucher #:	47830	Invoice	Invoice No: 10.24.2025	11/30/2025	Paid Amt: \$201.01
			E 12 020 298 035 301 401	Officer Taining Activity Yes Club Riddler Escaj		\$144.95
PO#:	Voucher #:	47831	Invoice	Invoice No: 10/24/2025	11/30/2025	Paid Amt: \$144.95
			E 12 020 298 030 301 401	Rolling into harvest ingredients		\$138.93
PO#:	Voucher #:	47824	Invoice	Invoice No: 09.28.2025	11/30/2025	Paid Amt: \$138.93
			E 01 020 301 321 830 433	Misc. Class Supplies		\$132.79
PO#: 6532	Voucher #:	47825	Invoice	Invoice No: 10.06.2025	11/30/2025	Paid Amt: \$132.79
						Check Amount: \$3,837.60
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
			B 01 215 005	Tax Ann		\$1,310.53
PO#:	Voucher #:	47458	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt: \$1,310.53
			B 01 215 005	Tax Ann		\$9,822.65
			B 04 215 005	Payroll Deductions		\$99.06
PO#:	Voucher #:	47459	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt: \$9,921.71
			B 01 215 005	Tax Ann		\$145.84
PO#:	Voucher #:	47460	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt: \$145.84
			B 01 215 005	Tax Ann		\$237.50
PO#:	Voucher #:	47461	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt: \$237.50
			B 01 215 005	Tax Ann		\$401.38
PO#:	Voucher #:	47456	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt: \$401.38
			B 01 215 005	Tax Ann		\$137.50
PO#:	Voucher #:	47457	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt: \$137.50
						Check Amount: \$12,154.46

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	1096			COMMISSIONER OF REVENUE		Wire		
			B 01	215 013	State Tax	\$10,293.38		
			B 02	215 013	State Tax	\$467.67		
			B 04	215 013	State Tax	\$346.35		
PO#:	Voucher #:	47453	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt:	\$11,107.40	
						Check Amount:	\$11,107.40	
PCB	1415			PERA		Wire		
			B 01	215 017	PERA	\$15,701.23		
			B 02	215 017	PERA	\$2,302.61		
			B 04	215 017	PERA	\$809.15		
PO#:	Voucher #:	47452	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt:	\$18,812.99	
						Check Amount:	\$18,812.99	
PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
			B 01	215 018	TRA	\$35,540.79		
			B 01	215 018	Credit	(\$46.61)		
			B 04	215 018	TRA	\$1,404.95		
PO#:	Voucher #:	47455	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt:	\$36,899.13	
						Check Amount:	\$36,899.13	
PCB	4614			WEX		Wire		
			B 01	215 084	HSA	\$6,760.77		
			B 02	215 084	HSA	\$45.00		
			B 04	215 084	Payroll Deductions	\$140.84		
PO#:	Voucher #:	47449	Invoice	Invoice No: S2026080	11/3/2025	Paid Amt:	\$6,946.61	
						Check Amount:	\$6,946.61	
PCB	4614			WEX		Wire		
			B 01	215 082	Flex	\$14.06		
PO#:	Voucher #:	47469	Invoice	Invoice No: 10.31.2025	11/3/2025	Paid Amt:	\$14.06	
						Check Amount:	\$14.06	
PCB	4614			WEX		Wire		
			B 01	215 082	Daycare	\$375.00		
PO#:	Voucher #:	47474	Invoice	Invoice No: 11.03.2025	11/5/2025	Paid Amt:	\$375.00	
						Check Amount:	\$375.00	
PCB	4614			WEX		Wire		
			B 01	215 082	Daycare	\$1,820.96		
PO#:	Voucher #:	47590	Invoice	Invoice No: 11.10.2025	11/11/2025	Paid Amt:	\$1,820.96	
						Check Amount:	\$1,820.96	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	1096			COMMISSIONER OF REVENUE		Wire		
		B 01	215 013	State Tax			\$11,963.33	
		B 02	215 013	State Tax			\$401.67	
		B 04	215 013	State Tax			\$364.99	
PO#:	Voucher #:	47599	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$12,729.99	
							Check Amount: \$12,729.99	
PCB	4400			FEDERAL TAX PAYMENT		Wire		
		B 01	215 010	FICA			\$51,739.20	
		B 02	215 010	FICA			\$2,270.42	
		B 04	215 010	FICA			\$2,264.24	
		B 01	215 011	Federal Tax			\$21,205.85	
		B 02	215 011	Federal Tax			\$573.18	
		B 04	215 011	Federal Tax			\$395.11	
PO#:	Voucher #:	47608	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$78,448.00	
							Check Amount: \$78,448.00	
PCB	4614			WEX		Wire		
		B 01	215 082	Flex			\$40.00	
PO#:	Voucher #:	47626	Invoice	Invoice No: 11.13.2025	11/14/2025		Paid Amt: \$40.00	
							Check Amount: \$40.00	
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
		B 01	215 005	Tax Ann			\$1,325.53	
PO#:	Voucher #:	47604	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$1,325.53	
		B 01	215 005	Tax Ann			\$9,822.65	
		B 04	215 005	Payroll Deductions			\$99.06	
PO#:	Voucher #:	47605	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$9,921.71	
		B 01	215 005	Tax Ann			\$145.84	
PO#:	Voucher #:	47606	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$145.84	
		B 01	215 005	Tax Ann			\$237.50	
PO#:	Voucher #:	47607	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$237.50	
		B 01	215 005	Tax Ann			\$401.38	
PO#:	Voucher #:	47602	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$401.38	
		B 01	215 005	Tax Ann			\$137.50	
PO#:	Voucher #:	47603	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$137.50	
							Check Amount: \$12,169.46	
PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
		B 01	215 018	TRA			\$39,438.45	
		B 01	215 018	Adjustment			(\$56.88)	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
PCB	1558			TEACHERS RETIREMENT ASSN		Wire			
			B 04	215 018	TRA		\$1,410.29		
PO#:	Voucher #:	47601	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$40,791.86		
							Check Amount: \$40,791.86		
PCB	1415			PERA		Wire			
			B 01	215 017	PERA		\$17,754.25		
			B 02	215 017	PERA		\$2,124.19		
			B 04	215 017	PERA		\$910.56		
PO#:	Voucher #:	47598	Invoice	Invoice No: S2026090	11/14/2025		Paid Amt: \$20,789.00		
							Check Amount: \$20,789.00		
PCB	4614			WEX		Wire			
			B 01	215 082	Daycare		\$407.44		
PO#:	Voucher #:	47672	Invoice	Invoice No: 11.17.2025	11/18/2025		Paid Amt: \$407.44		
							Check Amount: \$407.44		
PCB	4400			FEDERAL TAX PAYMENT		Wire			
			B 01	215 010	FICA		\$42,388.48		
			B 02	215 010	FICA		\$2,076.94		
			B 04	215 010	FICA		\$2,225.70		
			B 01	215 011	Federal Tax		\$17,236.71		
			B 02	215 011	Federal Tax		\$528.80		
			B 04	215 011	Federal Tax		\$331.88		
PO#:	Voucher #:	47770	Invoice	Invoice No: S2026100	11/26/2025		Paid Amt: \$64,788.51		
							Check Amount: \$64,788.51		
PCB	4400			FEDERAL TAX PAYMENT		Wire			
			B 01	215 010	FICA		\$3,607.18		
			B 01	215 010	Adjustment		(\$43.24)		
			B 04	215 010	FICA		\$157.64		
			B 01	215 011	Federal Tax		\$554.62		
PO#:	Voucher #:	47677	Invoice	Invoice No: S202610R0	11/26/2025		Paid Amt: \$4,276.20		
							Check Amount: \$4,276.20		
PCB	1096			COMMISSIONER OF REVENUE		Wire			
			B 01	215 013	State Tax		\$233.30		
			B 04	215 013	State Tax		\$4.49		
PO#:	Voucher #:	47675	Invoice	Invoice No: S202610R0	11/30/2025		Paid Amt: \$237.79		
							Check Amount: \$237.79		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	1096			COMMISSIONER OF REVENUE		Wire		
			B 01	215 013	State Tax		\$9,639.10	
			B 02	215 013	State Tax		\$344.80	
			B 04	215 013	State Tax		\$343.82	
PO#:	Voucher #:	47761	Invoice	Invoice No: S2026100	11/30/2025	Paid Amt:	\$10,327.72	
						Check Amount:	\$10,327.72	
PCB	4400			FEDERAL TAX PAYMENT		Wire		
			B 01	215 010	FICA		\$43.24	
PO#:	Voucher #:	47804	Invoice	Invoice No: 11.30.2025	11/30/2025	Paid Amt:	\$43.24	
						Check Amount:	\$43.24	
PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
			B 01	215 018	TRA		\$35,134.45	
			B 04	215 018	TRA		\$1,717.41	
PO#:	Voucher #:	47763	Invoice	Invoice No: S2026100	11/30/2025	Paid Amt:	\$36,851.86	
						Check Amount:	\$36,851.86	
PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
			B 01	215 018	TRA		\$4,198.95	
			B 04	215 018	TRA		\$183.54	
PO#:	Voucher #:	47676	Invoice	Invoice No: S202610R0	11/30/2025	Paid Amt:	\$4,382.49	
						Check Amount:	\$4,382.49	
PCB	1415			PERA		Wire		
			B 01	215 017	PERA		\$13,986.99	
			B 02	215 017	PERA		\$1,937.14	
			B 04	215 017	PERA		\$738.38	
PO#:	Voucher #:	47760	Invoice	Invoice No: S2026100	11/30/2025	Paid Amt:	\$16,662.51	
						Check Amount:	\$16,662.51	
PCB	4614			WEX		Wire		
			E 01	005 110 000 000 305	WEX monthy service fee		\$191.25	
PO#:	Voucher #:	47805	Invoice	Invoice No: 0002260045-IN	11/30/2025	Paid Amt:	\$191.25	
						Check Amount:	\$191.25	
PCB	4614			WEX		Wire		
			B 01	215 084	HSA		\$6,861.60	
			B 02	215 084	HSA		\$45.00	
			B 04	215 084	Payroll Deductions		\$140.84	
PO#:	Voucher #:	47595	Invoice	Invoice No: S2026090	11/30/2025	Paid Amt:	\$7,047.44	
						Check Amount:	\$7,047.44	

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	4518			POSTALIA		Wire
				E 01 005 105 000 000 329 November Postage		\$1,400.00
PO#:	Voucher #:	47806	Invoice	Invoice No: 11.30.2025	11/30/2025	Paid Amt: \$1,400.00
						Check Amount: \$1,400.00
PCB	3113			REPUBLIC SERVICES #891		Wire
				E 01 005 810 000 000 330 WASTE MANAGEMENT SERVICE		\$1,148.31
PO#:	Voucher #:	47807	Invoice	Invoice No: 0891-001486491	11/30/2025	Paid Amt: \$1,148.31
				E 01 005 810 000 000 330 WASTE MANAGEMENT SERVICE		\$1,710.32
PO#:	Voucher #:	47808	Invoice	Invoice No: 0891-001486490	11/30/2025	Paid Amt: \$1,710.32
						Check Amount: \$2,858.63
PCB	1346			MINNESOTA POWER		Wire
				E 01 020 810 000 000 331 Acct 6691032130 Elect		\$25.46
PO#:	Voucher #:	47811	Invoice	Invoice No: 669748892721	11/30/2025	Paid Amt: \$25.46
				E 01 020 810 000 000 331 Acct 5091115490 MS/HS		\$14,036.16
PO#:	Voucher #:	47812	Invoice	Invoice No: 509634436262	11/30/2025	Paid Amt: \$14,036.16
				E 01 010 810 000 000 331 Acct 4015125490 Electric		\$4,107.72
PO#:	Voucher #:	47809	Invoice	Invoice No: 401871512161	11/30/2025	Paid Amt: \$4,107.72
				E 01 020 810 000 000 331 Acct 811180000 Elect		\$408.75
PO#:	Voucher #:	47810	Invoice	Invoice No: 811975441914	11/30/2025	Paid Amt: \$408.75
						Check Amount: \$18,578.09
PCB	4806			REVTRK		Wire
				E 01 005 110 000 000 305 Nov 2025 Fees		\$204.10
PO#:	Voucher #:	47814	Invoice	Invoice No: Niov 2025	11/30/2025	Paid Amt: \$204.10
						Check Amount: \$204.10
PCB	1558			TEACHERS RETIREMENT ASSN		Wire
				B 01 215 018 TRA Adj Credit taken 2x		\$46.61
PO#:	Voucher #:	47815	Invoice	Invoice No: 10.1.25	11/30/2025	Paid Amt: \$46.61
						Check Amount: \$46.61
PCB	4370			CAPITAL ONE		Wire
				E 01 020 402 000 740 433 Beverages and snacks for the pop machine ar		\$125.85
PO#: 6618	Voucher #:	47818	Invoice	Invoice No: 10.04.2025	11/30/2025	Paid Amt: \$125.85
				E 01 020 301 321 830 433 Misc. Class Supplies		\$81.99
PO#: 6532	Voucher #:	47819	Invoice	Invoice No: 09.22.2025	11/30/2025	Paid Amt: \$81.99
				E 01 020 740 000 000 401 Misc. supplies for students		\$305.26
PO#: 6239	Voucher #:	47820	Invoice	Invoice No: 09.24.2025	11/30/2025	Paid Amt: \$305.26

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	4370			CAPITAL ONE		Wire
			E 12 020 298 023 301 401	Fall Play Materials		\$24.94
PO#:	Voucher #:	47821	Invoice	Invoice No: 10.07.2025	11/30/2025	Paid Amt: \$24.94
			E 02 005 770 000 701 490	Food Service		\$65.46
PO#:	Voucher #:	47822	Invoice	Invoice No: 10.11.2025	11/30/2025	Paid Amt: \$65.46
			E 01 020 292 052 000 401	Starting Device for Cross Country		\$8.97
PO#:	Voucher #:	47823	Invoice	Invoice No: 10/07/2025	11/30/2025	Paid Amt: \$8.97
			E 01 020 301 321 830 433	Misc. Class Supplies		\$24.04
PO#: 6532	Voucher #:	47816	Invoice	Invoice No: 10.13.2025	11/30/2025	Paid Amt: \$24.04
			E 01 020 402 000 740 433	Beverages and snacks for the pop machine ar		\$77.60
PO#: 6618	Voucher #:	47817	Invoice	Invoice No: 10.08.2025	11/30/2025	Paid Amt: \$77.60
						Check Amount: \$714.11
PCB	78780 5134			Jennifer C Melby		Check
			B 01 215 000	Reissued Returned Payroll ACH		\$120.19
PO#:	Voucher #:	47475	Invoice	Invoice No: 11.05.2025	11/5/2025	Paid Amt: \$120.19
						Check Amount: \$120.19
PCB	78781 5130			4N6 Fanatics LLC		Check
			E 01 020 298 069 000 401	Script		\$250.00
PO#: 6662	Voucher #:	47533	Invoice	Invoice No: 3325	11/7/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
PCB	78782 1010			ALL STAR TROPHY & AWARDS		Check
			E 01 020 294 054 000 401	Season Awards		\$176.50
PO#:	Voucher #:	47539	Invoice	Invoice No: 12317	11/7/2025	Paid Amt: \$176.50
						Check Amount: \$176.50
PCB	78783 4295			AMAZON CAPITAL SERVICES		Check
			E 04 005 582 000 344 430	B09JK13523 Colorations Paraben-Free Simpl		\$13.16
			E 04 005 582 000 344 430	Amazon Shipping Charge		\$0.00
PO#: 6690	Voucher #:	47479	Invoice	Invoice No: 1CNQ-C6QN-J1PR	11/7/2025	Paid Amt: \$13.16
			E 01 020 301 000 628 530	B006CSRBTC Milwaukee 2457-20 M12 Cordle		\$228.00
			E 01 020 301 000 628 530	B01616P86K BOXI Qty(1) Front Hood Lift Supj		\$19.85
			E 01 020 301 000 628 530	B07JQM7C28 DEWALT 20V MAX Orbital San		\$229.98
			E 01 020 301 000 628 530	B0BVCR74M6 Milwaukee 48-11-2450 12V Litt		\$143.00
			E 01 020 301 000 628 530	B0D93FQ3JZ Metal Detector for Adults Profes		\$89.99
			E 01 020 301 000 628 530	Amazon Shipping Charge		\$0.00
PO#: 6574	Voucher #:	47487	Invoice	Invoice No: 1X3Q-QGYT-4MMR	11/7/2025	Paid Amt: \$710.82
			E 01 020 710 000 000 430	B0010JEJPC Scotch TL901X Thermal Lamina		\$30.20
			E 01 020 710 000 000 430	B01LYHE49W Amazon Basics File Folders wil		\$26.66

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78783	4295		AMAZON CAPITAL SERVICES		Check
			E 01 020 710 000 000 430	B07G4QPZBR Replace for DYMO Label Make		\$15.99
			E 01 020 710 000 000 430	B07SMXNDS1 BIC Wite-Out EZ Correct Corre		\$22.37
			E 01 020 710 000 000 430	B08217WXN1 KTRIO Laminating Sheets 5 Mi		\$26.98
			E 01 020 710 000 000 430	B09WZH6GTP AdirOffice Classroom Mailbox		\$489.98
			E 01 020 710 000 000 430	B0C37H22WS Shipping Address Labels, 1" x		\$15.74
			E 01 020 710 000 000 430	B0CMD6TCLJ (2 Pack)Parchment Paper for C		\$22.99
			E 01 020 710 000 000 430	B0D4VDCZ5N SUNEE 9x12 Envelopes Self-S		\$17.99
			E 01 020 710 000 000 430	B0DJSMZHXR Compatible with Dymo Letratar		\$14.69
			E 01 020 710 000 000 430	B0FJYPWZDY Netuao Magnetic Sign Holder		\$9.99
			E 01 020 710 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6645	Voucher #:	47473	Invoice	Invoice No: 1GKG-X9VN-6JRL	11/7/2025	Paid Amt: \$693.58
			E 01 020 710 000 000 430	B0D1Z93S4J Americanflat 9x12 Picture Fram		\$52.20
			E 01 020 710 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6660	Voucher #:	47481	Invoice	Invoice No: 131L-MRGD-C76K	11/7/2025	Paid Amt: \$52.20
			E 01 010 230 000 000 430	B00412HXRY Bostitch Office QuietSharp Glow		\$36.99
			E 01 010 230 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 6671	Voucher #:	47471	Invoice	Invoice No: 1P3N-12GV-HVHJ	11/7/2025	Paid Amt: \$36.99
			E 01 020 211 000 000 401	B00128H0TS C-Line Heavyweight Industrial P		\$26.00
			E 01 020 211 000 000 401	B0F7LT43XN BlueCosto - Luggage Tags - Gre		\$50.97
			E 01 020 211 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6659	Voucher #:	47482	Invoice	Invoice No: 1DFX-FTT9-PFGG	11/7/2025	Paid Amt: \$76.97
			E 01 010 401 000 619 433	B07PGQL36C Schylling NeeDoh Groovy Fruit		\$20.32
			E 01 010 401 000 619 433	B093RDLVY4 Nee-Doh Schylling Shaggy Gro		\$12.86
			E 01 010 401 000 619 433	B0B191NX94 Schylling Atomic Nee Doh...Gro		\$13.90
			E 01 010 401 000 619 433	B0CVDWDM75 Schylling, Inc NEE DOH Dohr		\$7.54
			E 01 010 401 000 619 433	B0DN7RM3XD Nee Doh Teenies Ripples, Glo		\$15.56
			E 01 010 401 000 619 433	Amazon Shipping Charge		\$0.00
PO#: 6670	Voucher #:	47477	Invoice	Invoice No: 1LFY-LYLX-CFYX	11/7/2025	Paid Amt: \$70.18
			E 01 020 050 000 000 401	B01E9SSAIW DomeStar Fake Ice, 150PCS F		\$6.85
			E 01 020 050 000 000 401	B01HLVZ36Q DomeStar Red Fake Ice Rocks,		\$8.71
			E 01 020 050 000 000 401	B01M5BNIQD DomeStar Navy Blue Fake Ice		\$7.83
			E 01 020 050 000 000 401	B0D2NWZZ1F PINIWON 6 Pack Square Glas		\$39.99
			E 01 020 050 000 000 401	B0FJY82LZT VAIPi 15 Pack Plastic Tableclot		\$24.99
			E 01 020 050 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6667	Voucher #:	47483	Invoice	Invoice No: 1LHJ-NHTN-CMTK	11/7/2025	Paid Amt: \$88.37
			E 01 010 212 000 000 430	B08J3VKV4M Gwybkq 150 Pieces Glass Dom		\$13.97

Royalton Public Schools
 Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78783	4295		AMAZON CAPITAL SERVICES		Check		
			E 01 010 212 000 000 430	Amazon Shipping Charge		\$0.00		
PO#: 6669	Voucher #:	47484	Invoice	Invoice No: 1P3N-14GV-HVN1	11/7/2025	Paid Amt:	\$13.97	
			E 04 005 505 000 321 401	BODGFVVJJJ LEGO Christmas Ornament Sel		\$38.97		
			E 04 005 505 000 321 401	Amazon Shipping Charge		\$0.00		
PO#: 6679	Voucher #:	47485	Invoice	Invoice No: 1QND-CR3W-J17C	11/7/2025	Paid Amt:	\$38.97	
			E 01 020 710 000 000 430	B079ZJJYCR Internet's Best Collapsible File S		\$37.49		
PO#: 6645	Voucher #:	47472	Invoice	Invoice No: 144T-WW9J-GY7G	11/7/2025	Paid Amt:	\$37.49	
			E 01 020 420 000 740 433	B07SXX8XCY Texas Instruments TI-30XS Mul		\$38.45		
			E 01 020 420 000 740 433	Amazon Shipping Charge		\$0.00		
PO#: 6687	Voucher #:	47478	Invoice	Invoice No: 1MCG-YFWF-6DVW	11/7/2025	Paid Amt:	\$38.45	
			E 04 005 505 000 321 401	B0CGY9Q4ZW LEGO Creator 3 in 1 Red Dra		\$54.32		
			E 04 005 505 000 321 401	Amazon Shipping Charge		\$0.00		
PO#: 6680	Voucher #:	47486	Invoice	Invoice No: 1L1N-73JX-J14L	11/7/2025	Paid Amt:	\$54.32	
							Check Amount:	\$1,925.47
PCB	78784	1025		APPLE INC.		Check		
			E 01 020 402 000 740 433	MD3Y4LL/A iPad Wi-Fi 128 GB - Silver		\$987.00		
PO#: 6611	Voucher #:	47517	Invoice	Invoice No: MC19484622	11/7/2025	Paid Amt:	\$987.00	
							Check Amount:	\$987.00
PCB	78785	3636		BRANDON KRUSE		Check		
			E 01 020 294 054 000 305	FOOTBALL OFFICIAL Melrose		\$125.00		
PO#:	Voucher #:	47488	Invoice	Invoice No: 09.26.2025	11/7/2025	Paid Amt:	\$125.00	
							Check Amount:	\$125.00
PCB	78786	1074		CENTRA SOTA COOPERATIVE		Check		
			E 01 005 760 000 720 442	Unleaded Gas		\$1,031.32		
			E 01 005 760 000 720 442	Discount		(\$38.00)		
PO#:	Voucher #:	47564	Invoice	Invoice No: 5451970	11/7/2025	Paid Amt:	\$993.32	
			E 01 005 760 000 720 442	Unleaded Gas		\$1,036.85		
			E 01 005 760 000 720 442	Discount		(\$39.65)		
PO#:	Voucher #:	47563	Invoice	Invoice No: 5452069	11/7/2025	Paid Amt:	\$997.20	
			E 01 005 760 000 720 442	Fieldmaster Diesel		\$1,750.84		
			E 01 005 760 000 720 442	Discount		(\$52.00)		
PO#:	Voucher #:	47562	Invoice	Invoice No: 598386	11/7/2025	Paid Amt:	\$1,698.84	
							Check Amount:	\$3,689.36
PCB	78787	1079		CENTRAL MN ALARMS INC		Check		
			E 01 005 865 000 363 305	Alarm Service 2025 4th Quarter Elementary		\$159.00		
PO#:	Voucher #:	47512	Invoice	Invoice No: 100420	11/7/2025	Paid Amt:	\$159.00	

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78787	1079		CENTRAL MN ALARMS INC		Check
			E 01 005 865 000 363 305	Alarm Service 4th Quarter 2025 HS Daily Rep		\$171.00
PO#:	Voucher #:	47516	Invoice	Invoice No: 100424	11/7/2025	Paid Amt: \$171.00
			E 01 005 865 000 363 305	Alarm Service 4th Quarter HS 2025		\$159.00
PO#:	Voucher #:	47515	Invoice	Invoice No: 100423	11/7/2025	Paid Amt: \$159.00
			E 01 005 865 000 363 305	Alarm Service 4th Quarter 2025 Elementary		\$129.00
PO#:	Voucher #:	47513	Invoice	Invoice No: 100421	11/7/2025	Paid Amt: \$129.00
			E 01 005 865 000 363 305	Elevator/Lift Emergency Phone 4th Quarter 2025		\$93.00
PO#:	Voucher #:	47514	Invoice	Invoice No: 100422	11/7/2025	Paid Amt: \$93.00
						Check Amount: \$711.00
PCB	78788	4396		CHRIS VOSEN AUTO REPAIR		Check
			E 01 005 760 000 720 350	Van #29 Oil & Filter Change		\$99.13
PO#:	Voucher #:	47559	Invoice	Invoice No: 8356	11/7/2025	Paid Amt: \$99.13
						Check Amount: \$99.13
PCB	78789	5135		Connecting to Learn LLC		Check
			E 04 005 582 000 344 430	Song Cards		\$40.00
PO#:	Voucher #:	47534	Invoice	Invoice No: 10263	11/7/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
PCB	78790	2576		DOUG LUEPKE TROPHIES		Check
			E 01 020 292 052 000 401	End of Year Awards		\$67.25
PO#:	Voucher #:	47546	Invoice	Invoice No: 927611	11/7/2025	Paid Amt: \$67.25
						Check Amount: \$67.25
PCB	78791	1132		ECKROTH MUSIC CO		Check
			E 01 020 258 000 000 430	La Voz Clarinet Reeds		\$21.10
PO#: 6646	Voucher #:	47542	Invoice	Invoice No: 5890342	11/7/2025	Paid Amt: \$21.10
						Check Amount: \$21.10
PCB	78792	5053		Gophermods, LLC		Check
			E 01 005 690 690 000 315	Macbook and Ipad Repairs		\$438.00
PO#:	Voucher #:	47492	Invoice	Invoice No: 7567	11/7/2025	Paid Amt: \$438.00
						Check Amount: \$438.00
PCB	78793	1184		GOV CONNECTION		Check
			E 01 020 402 000 740 433	OtterBox Defender Series Case for iPad - Blac		\$144.78
PO#: 6612	Voucher #:	47496	Invoice	Invoice No: 76994521	11/7/2025	Paid Amt: \$144.78
						Check Amount: \$144.78

Royalton Public Schools

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
PCB	78794	1215		HILLYARD INC		Check			
			E 01	005 810 000 000 401	40-45 Gallon Liners		\$268.68		
PO#:	Voucher #:	47511	Invoice	Invoice No: 605985975	11/7/2025	Paid Amt:	\$268.68		
						Check Amount:	\$268.68		
PCB	78795	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check			
			E 01	010 203 000 000 430	Paper		\$4.05		
PO#:	Voucher #:	47550	Invoice	Invoice No: IN4972716	11/7/2025	Paid Amt:	\$4.05		
			E 01	010 203 000 000 430	Construction Paper Credit		\$151.94		
PO#:	Voucher #:	47548	Credit	Invoice No: SCN-133763	11/7/2025	Paid Amt:	(\$151.94)		
			E 01	010 203 000 000 430	Paper PO 6672		\$4.05		
PO#:	Voucher #:	47549	Invoice	Invoice No: IN4972596	11/7/2025	Paid Amt:	\$4.05		
			E 01	010 203 000 000 430	Construction paper		\$147.89		
			E 01	010 203 000 000 430	Free shipping		\$0.00		
PO#: 6672	Voucher #:	47476	Invoice	Invoice No: IN4969480	11/7/2025	Paid Amt:	\$147.89		
			E 01	010 203 000 000 430	Construction paper		\$147.89		
PO#:	Voucher #:	47547	Invoice	Invoice No: IN4970314	11/7/2025	Paid Amt:	\$147.89		
						Check Amount:	\$151.94		
PCB	78796	1241		ISCORP		Check			
			E 01	005 110 000 000 305	Skyward hosting Student service for Decembe		\$197.00		
PO#:	Voucher #:	47494	Invoice	Invoice No: 0750597	11/7/2025	Paid Amt:	\$197.00		
						Check Amount:	\$197.00		
PCB	78797	1267		KEMPS, LLC		Check			
			E 02	005 770 000 701 495	MILK		\$474.10		
PO#:	Voucher #:	47503	Invoice	Invoice No: 5996324	11/7/2025	Paid Amt:	\$474.10		
			E 02	005 770 000 701 495	MILK		\$203.40		
PO#:	Voucher #:	47504	Invoice	Invoice No: 6005139	11/7/2025	Paid Amt:	\$203.40		
			E 02	005 770 000 701 495	MILK		\$287.90		
PO#:	Voucher #:	47505	Invoice	Invoice No: 6004082	11/7/2025	Paid Amt:	\$287.90		
			E 02	005 770 000 701 495	MILK		\$507.90		
PO#:	Voucher #:	47502	Invoice	Invoice No: 5996386	11/7/2025	Paid Amt:	\$507.90		
			E 02	005 770 000 701 495	MILK		\$474.10		
PO#:	Voucher #:	47500	Invoice	Invoice No: 6009757	11/7/2025	Paid Amt:	\$474.10		
			E 02	005 770 000 701 495	MILK		\$457.20		
PO#:	Voucher #:	47501	Invoice	Invoice No: 6009559	11/7/2025	Paid Amt:	\$457.20		
						Check Amount:	\$2,404.60		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78798	3236		LITTLE FALLS RADIO		Check
			E 01 020 211 000 000 305	Football Osakis		\$50.00
PO#:	Voucher #:	47537	Invoice	Invoice No: 25100375	11/7/2025	Paid Amt: \$50.00
						Check Amount: \$50.00
PCB	78799	4540		MARCO		Check
			E 01 005 110 690 000 580	Copiers		\$2,055.60
PO#:	Voucher #:	47551	Invoice	Invoice No: 40514948	11/7/2025	Paid Amt: \$2,055.60
						Check Amount: \$2,055.60
PCB	78800	1314		MASSP		Check
			E 01 020 050 000 000 366	2025-26 MASSP School Law Seminar J Swer		\$195.00
PO#:	Voucher #:	47543	Invoice	Invoice No: SLS3352	11/7/2025	Paid Amt: \$195.00
						Check Amount: \$195.00
PCB	78801	1897		MESPA		Check
			E 01 010 050 000 000 820	Legal Seminar		\$195.00
PO#: 6673	Voucher #:	47531	Invoice	Invoice No: 20564	11/7/2025	Paid Amt: \$195.00
						Check Amount: \$195.00
PCB	78802	4988		Michael's Media		Check
			E 01 020 292 052 000 401	Hallway Poster		\$150.00
PO#:	Voucher #:	47545	Invoice	Invoice No: 0010	11/7/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
PCB	78803	2524		MIDCONTINENT COMMUNICATIONS		Check
			E 01 005 810 000 000 320	PHONE SERVICE & Internet		\$1,490.01
PO#:	Voucher #:	47490	Invoice	Invoice No: 14529320115032	11/7/2025	Paid Amt: \$1,490.01
						Check Amount: \$1,490.01
PCB	78804	1333		MIDWAY IRON & METAL, INC.		Check
			E 01 005 810 000 000 401	Metal for a Light/Camera Pole for the ECC Pla		\$21.38
PO#:	Voucher #:	47540	Invoice	Invoice No: 619530	11/7/2025	Paid Amt: \$21.38
						Check Amount: \$21.38
PCB	78805	4458		MOSYLE CORPORATION		Check
			E 01 005 690 690 000 406	Additional Subscription 10-01-2025 to 7-31-20		\$18.32
PO#:	Voucher #:	47495	Invoice	Invoice No: 25108853	11/7/2025	Paid Amt: \$18.32
						Check Amount: \$18.32
PCB	78806	3965		MRI SOFTWARE LLC		Check
			E 01 005 110 000 000 305	Staff Screen		\$279.00
PO#:	Voucher #:	47491	Invoice	Invoice No: MRIUS2584323	11/7/2025	Paid Amt: \$279.00
						Check Amount: \$279.00

Royalton Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78807	3670		MUD HOLE CUSTOM TACKLE, INC		Check	
			E 01 020 301 321 830 433	Misc. Class fishing pole order. Reimbursable t		\$466.85	
PO#:	6666	Voucher #:	47470	Invoice	Invoice No: INV773633	11/7/2025	Paid Amt: \$466.85
						Check Amount: \$466.85	
PCB	78808	1375		NAPA AUTO PARTS		Check	
			E 01 005 760 000 720 401	Van 23 & Bus 2-16 Parts and Shop Supplies		\$85.64	
PO#:		Voucher #:	47571	Invoice	Invoice No: 659753	11/7/2025	Paid Amt: \$85.64
			E 01 005 760 000 720 401	Shop Supplies		\$178.99	
PO#:		Voucher #:	47567	Invoice	Invoice No: 660159	11/7/2025	Paid Amt: \$178.99
			E 01 005 760 000 720 401	Bus 2-16 & Van 29 Parts		\$43.38	
PO#:		Voucher #:	47572	Invoice	Invoice No: 659696	11/7/2025	Paid Amt: \$43.38
			E 01 005 760 000 720 401	Shop Supplies		\$49.99	
PO#:		Voucher #:	47570	Invoice	Invoice No: 660719	11/7/2025	Paid Amt: \$49.99
			E 01 005 760 000 720 401	Bus 13-14 Parts		\$150.17	
PO#:		Voucher #:	47566	Invoice	Invoice No: 661127	11/7/2025	Paid Amt: \$150.17
			E 01 005 760 000 720 401	Shop Supplies		\$28.47	
PO#:		Voucher #:	47568	Invoice	Invoice No: 660627	11/7/2025	Paid Amt: \$28.47
			E 01 005 760 000 720 401	Shop Supplies		\$74.99	
PO#:		Voucher #:	47569	Invoice	Invoice No: 660717	11/7/2025	Paid Amt: \$74.99
						Check Amount: \$611.63	
PCB	78809	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check	
			E 01 005 760 000 720 401	Gasket, Axle, Rear Bus 13-14		\$9.58	
PO#:		Voucher #:	47560	Invoice	Invoice No: 328241	11/7/2025	Paid Amt: \$9.58
			E 01 005 760 000 720 401	Bus 7-23 Water Valve Assembly		\$115.16	
PO#:		Voucher #:	47561	Invoice	Invoice No: 327682	11/7/2025	Paid Amt: \$115.16
						Check Amount: \$124.74	
PCB	78810	4608		NORTH CENTRAL INT'L, LLC		Check	
			E 01 005 760 000 720 350	Bus 9-09 Engine Repair		\$6,116.12	
PO#:		Voucher #:	47565	Invoice	Invoice No: R220011274:01	11/7/2025	Paid Amt: \$6,116.12
						Check Amount: \$6,116.12	
PCB	78811	4515		Northern Pines Mental Health Center		Check	
			E 01 005 730 000 373 378	Behavioral Interventionist November 2025		\$3,066.00	
PO#:		Voucher #:	47535	Invoice	Invoice No: INV682	11/7/2025	Paid Amt: \$3,066.00
						Check Amount: \$3,066.00	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78812	1392		OAK ELECTRIC SERVICE, INC		Check
			E 01 020 292 000 000 305	Electrical Work		\$4,136.44
PO#:	Voucher #:	47544	Invoice	Invoice No: 7353	11/7/2025	Paid Amt: \$4,136.44
						Check Amount: \$4,136.44
PCB	78813	1406		PAN-O-GOLD BAKING CO		Check
			E 02 005 770 000 701 490	Bread		\$78.75
PO#:	Voucher #:	47552	Invoice	Invoice No: 10000125307005	11/7/2025	Paid Amt: \$78.75
			E 02 005 770 000 701 490	Bread		\$123.60
PO#:	Voucher #:	47493	Invoice	Invoice No: 10000125307009	11/7/2025	Paid Amt: \$123.60
			E 02 005 770 000 701 490	Bread		\$163.55
PO#:	Voucher #:	47497	Invoice	Invoice No: 163.55	11/7/2025	Paid Amt: \$163.55
			E 02 005 770 000 701 490	Bread		\$204.30
PO#:	Voucher #:	47498	Invoice	Invoice No: 10000125300007	11/7/2025	Paid Amt: \$204.30
			E 02 005 770 000 701 490	Bread		\$115.95
PO#:	Voucher #:	47499	Invoice	Invoice No: 10000125293002	11/7/2025	Paid Amt: \$115.95
						Check Amount: \$686.15
PCB	78814	5127		Rainbow Skull LLC		Check
			E 01 020 298 069 000 401	Complete Duo Script Collection		\$99.99
PO#: 6647	Voucher #:	47532	Invoice	Invoice No: MC2610	11/7/2025	Paid Amt: \$99.99
						Check Amount: \$99.99
PCB	78815	4658		REGION 5A		Check
			E 01 020 292 052 000 369	CC Section Meet		\$200.00
PO#:	Voucher #:	47510	Invoice	Invoice No: 10.31.2025	11/7/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
PCB	78816	1463		RICE HARDWARE HANK		Check
			E 04 005 505 000 321 401	Community Ed Keys		\$20.94
PO#:	Voucher #:	47507	Invoice	Invoice No: 37675/3	11/7/2025	Paid Amt: \$20.94
			E 01 005 810 000 000 401	Custodial Supplies		\$6.23
PO#:	Voucher #:	47508	Invoice	Invoice No: 37659/3	11/7/2025	Paid Amt: \$6.23
						Check Amount: \$27.17
PCB	78817	4339		SCHOLASTIC Inc Magazines		Check
			E 01 010 203 000 302 460	Scholastic News		\$20.62
PO#:	Voucher #:	47489	Invoice	Invoice No: M7599855 9	11/7/2025	Paid Amt: \$20.62
						Check Amount: \$20.62

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78818	1382		SOURCEWELL		Check
			E 01 005 640 000 316 366	Compreh School Support, plus HRS Cohort Fe		\$2,118.00
PO#:	Voucher #:	47541	Invoice	Invoice No: INV00005167	11/7/2025	Paid Amt: \$2,118.00
						Check Amount: \$2,118.00
PCB	78819	2464		SPEER CHIROPRACTIC, PA		Check
			E 01 005 760 000 720 305	DOT PHYSICAL M Czech		\$100.00
PO#:	Voucher #:	47538	Invoice	Invoice No: 10.21.2025	11/7/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
PCB	78820	2577		SYSCO WESTERN MN, INC.		Check
			E 02 005 770 000 701 490	Commodity		\$75.97
PO#:	Voucher #:	47521	Invoice	Invoice No: 353038495	11/7/2025	Paid Amt: \$75.97
			E 02 005 770 000 705 490	Breakfast		\$814.76
			E 02 005 770 000 701 401	Supplies		\$39.64
PO#:	Voucher #:	47522	Invoice	Invoice No: 353038496	11/7/2025	Paid Amt: \$854.40
			E 02 005 770 000 705 490	Breakfast		\$1,058.26
			E 02 005 770 000 701 401	Supplies		\$39.64
PO#:	Voucher #:	47523	Invoice	Invoice No: 353031278	11/7/2025	Paid Amt: \$1,097.90
			E 02 005 770 000 701 490	LUNCH		\$2,834.45
			E 02 005 770 000 701 401	SUPPLIES		\$19.70
PO#:	Voucher #:	47524	Invoice	Invoice No: 353031275	11/7/2025	Paid Amt: \$2,854.15
			E 02 005 770 000 701 490	LUNCH		\$906.41
PO#:	Voucher #:	47530	Invoice	Invoice No: 353038498	11/7/2025	Paid Amt: \$906.41
			E 02 005 770 000 701 490	LUNCH		\$3,630.53
			E 02 005 770 000 701 401	SUPPLIES		\$136.79
PO#:	Voucher #:	47525	Invoice	Invoice No: 353031280	11/7/2025	Paid Amt: \$3,767.32
			E 02 005 770 000 701 490	LUNCH		\$4,798.54
			E 02 005 770 000 701 401	SUPPLIES		\$13.38
PO#:	Voucher #:	47526	Invoice	Invoice No: 353038497	11/7/2025	Paid Amt: \$4,811.92
			E 02 005 770 000 701 490	LUNCH		\$9.31
PO#:	Voucher #:	47527	Invoice	Invoice No: 353031281	11/7/2025	Paid Amt: \$9.31
			E 02 005 770 000 701 490	LUNCH		\$39.19
PO#:	Voucher #:	47528	Invoice	Invoice No: 353031282	11/7/2025	Paid Amt: \$39.19
			E 02 005 770 000 701 490	Commodity		\$84.01
PO#:	Voucher #:	47520	Invoice	Invoice No: 353031279	11/7/2025	Paid Amt: \$84.01
			E 02 005 770 000 701 490	LUNCH		\$351.60
PO#:	Voucher #:	47529	Invoice	Invoice No: 353031277	11/7/2025	Paid Amt: \$351.60

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78820	2577		SYSCO WESTERN MN, INC.		Check
			E 02 005 770 000 701 490	Commodity		\$55.30
PO#:	Voucher #:	47553	Invoice	Invoice No: 353038493	11/7/2025	Paid Amt: \$55.30
			E 02 005 770 000 701 490	LUNCH		\$98.08
PO#:	Voucher #:	47554	Invoice	Invoice No: 353040304	11/7/2025	Paid Amt: \$98.08
			E 02 005 770 000 701 490	LUNCH		\$329.63
PO#:	Voucher #:	47555	Invoice	Invoice No: 353039401	11/7/2025	Paid Amt: \$329.63
			E 02 005 770 000 701 490	LUNCH		\$4,642.87
PO#:	Voucher #:	47556	Invoice	Invoice No: 353038494	11/7/2025	Paid Amt: \$4,642.87
			E 02 005 770 000 701 490	Commodity		\$38.40
PO#:	Voucher #:	47519	Invoice	Invoice No: 353031276	11/7/2025	Paid Amt: \$38.40
Check Amount:						\$20,016.46
PCB	78821	1556		TEACHER DIRECT		Check
			E 01 010 203 000 302 530	Smiley ABC's Rug FA277932FS FC		\$557.76
			E 01 010 203 000 302 530	Shipping		\$83.66
PO#: 6499	Voucher #:	47480	Invoice	Invoice No: INV/2025/06440	11/7/2025	Paid Amt: \$641.42
Check Amount:						\$641.42
PCB	78822	1559		TECH CHECK, LLC		Check
			E 01 005 690 690 302 555	TCLB-001 Tech Check Professional Services		\$2,244.00
PO#: 6426	Voucher #:	47558	Invoice	Invoice No: 63665	11/7/2025	Paid Amt: \$2,244.00
			E 01 005 690 690 302 555	5420F-48P-4XL Extreme Networks ExtremeSv		\$2,412.17
			E 01 005 690 690 302 555	5420F-48P-4XE Extreme Networks ExtremeSv		\$6,903.90
			E 01 005 690 690 302 555	10061 Extreme Networks Power Cord 10A NE		\$16.00
			E 01 005 690 690 302 555	10G-DACP-SFPZ5M Extreme Networks 10G F		\$121.32
			E 01 005 690 690 302 555	10304 Extreme Networks 10G Passive DAC S		\$121.32
			E 01 005 690 690 302 555	10301 Extreme Networks Multi-Mode OM3 10G		\$1,427.84
			E 01 005 690 690 302 555	10303 Extreme Networks Multi-Mode 10G LRM		\$522.83
			E 01 005 690 690 302 555	10302 Extreme Networks Single-Mode 10G LFM		\$1,190.86
			E 01 005 690 690 302 555	10052H Extreme Networks Single-Mode 1G LRM		\$594.34
PO#: 6426	Voucher #:	47557	Invoice	Invoice No: 62900	11/7/2025	Paid Amt: \$13,310.58
Check Amount:						\$15,554.58
PCB	78823	4924		The Boelter Companies Inc		Check
			E 02 005 770 000 701 401	Kitchen Supplies		\$1,358.12
PO#:	Voucher #:	47509	Invoice	Invoice No: 98572697	11/7/2025	Paid Amt: \$1,358.12
Check Amount:						\$1,358.12

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78824	4206		T-MOBILE		Check		
			E 01	005 810 000 000 320	Mobile Internet Acct 971799683	\$40.00		
PO#:	Voucher #:	47506	Invoice	Invoice No: 10.21.2025	11/7/2025	Paid Amt:	\$40.00	
						Check Amount:	\$40.00	
PCB	78825	4964		Yale Mechanical LLC		Check		
			E 02	005 770 000 701 350	Replaced Relay & Verified Poper Operation	\$437.76		
PO#:	Voucher #:	47536	Invoice	Invoice No: 277275	11/7/2025	Paid Amt:	\$437.76	
			E 02	005 770 000 701 350	Remove & Replace Cooler Condenser Unit D	\$6,849.00		
PO#:	Voucher #:	47518	Invoice	Invoice No: 25-1166-1	11/7/2025	Paid Amt:	\$6,849.00	
						Check Amount:	\$7,286.76	
PCB	78826	4295		AMAZON CAPITAL SERVICES		Check		
			E 01	005 690 690 000 456	B06XQ139DN USB C PD 60W Charging Stati	\$179.98		
			E 01	005 690 690 000 456	Discount	(\$18.00)		
PO#: 6702	Voucher #:	47642	Invoice	Invoice No: 1QYC-6769-6HKK	11/19/2025	Paid Amt:	\$161.98	
						Check Amount:	\$161.98	
PCB	78827	1903		BECKER SCREENPRINTING		Check		
			E 04	005 505 000 321 430	Gildan adult & youth tshirt w/one color full fron	\$175.00		
			E 04	005 505 000 321 430	Gildan adult & youth tshirt w/one color full fron	\$224.00		
PO#: 6719	Voucher #:	47627	Invoice	Invoice No: 6828	11/19/2025	Paid Amt:	\$399.00	
						Check Amount:	\$399.00	
PCB	78828	4360		BENEFIT EXTRAS, INC.		Check		
			E 01	005 110 000 000 305	Cobra Letters	\$15.00		
PO#:	Voucher #:	47618	Invoice	Invoice No: 1448764	11/19/2025	Paid Amt:	\$15.00	
						Check Amount:	\$15.00	
PCB	78829	2016		BSN SPORTS		Check		
			E 01	020 292 000 000 401	JH Basketball Jersey's	\$3,276.00		
PO#:	Voucher #:	47646	Invoice	Invoice No: 931937135	11/19/2025	Paid Amt:	\$3,276.00	
						Check Amount:	\$3,276.00	
PCB	78830	4761		CANS R US, LLC		Check		
			E 01	005 810 000 000 335	Toilet Rental October	\$716.76		
PO#:	Voucher #:	47651	Invoice	Invoice No: I3378	11/19/2025	Paid Amt:	\$716.76	
						Check Amount:	\$716.76	
PCB	78831	1086		CITY OF ROYALTON		Check		
			E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer	\$897.64		
PO#:	Voucher #:	47638	Invoice	Invoice No: 11.03.2025	11/19/2025	Paid Amt:	\$897.64	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78831	1086		CITY OF ROYALTON		Check		
			E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,561.17	
PO#:	Voucher #:	47639	Invoice	Invoice No:	11/03/2025	11/19/2025	Paid Amt:	\$1,561.17
							Check Amount:	\$2,458.81
PCB	78832	1133		ECM PUBLISHERS INC		Check		
			E 01	005 010 000 000 305	November 10 Regular Agenda		\$86.00	
PO#:	Voucher #:	47650	Invoice	Invoice No:	1073225	11/19/2025	Paid Amt:	\$86.00
							Check Amount:	\$86.00
PCB	78833	2027		HOLDINGFORD BASKETBALL		Check		
			E 04	005 505 000 321 369	Misc.		\$175.00	
PO#: 6713	Voucher #:	47619	Invoice	Invoice No:	11.11.2025	11/19/2025	Paid Amt:	\$175.00
							Check Amount:	\$175.00
PCB	78834	2027		HOLDINGFORD BASKETBALL		Check		
			E 04	005 505 000 321 369	CE Grade 6 Boys Basketball Tournament Fee		\$175.00	
PO#: 6708	Voucher #:	47623	Invoice	Invoice No:	11/07/2025	11/19/2025	Paid Amt:	\$175.00
							Check Amount:	\$175.00
PCB	78835	2027		HOLDINGFORD BASKETBALL		Check		
			E 04	005 505 000 321 369	CE Boys Basketball Grade 3 Tournament Fee		\$175.00	
PO#: 6721	Voucher #:	47620	Invoice	Invoice No:	11.07.2025	11/19/2025	Paid Amt:	\$175.00
							Check Amount:	\$175.00
PCB	78836	2027		HOLDINGFORD BASKETBALL		Check		
			E 04	005 505 000 321 369	Misc.		\$175.00	
PO#: 6706	Voucher #:	47622	Invoice	Invoice No:	11-07-2025	11/19/2025	Paid Amt:	\$175.00
							Check Amount:	\$175.00
PCB	78837	3775		HOLDINGFORD GIRLS BASKETBALL		Check		
			E 04	005 505 000 321 369	Misc.		\$150.00	
PO#: 6693	Voucher #:	47625	Invoice	Invoice No:	11/07/2025	11/19/2025	Paid Amt:	\$150.00
							Check Amount:	\$150.00
PCB	78838	3775		HOLDINGFORD GIRLS BASKETBALL		Check		
			E 04	005 505 000 321 369	CE Girls Grade 3 Basketball Tournament Fee		\$150.00	
PO#: 6692	Voucher #:	47621	Invoice	Invoice No:	11.07.2025	11/19/2025	Paid Amt:	\$150.00
							Check Amount:	\$150.00
PCB	78839	3775		HOLDINGFORD GIRLS BASKETBALL		Check		
			E 04	005 505 000 321 369	Misc.		\$150.00	
PO#: 6698	Voucher #:	47624	Invoice	Invoice No:	11-07-2025	11/19/2025	Paid Amt:	\$150.00
							Check Amount:	\$150.00

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78840	1267		KEMPS, LLC		Check		
			E 02	005 770 000 701 495 MILK		\$203.40		
PO#:	Voucher #:	47614	Invoice	Invoice No: 6017037	11/19/2025	Paid Amt:	\$203.40	
			E 02	005 770 000 701 495 MILK		\$321.85		
PO#:	Voucher #:	47613	Invoice	Invoice No: 6015325	11/19/2025	Paid Amt:	\$321.85	
			E 02	005 770 000 701 495 MILK		\$511.50		
PO#:	Voucher #:	47611	Invoice	Invoice No: 6020944	11/19/2025	Paid Amt:	\$511.50	
			E 02	005 770 000 701 495 MILK		\$511.50		
PO#:	Voucher #:	47612	Invoice	Invoice No: 6021064	11/19/2025	Paid Amt:	\$511.50	
Check Amount:							\$1,548.25	
PCB	78841	3023		MATBOSS, LLC		Check		
			E 01	020 294 056 000 305 Wrestling Stats Subscription		\$599.00		
PO#:	Voucher #:	47610	Invoice	Invoice No: 141230398163	11/19/2025	Paid Amt:	\$599.00	
Check Amount:							\$599.00	
PCB	78842	3662		MINNESOTA UI FUND		Check		
			E 01	005 110 000 000 281 3rd Quarter Unemployment 2025		\$110,434.59		
			E 01	005 110 000 000 280 3rd Quarter Unemployment 2025		\$2,152.62		
PO#:	Voucher #:	47652	Invoice	Invoice No: 18443052	11/19/2025	Paid Amt:	\$112,587.21	
Check Amount:							\$112,587.21	
PCB	78843	1369		MORRISON CO HEALTH & HUMAN SERV		Check		
			E 02	005 770 000 701 820 Elementary Food Pools Lodging License		\$745.00		
PO#:	Voucher #:	47616	Invoice	Invoice No: 1326	11/19/2025	Paid Amt:	\$745.00	
			E 02	005 770 000 701 820 Food Pools Lodging License Renewal		\$775.00		
PO#:	Voucher #:	47615	Invoice	Invoice No: 1320	11/19/2025	Paid Amt:	\$775.00	
Check Amount:							\$1,520.00	
PCB	78844	1406		PAN-O-GOLD BAKING CO		Check		
			E 02	005 770 000 701 490 Bread		\$108.65		
PO#:	Voucher #:	47653	Invoice	Invoice No: 10000125314010	11/19/2025	Paid Amt:	\$108.65	
			E 02	005 770 000 701 490 Bread		\$33.75		
PO#:	Voucher #:	47660	Invoice	Invoice No: 10000125314009	11/19/2025	Paid Amt:	\$33.75	
Check Amount:							\$142.40	
PCB	78845	2233		PIERZ GIRLS BASKETBALL		Check		
			E 04	005 505 000 321 369 Misc.		\$200.00		
PO#: 6709	Voucher #:	47637	Invoice	Invoice No: 11/7/25	11/19/2025	Paid Amt:	\$200.00	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78845	2233		PIERZ GIRLS BASKETBALL		Check	
			E 04	005 505 000 321 369 Misc.		\$200.00	
PO#:	6695	Voucher #:	47636	Invoice	Invoice No: 11.07.25	11/19/2025	Paid Amt: \$200.00
						Check Amount: \$400.00	
PCB	78846	4242		RADEMACHER COMPANIES, INC.		Check	
			E 01	020 301 321 830 433 Misc. Class Supplies		\$15.57	
PO#:	6517	Voucher #:	47640	Invoice	Invoice No: 002-00447853	11/19/2025	Paid Amt: \$15.57
			E 02	005 770 000 701 490 Shredded Mozzarella Cheese		\$8.99	
PO#:		Voucher #:	47641	Invoice	Invoice No: 00033416	11/19/2025	Paid Amt: \$8.99
						Check Amount: \$24.56	
PCB	78847	3566		REVOLUTION CYCLE & SKI		Check	
			E 01	020 240 000 000 430 Marlin 5ML 29 Power Surge Gen 3		\$504.49	
PO#:		Voucher #:	47617	Invoice	Invoice No: 101225151516344	11/19/2025	Paid Amt: \$504.49
						Check Amount: \$504.49	
PCB	78848	4955		Robotics Education & Competition Foundation		Check	
			E 04	005 505 053 321 369 Misc.		\$360.00	
PO#:	6711	Voucher #:	47628	Invoice	Invoice No: 62391058	11/19/2025	Paid Amt: \$360.00
			E 04	005 505 053 321 369 Misc.		\$330.00	
PO#:	6710	Voucher #:	47629	Invoice	Invoice No: 62373540	11/19/2025	Paid Amt: \$330.00
			E 01	020 298 053 000 369 Robotics Tournament Registration		\$930.00	
PO#:		Voucher #:	47648	Invoice	Invoice No: 62392057	11/19/2025	Paid Amt: \$930.00
			E 01	020 298 053 000 369 Robotics Tournament Registration		\$200.00	
PO#:		Voucher #:	47649	Invoice	Invoice No: 62392058	11/19/2025	Paid Amt: \$200.00
						Check Amount: \$1,820.00	
PCB	78849	3916		SAUK CENTRE PUBLIC SCHOOLS		Check	
			E 01	020 294 055 000 369 BB Scrimmage Fee		\$75.00	
PO#:		Voucher #:	47647	Invoice	Invoice No: 11.10.2025	11/19/2025	Paid Amt: \$75.00
						Check Amount: \$75.00	
PCB	78850	2577		SYSCO WESTERN MN, INC.		Check	
			E 02	005 770 000 701 490 Commodity		\$58.77	
PO#:		Voucher #:	47654	Invoice	Invoice No: 353043719	11/19/2025	Paid Amt: \$58.77
			E 02	005 770 000 701 490 LUNCH		\$4,116.31	
			E 02	005 770 000 701 401 SUPPLIES		\$283.78	
PO#:		Voucher #:	47655	Invoice	Invoice No: 353043718	11/19/2025	Paid Amt: \$4,400.09
			E 02	005 770 000 701 401 Supplies		\$166.40	
PO#:		Voucher #:	47656	Invoice	Invoice No: 353043716	11/19/2025	Paid Amt: \$166.40

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78850	2577		SYSCO WESTERN MN, INC.		Check		
			E 02	005 770 000 701 490	LUNCH	\$5,278.92		
			E 02	005 770 000 701 401	SUPPLIES	\$104.95		
PO#:	Voucher #:	47658	Invoice	Invoice No: 353043715	11/19/2025	Paid Amt:	\$5,383.87	
			E 02	005 770 000 701 490	LUNCH	\$46.61		
PO#:	Voucher #:	47645	Credit	Invoice No: 353017171	11/19/2025	Paid Amt:	(\$46.61)	
			E 02	005 770 000 701 490	Commodity	\$25.68		
PO#:	Voucher #:	47659	Invoice	Invoice No: 353043714	11/19/2025	Paid Amt:	\$25.68	
			E 02	005 770 000 705 490	Breakfast	\$897.24		
			E 02	005 770 000 701 401	Supplies	\$176.38		
PO#:	Voucher #:	47657	Invoice	Invoice No: 353043717	11/19/2025	Paid Amt:	\$1,073.62	
			E 02	005 770 000 701 490	LUNCH	\$60.26		
PO#:	Voucher #:	47643	Invoice	Invoice No: 353040342	11/19/2025	Paid Amt:	\$60.26	
			E 02	005 770 000 701 401	Supplies	\$103.27		
PO#:	Voucher #:	47644	Invoice	Invoice No: 353022409	11/19/2025	Paid Amt:	\$103.27	
							Check Amount:	\$11,225.35
PCB	78851	2573		UPSALA AREA SCHOOLS		Check		
			E 04	005 505 000 321 369	Misc.	\$150.00		
PO#: 6699	Voucher #:	47634	Invoice	Invoice No: 11.7.2025	11/19/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00
PCB	78852	2573		UPSALA AREA SCHOOLS		Check		
			E 04	005 505 000 321 369	Misc.	\$150.00		
PO#: 6696	Voucher #:	47633	Invoice	Invoice No: 11/07/2025	11/19/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00
PCB	78853	2573		UPSALA AREA SCHOOLS		Check		
			E 04	005 505 000 321 369	Misc.	\$150.00		
PO#: 6714	Voucher #:	47630	Invoice	Invoice No: 11.11.2025	11/19/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00
PCB	78854	2573		UPSALA AREA SCHOOLS		Check		
			E 04	005 505 000 321 369	Misc.	\$150.00		
PO#: 6694	Voucher #:	47631	Invoice	Invoice No: 11.07.2025	11/19/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00
PCB	78855	2573		UPSALA AREA SCHOOLS		Check		
			E 04	005 505 000 321 369	Misc.	\$150.00		
PO#: 6722	Voucher #:	47635	Invoice	Invoice No: 11.7.25	11/19/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78856	2573		UPSALA AREA SCHOOLS		Check
			E 04	005 505 000 321 369 Misc.		\$150.00
PO#: 6707	Voucher #: 47632	Invoice		Invoice No: 11-07-2025	11/19/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
PCB	78857	1010		ALL STAR TROPHY & AWARDS		Check
			E 01	005 020 000 000 401 Maroon Plastic Nameplate Bulk Order		\$77.00
			E 01	005 020 000 000 401 Desk Holders Rose Gold		\$70.00
PO#: 6737	Voucher #: 47707	Invoice		Invoice No: 12527	11/26/2025	Paid Amt: \$147.00
						Check Amount: \$147.00
PCB	78858	4295		AMAZON CAPITAL SERVICES		Check
			E 01	020 301 320 830 433 B004D96ZCG EX ELECTRONIX EXPRESS M		\$79.99
			E 01	020 301 320 830 433 B06XQ3BZPM LotFancy 24PCS Spindle Sanc		\$45.98
			E 01	020 301 320 830 433 B0789CN8Q9 DAYUAN 5pcs Professional Frc		\$37.97
			E 01	020 301 320 830 433 B07D9B5M2 Orion Motor Tech Heavy Duty E		\$49.99
			E 01	020 301 320 830 433 B07JDPMT45 Sackorange 24 Pack 1 x 30 Incl		\$17.39
			E 01	020 301 320 830 433 B07KL4BQF5 WEN Benchtop Belt and Disc S		\$90.55
			E 01	020 301 320 830 433 B07QPRVK76 Stainless Steel Universal Adjus		\$14.99
			E 01	020 301 320 830 433 B07RL59WDX 2.38"(60mm) Paint Scraper Ca		\$28.99
			E 01	020 301 320 830 433 B07RPB92WS Northeastern Exhaust Stainle		\$121.82
			E 01	020 301 320 830 433 B07VT36ZJ2 4" Scraper Blades 60 pcs Replac		\$13.99
			E 01	020 301 320 830 433 B082PVWSV3 Orion Motor Tech Hose Clamp		\$36.99
			E 01	020 301 320 830 433 B088HK17GP WEN 6524SP240 240-Grit Corr		\$15.94
			E 01	020 301 320 830 433 B08DNR4VHD 10 Pair of 12 Inch Hardware Ft		\$59.96
			E 01	020 301 320 830 433 B08KWD1P38 KarParts360 For VW Beetle Tu		\$35.09
			E 01	020 301 320 830 433 B098B177XH 14x1.5 Lug Bolts, 20 Pcs Black		\$25.99
			E 01	020 301 320 830 433 B0B68TRW4G 2 Pack 19116852 Battery Term		\$7.59
			E 01	020 301 320 830 433 B0BWJ4T2C8 Seept 120Pcs Cotter Pins 304		\$5.99
			E 01	020 301 320 830 433 B0BZH215C1 Ferraycle 100 Sets Table Top F		\$21.99
PO#: 6703	Voucher #: 47710	Invoice		Invoice No: 1Y1M-WX1Y-VMTW	11/26/2025	Paid Amt: \$711.20
			E 01	020 301 320 830 433 B00008ZA0C BernzOmatic Basic Use UL2317		\$34.50
			E 01	020 301 320 830 433 B000PCY91O AdTech Crystal Clear Hot Glue		\$41.55
			E 01	020 301 320 830 433 B01KZAHRAU SE 11-Piece Gold Panning Kit		\$109.98
			E 01	020 301 320 830 433 B01MT8SZRK Mayhew Tools 67003 Brass Dri		\$66.12
			E 01	020 301 320 830 433 B074RXNDNY Gold Mining Fine Gold Recove		\$99.99
			E 01	020 301 320 830 433 B0785JQCSCM Genuine Hondabond HT - 0871		\$32.02
			E 01	020 301 320 830 433 B091SPRV72 30 Packs Rainbow Spring Flow		\$44.70
			E 01	020 301 320 830 433 B0962XWNXS Weller 80W/120V Soldering Irc		\$48.64

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78858	4295		AMAZON CAPITAL SERVICES		Check
			E 01 020 301 320 830 433	B099PFJ2XL Partsam 6" Rectangular LED Co		\$41.99
			E 01 020 301 320 830 433	B09TQJ2RCN Lapert Propane Refill Adapter,		\$16.99
			E 01 020 301 320 830 433	B0B3WNWFLW Suprom Sawtooth Picture Ha		\$23.96
			E 01 020 301 320 830 433	B0BTY93SMT C&T 2lb Brass Sledge Hammer		\$32.59
			E 01 020 301 320 830 433	B0CPYK3Z4D VASTOOLS Single Flint Torch		\$26.98
			E 01 020 301 320 830 433	B0DBKVTLM7 20pc Complete Gold Panning		\$79.99
			E 01 020 301 320 830 433	B0DSVM9NBQ Filter Replacement 90304, 90		\$19.88
PO#: 6653	Voucher #:	47711	Invoice	Invoice No: 1DLJ-4QTD-4F3R	11/26/2025	Paid Amt: \$719.88
			E 01 020 301 320 830 433	B009Y8T31Q Highbanker, Gold Sluices and P		\$298.94
			E 01 020 301 320 830 433	B0DGX7G77C Pack of 4 BLUEFIRE Standard		\$85.98
			E 01 020 301 320 830 433	Amazon Shipping Charge		\$40.99
PO#: 6653	Voucher #:	47712	Invoice	Invoice No: 1F7G-R9W6-YG1Y	11/26/2025	Paid Amt: \$425.91
			E 04 005 505 000 321 401	B0F7M8NLTX Spalding Precision TF-1000 Ind		\$608.52
			E 04 005 505 000 321 401	Amazon Shipping Charge		\$0.00
PO#: 6715	Voucher #:	47775	Invoice	Invoice No: 1CNW-TTPT-RYMD	11/26/2025	Paid Amt: \$608.52
			E 01 005 810 000 000 401	B002VIY3RU Sloan A-72-CP Royal Flushome		\$28.99
			E 01 005 810 000 000 401	B00G1KVE5S Sloan EBV-500-A Exposed Sid		\$350.00
			E 01 005 810 000 000 401	B07HQXMGX1 Mobil Polyrex EM Box of 10 x		\$67.08
			E 01 005 810 000 000 401	B0CGGL23QZ Sloan A-71 Inside Cover for Sk		\$23.18
			E 01 005 810 000 000 401	B0DQ13KTBL A20/4L220, A20 V-Belts, 4L220		\$9.99
			E 01 005 810 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6674	Voucher #:	47776	Invoice	Invoice No: 16HN-3HDX-CMPY	11/26/2025	Paid Amt: \$479.24
			E 04 005 505 000 321 430	B0F7MLRSJ5 Spalding Precision TF-1000 Ind		\$276.60
			E 04 005 505 000 321 430	Amazon Shipping Charge		\$0.00
PO#: 6716	Voucher #:	47795	Invoice	Invoice No: 11DP-WJKX-MPGX	11/26/2025	Paid Amt: \$276.60
			E 01 005 810 000 000 401	B00CQNO1OU uxcell 100 Pcs 6mm Hole Ret		\$6.99
			E 01 005 810 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6691	Voucher #:	47728	Invoice	Invoice No: 1MC7-FCWW-K7H6	11/26/2025	Paid Amt: \$6.99
			E 04 005 582 000 344 430	B00JM5GZGW Play-Doh Modeling Compound		\$90.64
			E 04 005 582 000 344 430	B00MJ8JSFE Crayola Construction Paper Bul		\$47.04
			E 04 005 582 000 344 430	B0751RPD3V Command Medium Utility Hook		\$26.73
			E 04 005 582 000 344 430	B0918JMF9B YooThink 1500 Pieces Pompom		\$27.96
			E 04 005 582 000 344 430	B0949C1YML Amazon Basics Cotton Balls, 6C		\$21.62
			E 04 005 582 000 344 430	B09541P9WH Amazon Basics Cotton Swabs l		\$8.72
			E 04 005 582 000 344 430	B095PQ6SX7 Amazon Basics Sandwich Stora		\$24.08
			E 04 005 582 000 344 430	B097PZ5CJZ Musical Instruments Set, 15PCS		\$129.16

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78858	4295		AMAZON CAPITAL SERVICES		Check		
			E 04	005 582 000 344 430	B09WV4JJRC Caydo 200 PCS Thick Pipe Cle	\$22.32		
			E 04	005 582 000 344 430	B0B28WPC2 WISYOK 1000 Pcs Colored Pc	\$15.19		
			E 04	005 582 000 344 430	B0D4YSYKHZ 500 Pack Sheet Protectors 8.5	\$21.59		
			E 04	005 582 000 344 430	B0DBYJ2WCH 3000pcs 4.5" Wooden Craft St	\$26.99		
			E 04	005 582 000 344 430	B0F13RRQR6 (ApeBest) Wire Toggle Hooks v	\$37.96		
			E 04	005 582 000 344 430	Amazon Shipping Charge	\$0.00		
PO#: 6732	Voucher #:	47706	Invoice	Invoice No: 134D-HWD7-V6RV	11/26/2025	Paid Amt:	\$500.00	
			E 04	005 505 000 321 430	B0BCK98LLG PerkHomy Natural Jute Twine €	\$5.99		
			E 04	005 505 000 321 430	B0BLGRXSQP Clay Tools, 14-Piece DIY Plasi	\$7.98		
			E 04	005 505 000 321 430	Amazon Shipping Charge	\$0.00		
PO#: 6720	Voucher #:	47708	Invoice	Invoice No: 1D1M-FVDM-94RH	11/26/2025	Paid Amt:	\$13.97	
						Check Amount:	\$3,742.31	
PCB	78859	1027		APPLIANCE REPAIR CENTER		Check		
			E 02	005 770 000 701 350	Gas Error	\$421.20		
PO#:	Voucher #:	47748	Invoice	Invoice No: 27755	11/26/2025	Paid Amt:	\$421.20	
						Check Amount:	\$421.20	
PCB	78860	1042		BATTERIES PLUS		Check		
			E 01	005 810 000 000 401	Batteries	\$85.57		
PO#:	Voucher #:	47689	Invoice	Invoice No: P87286444	11/26/2025	Paid Amt:	\$85.57	
						Check Amount:	\$85.57	
PCB	78861	5141		Bemidji State University		Check		
			E 01	998 211 000 000 394	PSEO Contract for 2025-2026	\$3,687.18		
PO#:	Voucher #:	47799	Invoice	Invoice No: 10.07.2025	11/26/2025	Paid Amt:	\$3,687.18	
						Check Amount:	\$3,687.18	
PCB	78862	4359		BUYSSE ROOFING OF ST. CLOUD INC		Check		
			E 02	005 770 000 701 350	Install New Curb Cooler Project	\$850.00		
PO#:	Voucher #:	47702	Invoice	Invoice No: 5890	11/26/2025	Paid Amt:	\$850.00	
						Check Amount:	\$850.00	
PCB	78863	1074		CENTRA SOTA COOPERATIVE		Check		
			E 01	005 760 000 720 442	Unleaded Gas	\$1,036.85		
			E 01	005 760 000 720 442	Discount	(\$39.65)		
PO#:	Voucher #:	47698	Invoice	Invoice No: 5424674	11/26/2025	Paid Amt:	\$997.20	
			E 01	005 760 000 720 442	Wintermaster Dyed	\$5,599.38		
			E 01	005 760 000 720 442	Discount	(\$162.82)		
PO#:	Voucher #:	47696	Invoice	Invoice No: 5452139	11/26/2025	Paid Amt:	\$5,436.56	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78863	1074		CENTRA SOTA COOPERATIVE		Check
			E 01	005 760 000 720 442	Unleaded Gas	\$1,171.60
			E 01	005 760 000 720 442	Discount	(\$43.57)
PO#:	Voucher #:	47697	Invoice	Invoice No: 5452140	11/26/2025	Paid Amt: \$1,128.03
						Check Amount: \$7,561.79
PCB	78864	1076		CENTRAL LAKES COLLEGE		Check
			E 01	998 211 000 000 394	PSEO Fall Semester 2025-2026	\$80,837.67
			E 01	998 211 000 000 394	Rebate	(\$7,848.00)
PO#:	Voucher #:	47720	Invoice	Invoice No: Fall 2025-2026	11/26/2025	Paid Amt: \$72,989.67
						Check Amount: \$72,989.67
PCB	78865	1076		CENTRAL LAKES COLLEGE		Check
			E 01	998 211 000 000 394	Fall Semester 2025 Concurrent Classes	\$15,000.00
PO#:	Voucher #:	47801	Invoice	Invoice No: C10000016004	11/26/2025	Paid Amt: \$15,000.00
						Check Amount: \$15,000.00
PCB	78866	4596		CENTRAL MCGOWAN, INC		Check
			E 01	020 301 320 830 433	Welding Gases and Supplies	\$335.83
PO#: 6519	Voucher #:	47709	Invoice	Invoice No: 0001068707	11/26/2025	Paid Amt: \$335.83
						Check Amount: \$335.83
PCB	78867	5137		Charmtch Labs LLC		Check
			E 01	010 203 000 000 820	Capti ReadBasix Student Licences	\$1,350.00
			E 01	010 640 000 316 305	Capti Professional Learning	\$750.00
PO#: 6731	Voucher #:	47802	Invoice	Invoice No: 2128	11/26/2025	Paid Amt: \$2,100.00
						Check Amount: \$2,100.00
PCB	78868	1092		COLE PAPERS, INC.		Check
			E 01	005 810 000 000 401	Hand soap cartridges	\$1,139.20
PO#: 6684	Voucher #:	47741	Invoice	Invoice No: 10640304	11/26/2025	Paid Amt: \$1,139.20
						Check Amount: \$1,139.20
PCB	78869	4130		DH CONCRETE, INC.		Check
			E 01	005 690 690 302 555	Concrete Light Pole	\$1,500.00
PO#:	Voucher #:	47703	Invoice	Invoice No: 1660	11/26/2025	Paid Amt: \$1,500.00
						Check Amount: \$1,500.00
PCB	78870	2576		DOUG LUEPKE TROPHIES		Check
			E 04	005 505 000 321 430	Community Ed BB Tournament Medals	\$423.50
PO#:	Voucher #:	47685	Invoice	Invoice No: 927612	11/26/2025	Paid Amt: \$423.50
						Check Amount: \$423.50

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78871	1132		ECKROTH MUSIC CO		Check
			E 01 020 258 000 000 350	OPEN Repair PO		\$50.00
PO#: 6521	Voucher #:	47716	Invoice	Invoice No: 5878154	11/26/2025	Paid Amt: \$50.00
			E 01 020 258 000 000 430	La Voz Alto Sax Reeds		\$58.04
			E 01 020 258 000 000 430	La Voz Tenor Sax Reeds		\$20.08
			E 01 020 258 000 000 430	La Voz Tenor Sax Reeds		\$21.10
PO#: 6646	Voucher #:	47714	Invoice	Invoice No: 5883624	11/26/2025	Paid Amt: \$99.22
			E 01 020 258 000 000 350	OPEN Repair PO		\$50.00
PO#: 6521	Voucher #:	47715	Invoice	Invoice No: 5829433	11/26/2025	Paid Amt: \$50.00
			E 01 020 258 000 000 350	OPEN Repair PO		\$165.50
PO#: 6521	Voucher #:	47713	Invoice	Invoice No: 5878149	11/26/2025	Paid Amt: \$165.50
						Check Amount: \$364.72
PCB	78872	1133		ECM PUBLISHERS INC		Check
			E 01 005 010 000 000 305	October 13 Regular Minutes		\$121.00
PO#:	Voucher #:	47687	Invoice	Invoice No: 1074152	11/26/2025	Paid Amt: \$121.00
						Check Amount: \$121.00
PCB	78873	1141		ELECTRIC MOTOR SERVICE		Check
			E 01 005 810 000 000 401	HVAC Belts		\$110.20
PO#:	Voucher #:	47690	Invoice	Invoice No: IN0313629	11/26/2025	Paid Amt: \$110.20
						Check Amount: \$110.20
PCB	78874	1163		FIEDLERS YOUR PUMPING SPECIALIST, INC		Check
			E 01 005 810 000 000 305	Jetter/steamer service High School Entrance		\$425.00
PO#:	Voucher #:	47747	Invoice	Invoice No: 65879	11/26/2025	Paid Amt: \$425.00
						Check Amount: \$425.00
PCB	78875	4426		GRAND RAPIDS PUBLIC SCHOOLS		Check
			E 01 020 294 056 000 369	Wrestling Tournament entry fee		\$150.00
PO#:	Voucher #:	47796	Invoice	Invoice No: 11.25.2025	11/26/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
PCB	78876	2295		GRANITE PEST CONTROL, LLC		Check
			E 01 005 810 000 000 305	PEST CONTROL SERVICE Oct-Dec Bus/Stor		\$318.00
PO#:	Voucher #:	47749	Invoice	Invoice No: 153193	11/26/2025	Paid Amt: \$318.00
						Check Amount: \$318.00
PCB	78877	1215		HILLYARD INC		Check
			E 01 005 810 000 000 350	PM Service IVacuum 24		\$255.12
PO#:	Voucher #:	47739	Invoice	Invoice No: 700688082	11/26/2025	Paid Amt: \$255.12

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78877	1215		HILLYARD INC		Check
			E 01 005 810	000 000 350 PM Service R30SC Pro		\$300.69
PO#:	Voucher #:	47737	Invoice	Invoice No: 700688080	11/26/2025	Paid Amt: \$300.69
			E 01 005 810	000 000 350 PM Service Trident Extractor		\$148.35
PO#:	Voucher #:	47732	Invoice	Invoice No: 700687770	11/26/2025	Paid Amt: \$148.35
			E 01 005 810	000 000 350 PM Service Advenger 2805R		\$444.20
PO#:	Voucher #:	47736	Invoice	Invoice No: 700688079	11/26/2025	Paid Amt: \$444.20
			E 01 005 810	000 000 350 PM Service Adfinity Rev X20D		\$381.16
PO#:	Voucher #:	47735	Invoice	Invoice No: 700687768	11/26/2025	Paid Amt: \$381.16
			E 01 005 810	000 000 401 Detergent Dish Manual Dawn		\$101.00
PO#:	Voucher #:	47742	Invoice	Invoice No: 605999479	11/26/2025	Paid Amt: \$101.00
			E 01 005 810	000 000 350 PM Service IVacuum 24		\$541.88
PO#:	Voucher #:	47734	Invoice	Invoice No: 700687769	11/26/2025	Paid Amt: \$541.88
			E 01 005 810	000 000 401 Easy Fresh 2.0 Cover Mango		\$178.68
PO#:	Voucher #:	47731	Invoice	Invoice No: 605999478	11/26/2025	Paid Amt: \$178.68
			E 01 005 810	000 000 350 PM Service Terra 28B		\$83.00
PO#:	Voucher #:	47738	Invoice	Invoice No: 700688081	11/26/2025	Paid Amt: \$83.00
			E 01 005 810	000 000 401 Battery 12 130 AH (3)		\$767.49
PO#:	Voucher #:	47743	Invoice	Invoice No: 605999477	11/26/2025	Paid Amt: \$767.49
			E 01 005 810	000 000 401 Custodial Supplies		\$1,621.54
PO#: 6683	Voucher #:	47745	Invoice	Invoice No: 605992707	11/26/2025	Paid Amt: \$1,621.54
			E 01 005 810	000 000 350 PM Service IScrub 26		\$547.66
PO#:	Voucher #:	47733	Invoice	Invoice No: 700688083	11/26/2025	Paid Amt: \$547.66
			E 01 005 810	000 000 401 Clip Bearing		\$17.44
PO#:	Voucher #:	47730	Invoice	Invoice No: 700688302	11/26/2025	Paid Amt: \$17.44
			E 01 005 810	000 000 401 Custodial supplies		\$717.58
PO#: 6683	Voucher #:	47744	Invoice	Invoice No: 605992708	11/26/2025	Paid Amt: \$717.58
						Check Amount: \$6,105.79
PCB	78878	1267		KEMPS, LLC		Check
			E 02 005 770	000 701 495 MILK		\$596.75
PO#:	Voucher #:	47782	Invoice	Invoice No: 6043959	11/26/2025	Paid Amt: \$596.75
			E 02 005 770	000 701 495 MILK		\$426.25
PO#:	Voucher #:	47679	Invoice	Invoice No: 6043479	11/26/2025	Paid Amt: \$426.25
			E 02 005 770	000 701 495 MILK		\$545.60
PO#:	Voucher #:	47783	Invoice	Invoice No: 6032211	11/26/2025	Paid Amt: \$545.60
			E 02 005 770	000 701 495 MILK		\$494.45
PO#:	Voucher #:	47784	Invoice	Invoice No: 6032340	11/26/2025	Paid Amt: \$494.45

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78878	1267		KEMPS, LLC		Check		
				E 02 005 770 000 701 495 MILK		\$255.75		
PO#:	Voucher #:	47682	Invoice	Invoice No: 6027473	11/26/2025	Paid Amt:	\$255.75	
				E 02 005 770 000 701 495 MILK		\$341.00		
PO#:	Voucher #:	47681	Invoice	Invoice No: 6037026	11/26/2025	Paid Amt:	\$341.00	
				E 02 005 770 000 701 495 MILK		\$204.60		
PO#:	Voucher #:	47683	Invoice	Invoice No: 6028039	11/26/2025	Paid Amt:	\$204.60	
				E 02 005 770 000 701 495 MILK		\$204.60		
PO#:	Voucher #:	47680	Invoice	Invoice No: 6039440	11/26/2025	Paid Amt:	\$204.60	
Check Amount:							\$3,069.00	
PCB	78879	3595		LIZ MERTEN PHOTOGRAPHY		Check		
				E 01 020 292 000 000 401 FB & VB Hallway Posters		\$260.00		
PO#:	Voucher #:	47688	Invoice	Invoice No: 0148	11/26/2025	Paid Amt:	\$260.00	
Check Amount:							\$260.00	
PCB	78880	1326		MENARDS		Check		
				E 01 005 810 000 000 401 Custodial Supplies		\$284.04		
PO#:	Voucher #:	47691	Invoice	Invoice No: 73159	11/26/2025	Paid Amt:	\$284.04	
Check Amount:							\$284.04	
PCB	78881	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		
				E 01 020 211 390 000 391 Telecommunication Access		\$1,896.60		
PO#:	Voucher #:	47704	Invoice	Invoice No: 3984	11/26/2025	Paid Amt:	\$41,671.55	
Check Amount:							\$41,671.55	

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78882	3258		MINNESOTA CLAY USA		Check		
			E 01 020 212 000 000 430	Open PO for glazes and tools		\$121.61		
PO#: 6624	Voucher #:	47719	Invoice	Invoice No: 159113	11/26/2025	Paid Amt:	\$121.61	
						Check Amount:	\$121.61	
PCB	78883	2617		Morrison County 4-H		Check		
			E 04 005 505 000 321 401	Misc.		\$90.00		
PO#: 6682	Voucher #:	47729	Invoice	Invoice No: 10.10.25	11/26/2025	Paid Amt:	\$90.00	
						Check Amount:	\$90.00	
PCB	78884	1375		NAPA AUTO PARTS		Check		
			E 01 005 760 000 720 401	Headlight Upgrades		\$430.14		
PO#:	Voucher #:	47693	Invoice	Invoice No: 660875	11/26/2025	Paid Amt:	\$430.14	
			E 01 005 760 000 720 401	Shop Supplies		\$159.36		
PO#:	Voucher #:	47694	Invoice	Invoice No: 662782	11/26/2025	Paid Amt:	\$159.36	
			E 01 005 760 000 720 401	Shop Supplies Credit		\$522.48		
PO#:	Voucher #:	47692	Credit	Invoice No: 661766	11/26/2025	Paid Amt:	(\$522.48)	
						Check Amount:	\$67.02	
PCB	78885	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
			E 01 005 760 000 720 401	Bus 11-08 Lever, Parking Brake		\$172.99		
PO#:	Voucher #:	47695	Invoice	Invoice No: 327103	11/26/2025	Paid Amt:	\$172.99	
						Check Amount:	\$172.99	
PCB	78886	1392		OAK ELECTRIC SERVICE, INC		Check		
			E 02 005 770 000 701 350	Electrical Work Food Service		\$666.83		
PO#:	Voucher #:	47700	Invoice	Invoice No: 7387	11/26/2025	Paid Amt:	\$666.83	
			E 01 005 690 690 302 555	Playground Light/Security Camera		\$2,107.60		
PO#:	Voucher #:	47705	Invoice	Invoice No: 7386	11/26/2025	Paid Amt:	\$2,107.60	
						Check Amount:	\$2,774.43	
PCB	78887	5052		Office of MNIT Services		Check		
			E 01 005 690 690 000 405	Crowdstrike Endpoint Protection		\$84.33		
PO#:	Voucher #:	47686	Invoice	Invoice No: 25100715	11/26/2025	Paid Amt:	\$84.33	
						Check Amount:	\$84.33	
PCB	78888	1406		PAN-O-GOLD BAKING CO		Check		
			E 02 005 770 000 701 490	Bread		\$16.80		
PO#:	Voucher #:	47790	Invoice	Invoice No: 10000125328013	11/26/2025	Paid Amt:	\$16.80	
			E 02 005 770 000 701 490	Bread		\$118.00		
PO#:	Voucher #:	47718	Invoice	Invoice No: 10000125321010	11/26/2025	Paid Amt:	\$118.00	

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78888	1406		PAN-O-GOLD BAKING CO		Check		
				E 02 005 770 000 701 490 Bread		\$123.75		
PO#:	Voucher #:	47781	Invoice	Invoice No: 10000125321009	11/26/2025	Paid Amt:	\$123.75	
						Check Amount:	\$258.55	
PCB	78889	1463		RICE HARDWARE HANK		Check		
				E 01 005 810 000 000 401 Snap Spring		\$14.98		
PO#:	Voucher #:	47740	Invoice	Invoice No: 37784/3	11/26/2025	Paid Amt:	\$14.98	
						Check Amount:	\$14.98	
PCB	78890	1477		ROYALTON LUMBER COMPANY		Check		
				E 01 005 810 000 000 401 Fuses		\$47.96		
PO#:	Voucher #:	47746	Invoice	Invoice No: 884580	11/26/2025	Paid Amt:	\$47.96	
						Check Amount:	\$47.96	
PCB	78891	4232		SCHOOL NURSE SUPPLY		Check		
				E 01 005 720 000 000 401 13479 CareBag Emesis Bag		\$78.00		
				E 01 005 720 000 000 401 Dispenser25		\$0.00		
				E 01 005 720 000 000 401 50290 SNS Flexible fabric bandage XL		\$23.96		
				E 01 005 720 000 000 401 50261 SNS Flexible fabric bandage regular		\$47.00		
				E 01 005 720 000 000 401 20210 Thermacool reusable hot/cold pack 4x6		\$129.00		
				E 01 005 720 000 000 401 20210F 25 Free 3x5 hot/cold packs		\$0.00		
PO#: 6626	Voucher #:	47717	Invoice	Invoice No: INV1069216	11/26/2025	Paid Amt:	\$277.96	
						Check Amount:	\$277.96	
PCB	78892	1382		SOURCEWELL		Check		
				E 01 005 640 000 316 366 Educ Solutions 7-01-2025 to 9-30-2025		\$30.00		
PO#:	Voucher #:	47699	Invoice	Invoice No: INV00005194	11/26/2025	Paid Amt:	\$30.00	
						Check Amount:	\$30.00	
PCB	78893	2464		SPEER CHIROPRACTIC, PA		Check		
				E 01 005 760 000 720 305 DOT PHYSICAL N Goldade		\$100.00		
PO#:	Voucher #:	47798	Invoice	Invoice No: 11.17.2025	11/26/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
PCB	78894	2577		SYSCO WESTERN MN, INC.		Check		
				E 02 005 770 000 701 401 SUPPLIES		\$13.38		
PO#:	Voucher #:	47725	Credit	Invoice No: 353044718 C	11/26/2025	Paid Amt:	(\$13.38)	
				E 02 005 770 000 705 490 Breakfast		\$47.98		
PO#:	Voucher #:	47726	Credit	Invoice No: 353044717	11/26/2025	Paid Amt:	(\$47.98)	
				E 02 005 770 000 701 401 Supplies		\$25.97		
PO#:	Voucher #:	47727	Invoice	Invoice No: 153A2483Z	11/26/2025	Paid Amt:	\$25.97	

Royalton Public Schools

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78894	2577		SYSCO WESTERN MN, INC.		Check
			E 02 005 770 000 701 490	LUNCH		\$78.85
PO#:	Voucher #:	47789	Invoice	Invoice No: 353054183	11/26/2025	Paid Amt: \$78.85
			E 02 005 770 000 701 490	Commodity		\$30.15
PO#:	Voucher #:	47777	Invoice	Invoice No: 353048804	11/26/2025	Paid Amt: \$30.15
			E 02 005 770 000 701 490	LUNCH		\$5,929.69
			E 02 005 770 000 701 401	SUPPLIES		\$375.46
PO#:	Voucher #:	47778	Invoice	Invoice No: 353048803	11/26/2025	Paid Amt: \$6,305.15
			E 02 005 770 000 705 490	Breakfast		\$228.36
PO#:	Voucher #:	47779	Invoice	Invoice No: 353049884	11/26/2025	Paid Amt: \$228.36
			E 02 005 770 000 701 490	LUNCH		\$140.44
PO#:	Voucher #:	47780	Invoice	Invoice No: 353049743	11/26/2025	Paid Amt: \$140.44
			E 02 005 770 000 705 490	Breakfast		\$409.60
			E 02 005 770 000 701 401	Supplies		\$26.76
PO#:	Voucher #:	47786	Invoice	Invoice No: 353054181	11/26/2025	Paid Amt: \$436.36
			E 02 005 770 000 705 490	Breakfast		\$28.74
			E 02 005 770 000 701 490	Lunch		\$51.30
PO#:	Voucher #:	47721	Invoice	Invoice No: 353048805	11/26/2025	Paid Amt: \$80.04
			E 02 005 770 000 701 490	Commodity		\$58.35
PO#:	Voucher #:	47788	Invoice	Invoice No: 353054184	11/26/2025	Paid Amt: \$58.35
			E 02 005 770 000 701 490	Commodity		\$56.94
PO#:	Voucher #:	47722	Invoice	Invoice No: 353048807	11/26/2025	Paid Amt: \$56.94
			E 02 005 770 000 701 490	LUNCH		\$4,169.70
			E 02 005 770 000 701 401	SUPPLIES		\$92.66
PO#:	Voucher #:	47723	Invoice	Invoice No: 353048808	11/26/2025	Paid Amt: \$4,262.36
			E 02 005 770 000 701 490	LUNCH		\$2,728.73
			E 02 005 770 000 701 401	SUPPLIES		\$26.76
PO#:	Voucher #:	47787	Invoice	Invoice No: 353054182	11/26/2025	Paid Amt: \$2,755.49
			E 02 005 770 000 705 490	Breakfast		\$1,070.60
			E 02 005 770 000 701 401	Supplies		\$13.38
PO#:	Voucher #:	47724	Invoice	Invoice No: 353048806	11/26/2025	Paid Amt: \$1,083.98
Check Amount:						\$15,481.08
PCB	78895	1559		TECH CHECK, LLC		Check
			E 01 005 690 690 302 555	WRR-P-S204L-144TB 2U Wisenet WAVE Net		\$18,042.29
			E 01 005 690 690 302 555	WAVE-PRO-48 WAVE Professional License. E		\$9,200.00
			E 01 005 690 690 302 555	WAVE-PRO-08 WAVE Professional License. E		\$770.00
			E 01 005 690 690 302 555	WAVE-PRO-04 WAVE Professional License. E		\$385.00

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Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78895	1559		TECH CHECK, LLC		Check
			E 01 005 690 690 302 555	WAVE-PRO-01 WAVE Professional License. E		\$95.00
PO#: 6681	Voucher #:	47774	Invoice	Invoice No: 63847	11/26/2025	Paid Amt: \$28,492.29
			E 01 005 690 690 302 555	PNM-C16013RVQ Wisenet 4MP x 4 AI IR Mini		\$3,850.68
			E 01 005 690 690 302 555	SBP-200HMW Wisenet Cap Adapter for Multis		\$106.40
			E 01 005 690 690 302 555	SBP-300WMW1 Wisenet Wall Mount for Netw		\$171.56
			E 01 005 690 690 302 555	SBP-300KMW1 Wisenet Mounting Adapter for		\$214.45
			E 01 005 690 690 302 555	PNM-12082RVD Wisenet 12MP 180 Degree N		\$3,230.00
			E 01 005 690 690 302 555	SBP-215HMW Wisenet Hanging Mount - Whit		\$21.71
			E 01 005 690 690 302 555	SBV-215WCW Wisenet Weather Cap - White		\$86.84
			E 01 005 690 690 302 555	QND-7012R Wisenet 4MP Network Dome Car		\$3,606.96
			E 01 005 690 690 302 555	SBP-120WMW Wisenet Wall Mount for Netwc		\$40.71
			E 01 005 690 690 302 555	SBD-137WMA Wisenet Mounting Adapter for (\$10.86
			E 01 005 690 690 302 555	NBE-5AC-GEN2-US Ubiquiti 5GHz Nanobear		\$200.00
			E 01 005 690 690 302 555	UB-AM Ubiquiti Mounting Bracket for Antenna		\$67.14
			E 01 005 690 690 302 555	WAVE-PRO-16 WAVE Professional License. E		\$1,280.00
			E 01 005 690 690 302 555	WAVE-PRO-08 WAVE Professional License. E		\$760.00
			E 01 005 690 690 302 555	WAVE-PRO-01 WAVE Professional License. E		\$190.00
PO#: 6676	Voucher #:	47773	Invoice	Invoice No: 63848	11/26/2025	Paid Amt: \$13,837.31
			E 01 005 690 690 302 555	TCLB-001 Tech Check Professional Services		\$19,280.55
PO#: 6676	Voucher #:	47772	Invoice	Invoice No: 63873	11/26/2025	Paid Amt: \$19,280.55
Check Amount:						\$61,610.15
PCB	78896	4917		Trafera Holding, LLC		Check
			E 01 005 690 690 000 406	Google Workspace Edu + 36 24-25 & 25-26		\$7,905.00
PO#:	Voucher #:	47800	Invoice	Invoice No: 1001422558	11/26/2025	Paid Amt: \$7,905.00
Check Amount:						\$7,905.00
PCB	78897	1592		VERIZON WIRELESS		Check
			E 01 005 810 000 000 320	PHONE SERVICE		\$301.44
PO#:	Voucher #:	47684	Invoice	Invoice No: 6128247843	11/26/2025	Paid Amt: \$301.44
Check Amount:						\$301.44
PCB	78898	1611		XCEL ENERGY		Check
			E 01 005 810 000 000 440	Acct 51-4433400-5		\$7,725.37
PO#:	Voucher #:	47678	Invoice	Invoice No: 953403782	11/26/2025	Paid Amt: \$7,725.37
Check Amount:						\$7,725.37

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78899	4964		Yale Mechanical LLC		Check
			E 02	005 770 000 701 350	Walk In Cooler Diagnosed Faulty Compressor	\$552.50
PO#:	Voucher #:	47701	Invoice	Invoice No: 277870	11/26/2025	Paid Amt: \$552.50
						Check Amount: \$552.50
PCB	78900	2724		AFSCME COUNCIL 65		Check
			B 01	215 040	MFT	\$307.91
PO#:	Voucher #:	47755	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt: \$307.91
						Check Amount: \$307.91
PCB	78901	3757		Blue Cross Blue Shield		Check
			B 01	215 033	Vision Flex	\$157.08
			B 01	215 033	Adjustment	(\$48.15)
			B 02	215 033	Vision Flex	\$2.49
			B 04	215 033	Vision Flex	\$9.65
PO#:	Voucher #:	47771	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt: \$121.07
			B 01	215 033	Vision Flex	\$157.08
			B 02	215 033	Vision Flex	\$2.49
			B 04	215 033	Vision Flex	\$9.65
PO#:	Voucher #:	47609	Invoice	Invoice No: S2026090	11/26/2025	Paid Amt: \$169.22
						Check Amount: \$290.29
PCB	78902	4665		HARTFORD INSURANCE		Check
			B 01	215 032	Life	\$742.44
			B 02	215 032	Life	\$41.98
			B 04	215 032	Life	\$24.67
PO#:	Voucher #:	47596	Invoice	Invoice No: S2026090	11/26/2025	Paid Amt: \$809.09
			B 01	215 032	Life	\$753.85
			B 01	215 032	Adjustment	(\$102.10)
			B 02	215 032	Life	\$41.98
			B 04	215 032	Life	\$24.83
PO#:	Voucher #:	47758	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt: \$718.56
			B 01	215 031	LTD	\$877.15
			B 01	215 031	Adjustment	(\$83.49)
			B 02	215 031	LTD	\$26.97
			B 04	215 031	LTD	\$39.74
PO#:	Voucher #:	47759	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt: \$860.37
			B 01	215 051	United Way	\$433.32
			B 02	215 051	Payroll Deductions	\$18.88

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78902	4665		HARTFORD INSURANCE		Check		
			B 04	215 051	Payroll Deductions	\$29.41		
PO#:	Voucher #:	47600	Invoice	Invoice No: S2026090	11/26/2025	Paid Amt:	\$481.61	
			B 01	215 051	United Way	\$405.64		
			B 01	215 051	Adjustment	(\$53.46)		
			B 02	215 051	Payroll Deductions	\$18.88		
			B 04	215 051	Payroll Deductions	\$29.41		
PO#:	Voucher #:	47762	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt:	\$400.47	
			B 01	215 031	LTD	\$868.01		
			B 02	215 031	LTD	\$26.97		
			B 04	215 031	LTD	\$39.57		
PO#:	Voucher #:	47597	Invoice	Invoice No: S2026090	11/26/2025	Paid Amt:	\$934.55	
						Check Amount:	\$4,204.65	
PCB	78903	4620		HealthPartners Inc		Check		
			B 01	215 035	Dental	\$1,534.99		
			B 02	215 035	Payroll Deductions	\$17.78		
			B 04	215 035	Payroll Deductions	\$86.02		
PO#:	Voucher #:	47593	Invoice	Invoice No: S2026090	11/26/2025	Paid Amt:	\$1,638.79	
			B 01	215 035	Dental	\$1,534.99		
			B 02	215 035	Payroll Deductions	\$17.78		
			B 04	215 035	Payroll Deductions	\$86.02		
			B 01	215 035	Adjustment	(\$256.27)		
PO#:	Voucher #:	47752	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt:	\$1,382.52	
			B 01	215 030	Hospital	\$38,748.81		
			B 02	215 030	Hospital	\$1,042.38		
			B 04	215 030	Hospital	\$3,372.34		
			B 01	215 030	Adjustment	(\$4,657.96)		
PO#:	Voucher #:	47756	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt:	\$38,505.57	
			B 01	215 030	Hospital	\$38,748.81		
			B 02	215 030	Hospital	\$1,042.38		
			B 04	215 030	Hospital	\$3,372.34		
PO#:	Voucher #:	47594	Invoice	Invoice No: S2026090	11/26/2025	Paid Amt:	\$43,163.53	
			E 01	005 110 000 000 305	EAP	\$140.80		
PO#:	Voucher #:	47803	Invoice	Invoice No: 11.26.2025	11/26/2025	Paid Amt:	\$140.80	
						Check Amount:	\$84,831.21	
PCB	78904	1474		Royalton Education Minnesota		Check		
			B 01	215 040	MFT	\$4,202.00		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 202605-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78904	1474		Royalton Education Minnesota		Check
			B 04	215 040		\$176.00
PO#:	Voucher #:	47753	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt: \$4,378.00
						Check Amount: \$4,378.00
PCB	78905	1473		ROYALTON ESP		Check
			B 01	215 040		\$1,028.81
			B 02	215 040		\$28.27
			B 04	215 040		\$34.71
PO#:	Voucher #:	47754	Invoice	Invoice No: S2026100	11/26/2025	Paid Amt: \$1,091.79
						Check Amount: \$1,091.79
						Report Total: \$1,015,342.70

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

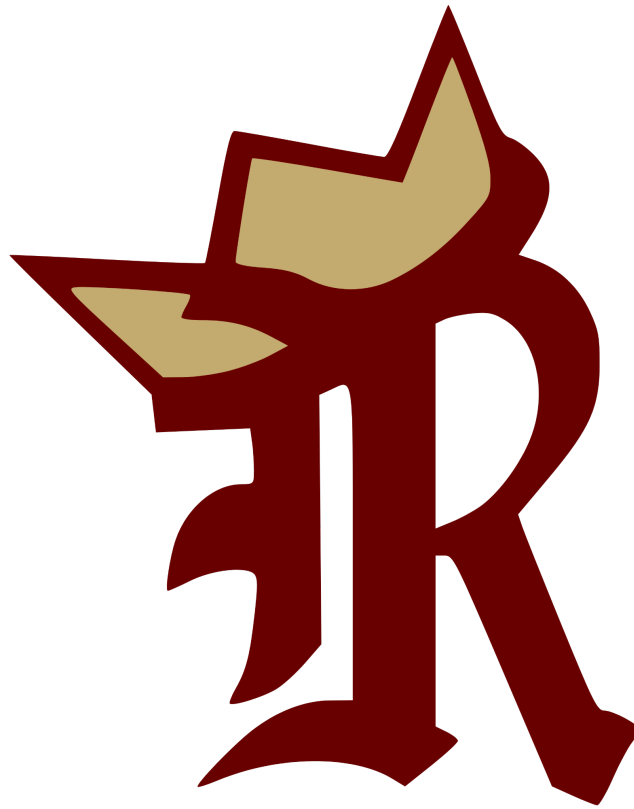
Fund	Description	Total
01	General	\$886,891.20
02	Food Service	\$83,008.35
04	Community Service	\$27,041.64
12	Student Activities	\$18,401.51
Report Total		\$1,015,342.70

Royalton Public Schools Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Cr	Fin	O/S	Account Description	Debit Amount	Credit Amount
11671	202605	11/30/2025	P	JE	rp	Transf Cash to Cash Nov 202	Transf Cash to Cash Nov 202	B	01	101	000				Cash PCB	2,000,000.00	0.00
							Transf Cash to Cash Nov 202	B	01	101	006				MN Trust	0.00	2,000,000.00
																\$2,000,000.00	\$2,000,000.00
11689	202605	11/30/2025	P	JE	rp	Dep Ret'd 11.24	Dep Ret'd 11.24	B	12	101	012				Cash & Cash Equiv	0.00	821.00
							Dep Ret'd 11.24	R	12	020	298	030	301	620	Sale of Goods/Stud Acts-S.	821.00	0.00
																\$821.00	\$821.00

District Agreement on the Terms and Conditions of Employment for 9 Month Non-Union Employees Manual

Approved by the Board on January 07, 2026



Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, creed, national origin, marital status, status with regard to public assistance, age, sex, religion, sexual orientation or disability. The School District also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the School District.

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ARTICLE I

INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.

ARTICLE II

EMPLOYEE RIGHTS

Section 1. Public Employees Retirement Association. Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

Section 2. Posting of New Positions. New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

Section 3. Personnel Files. Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the employee's personnel file. (C) An employee may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

Section 4. Probationary Period. The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

ARTICLE III

HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week. The regular work week shall be prescribed by the School District for employees. Employees will be paid only for the days and hours that they work.

Section 2. Basic Work Year. The regular work year shall be prescribed by the School District for employees. The LPN's work year shall consist of student contact days + 5 days of prep.

Section 3. Shifts and Starting Time. All employees will be assigned starting time and shifts as determined by the School District. Starting time and shifts may be changed during the school year at the discretion of the School District.

Section 4. Right of Assignment. The School District maintains the right to assign employees as it deems necessary.

Section 5. Shift Changes. The School District maintains the right to change an employee's shift during the year to meet School District needs.

Section 6. Overtime. An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

Section 7. School Closing.

Subd. 1 School Closing. In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. If school starts late due to weather, the employee shall be compensated for lost hours. If school is dismissed early due to weather, the employee shall be compensated for any lost hours. If a student contact day is added to the calendar, the employee will be required to work the scheduled make-up day.

Subd. 2 Bus Drivers. Bus drivers must be notified by 5:00am.

ARTICLE IV
RATES OF PAY

Section 1. Rates of Pay.

Subd. 1. Salary Schedules. The wages and salaries reflected in the attached salary schedules shall govern employee wages and salaries. The wage and salary schedule may be revised from time to time at the sole discretion of the School District.

Subd. 2. Step Advancement. Advancement on any salary schedule shall be subject to the terms outlined in this manual, and may be granted to employees by the School District when the School District in its sole discretion determines that a step advancement is warranted.

Subd. 3. Salary Increases. An individual employee's salary advancement is subject to the right of the School District to determine whether a salary increase is warranted.

Subd. 4. Regular Bus Route Driving Calculation of Worked Time. Route time starts 20 minutes prior to leaving to allow for pre-trip inspection, warm-up, refueling, and other needs required for bus transportation. Regular route bus runs will be paid at a minimum of 2 hours.

Subd. 5. Van Driving Calculation of Worked Time. Van runs will be paid at a minimum of 1.5 hours.

Subd. 6. Extra-Curricular Driving Calculation of Worked Time. All Extra-Curricular Runs will be paid a minimum of 2-hours per run.

Subd. 7. Shuttle Bus Elementary to MS/HS or MS/HS to Elementary. Shuttle drivers will be paid a stipend of \$25 for up to 1 hour of shuttle driving. Shuttle driving for more than 1 hour will be paid at the regular bus route rate of pay.

Subd. 8. LPN Extended Field Trip Pay. When the LPN attends a field trip in their professional capacity and that trip extends beyond the school day, they shall be compensated \$25/hr up to a maximum of \$50/day.

Section 2. Step Placement. New employees may be placed on the salary schedule commensurate with their experience and training to a limit of four (4) years. The Board of education, at its discretion, may grant up to eight (8) years of outside credit.

Section 3. Eligibility for Step Advancement. To be eligible for an increment (step) on July 1 of a given year, the employee must be employed in the School District prior to the preceding January 1, and have worked for at least one-half of the work year.

Section 4. Longevity Adjustment. Each employee, after completing the top step of his/her current pay scale, and after earning 12 years of seniority in the School District (based on the board approved seniority list) may receive a longevity adjustment (non-accumulative) as follows:

13-15 years of seniority = \$.25/hour
16-19 years of seniority = \$.35/hour
20+ years of seniority = \$.40/hour

Section 5. Pay Methods. Employees shall be paid according to pay period methods established by the School District. Employees will be paid on a semi-monthly pay period method through direct deposit. Employees carrying timesheets will be paid two weeks behind.

Section 6. Transfer to Another Position Within the Non-Union Group.

Subd. 1. Higher Related Position. An employee transferring into a higher related category (e.g., lead cook to head cook, custodian to lead, and lead to head) will be given 1 year of experience for every 2 years of experience, but will not receive less than their current pay. If their experience places them on a step less than their current rate of pay, the employee will be placed on the step which more nearly approximates their current pay, but which will not be less than their current pay.

Subd. 2. Equivalent Related Position. If transferring within an equivalent related category the employee will receive his/her current pay.

Subd. 3. Lower Related Position. If transferring down into a related position, the employee would be placed on the same step as in the previous category.

Subd. 4. Non-Related Position. Experience credit will not apply to transfers into non-related position (e.g., bus driver to cook, custodians to paraprofessionals).

Section 7. Substitute Pay.

Subd. 1. All employees except bus drivers shall receive regular pay when substituting for any other position (occasional substitute). After subbing for 10 consecutive work days in a higher classification, an employee will receive his/her regular pay plus \$.50/hr or the 0 Step of the category subbing in whichever is higher retroactive to the first day of subbing. If subbing in a lower classification, employee will receive his/her regular rate of pay (long-term substitute).

Subd. 2. Bus Drivers. Substitute bus drivers shall be paid on the step they have earned through employment with the District.

Section 8. Shift Differential. There is a \$.50 per hour increase in hourly rate for employees assigned to the late shift. This applies only to those shifts worked at night (majority of the shift is worked after 6:00pm). During summers, holidays and other times when working a regular shift, the differential does not apply. Employee shifts and working hours are subject to change.

Section 9. Clothing Allowance.

Subd 1. Food Service Employees. Employees will have their clothing allowance pro-rated from \$200.00.

Subd. 2. District LPN and RN. Employees will receive \$150 per year to purchase appropriate clothing for their position.

Subd. 3 Shop Mechanic/Shop Maintenance. Employee(s) will receive \$100 per year to purchase appropriate clothing for their position.

Section 10. Meal Reimbursement. Reimbursement for meals, including tips, may not exceed the reasonable and actual meal cost for the traveling employee. Reasonable expenses shall not exceed the following:

Subd. 1. Breakfast. Employees may claim reimbursement for up to \$10 for breakfast if they are required to leave home for a travel assignment before 6:00a.m. or are away from home overnight the previous night.

Subd. 2. Lunch. Employees may claim reimbursement for up to \$10 for lunch if they are in travel status, are performing required work that extends over the normal noon meal period.

Subd. 3. Dinner. Employees may claim reimbursement for up to \$20 for supper if they are in travel status and school business caused them to return home after 7:00 p.m. or to be away from home overnight.

Section 11. DOT Required Physicals and Drug Testing Payment. The School District will pay for the required Physicals and Drug Testing by the Department of Transportation, and annual drivers record review of anything mandated.

Section 12. Comparable Worth. Rate of pay for all employees will be governed by the Pay Equity Act (Comparable Worth).

Section 13. Temporary Employment. Temporary employment refers to an employee who is hired temporarily (e.g., summer help in the office or with custodial work). None of the terms and benefits of this manual apply to temporary employment. The rate of pay will be set by the School District.

Section 14. Training. Payment for tuition and expenses related to training beyond the normal work day or work year must be pre-approved by the Superintendent. Unless required, this training is without salary or stipend.

Subd. 1. New Bus Driver Training. New Bus Drivers without a bus drivers' license will be given up to 20 hours of training at \$20 per hour paid after completing 60 days of service to the district. New Bus Drivers to the district will be given up to a maximum of

10 hours of training at \$20 per hour paid after completing 60 days of service to the district.

Subd. 2 Membership Dues. The School District shall pay membership dues for the National Association of School Nurses for the District Registered Nurse and District Licensed Practice Nurse.

Section 15. Attendance at Conferences/Workshops.

Subd. 1. Required. If required to attend workshops/in-services/conferences, the employee will be paid for the designated hours of the workshop up to 7 ½ hours (unpaid lunch) or 8 hours (paid lunch) a day, including travel time.

Subd. 2. Non-Required. If employees are not required to attend a workshop/in-service/conference, but wish to do so, and are given approval from the Principal/Superintendent, they will be paid during the start and end times on the workshop/in-service agenda. The maximum compensation is up to 8 hours a day, excluding travel time.

ARTICLE V

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 1. Rate Sick Leave is Earned. An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn pro-rated sick leave. (All employees hired prior to July 1, 1996 shall earn fourteen (14) days of sick leave per year, as long as there is no break in service.)

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

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

illness.

Subd. 3. Accumulated Sick Days. Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

Subd. 4. Medical Note. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Pay Request Form. Sick leave pay shall be approved only upon completion of request in AESOP.

Section 2. Personal Leave. Starting with their first (1st) year in the School District, an employee shall earn personal leave at the rate of two (2) days per year and may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed five (5) days at any given time. Banked days can only be used after the regular, allocated one (1) day provided in this section is used. Employees may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc. Employees who work fewer than eight (8) hours shall earn pro-rated personal leave.

Subd. 1. Number of Employees on Leave at Same Time. Except in extreme emergencies, personal leave shall be requested through AESOP at least twenty-four (24) hours in advance. No more than two (2) employees per building may be on personal leave on any given day.

Subd. 2. Discretion of Employee's Supervisor. The use of personal leave is at the discretion of the employee's supervisor and shall not be used to perform work for pay. Additional days off without pay shall not be taken without prior approval of the Superintendent.

Section 3. Personal-Flex Day. Two times per year, employees may elect to convert three (3) sick leave days to one (1) personal-flex day for a total accumulation of 2 personal-flex days that may be used in the same manner as a personal day. Unused personal-flex days will be paid out at the employee's daily rate of pay and be deposited into either the employee's 403B account or their Health Savings Account.

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

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

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

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

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

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

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

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

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in Article VI, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the

School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ARTICLE VI
GROUP INSURANCE**

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

Section 2. Health and Hospitalization Insurance – Prorated Premiums. Employees scheduled to work a minimum of 35 hours per week and who qualify for and are enrolled in the School District’s medical plan, the School District’s contribution toward employee medical coverage shall be equal to the School District’s contribution for Royalton Teachers for single coverage or family coverage per the employee selection for coverage. Any employees working at least twenty-five (25) hours per week up to 34.99 hours per week, shall have hospital-medical premium benefits prorated to their FTE they work based on the School District’s contribution for Royalton Teachers for single coverage or family coverage per the employee selection for coverage. Any additional cost of the premium shall be paid by the employee and through payroll deduction over the period of school active employment in 18 payrolls.

Proration example: number of hours per week ÷ 40 hours (full time) = rate of proration

For an employee working 30 hours a week: $30 \div 40 = 0.75$.

.75 (Rate of Proration) x \$7,000 (FT District Contribution) = \$5,250 (PT District Contribution)

The current amounts contributed by the School District are as follows:

<u>2025-2026</u>	<u>2026-2027</u>
Single, not to exceed \$7,000	Single, not to exceed \$7,500
Family, not to exceed \$14,000	Family, not to exceed \$14,500

Subd 1. Eligibility. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Subd 2. Duration of Insurance Contribution. An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

Subd 3. Claims Against the School District. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Cash-in-Lieu. Qualifying individuals working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to 50% of the single contribution. Electing cash-in-lieu must be made by the employee by the flex open enrollment deadline or the

employee forfeits cash-in-lieu payments for the calendar year. The qualifying individual's employee working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to fifty (50%) of the single contribution. This amount will be paid to the employee, in the form of taxable salary, through the payroll process and only upon documented proof of being covered under the minimal requirement of the "Affordable Care Act" Cash-in-lieu will no longer be an option or given for any employees hired after July 1, 2019.

Section 4. Long-Term Disability Insurance. To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

Section 5. Life Insurance. To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

Section 6. Flexible Spending Accounts. All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

Section 7. Non-Working Months. During non-working months, employees who enroll in School District-provided insurances shall pay the full cost of such insurance, with no School District contribution. Food service employees working 40 hours per week and less than 12 months per year shall receive the full district's contribution divided among their working months.

ARTICLE VII

HOLIDAYS

Section 1. Paid Holidays. Employees working shall be granted the following paid holidays:

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day, if working past that date

When a Holiday falls on a weekend the manager will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

ARTICLE VIII

403B MATCHING CONTRIBUTION PLAN

Section 1. Eligibility. After one year of service in the School District, Employees will be eligible to participate in the deferred matching compensation plan in accordance with the M.S. 356.24. and the School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below. The LPN and Technology Assistant hired after July 1, 2012 will only be eligible to participate in the deferred matching program and not the severance pay benefit in Article XI. The School District's lifetime maximum contribution to the deferred matching program shall not exceed \$4,500.

Section 2. Employee Match. The School District's contribution will be up to \$400 a year. The School District will make the foregoing matching contribution to only those employees choosing to participate in an approved 403(b) annuity account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24. Employees may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. If an employee chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year.

The employee's elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the nine-month period between September 30th and June 15th.

Section 3. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

Section 4. Intent to Participate/Enrollment Period. Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by September 15th, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1st to the following August 31st. The employee is solely responsible for filing the Intent to Participate form.

Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

Section 5. Death of an Employee Participant. If an employee participant dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

Section 6. Discontinuance of Service. Individuals who, for whatever reason, leave the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

Section 7. Applicable Laws. The 403(b)-annuity matching program of Independent School District No. 485 and/or the School District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C. at 403(b).

Section 8. Portfolio Management. The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decisions which are made by the employee.

Section 9. Hold Harmless Provisions. Employees are not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan. The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

ARTICLE IX

SENIORITY/REDUCTION IN FORCE

Section 1. Seniority.

Subd. 1. Computing Seniority. Seniority shall be computed in terms of an employee's years (whole years) of continuous experience in the School District.

Subd. 2. Gaining Seniority. The employee work year is generally the same as or similar to the school year. To gain seniority an employee must begin work by January 1st and work continuously through the end of the school year. An employee on a leave which reduces the work year to less than half, except for normal sick leave, will not earn seniority that year.) Substitute drivers are allowed to gain seniority.

Subd. 3. Minimum Work Hours/Months. Seniority shall only accrue to employees who work a minimum of 15 hours a week and more than half the employee's work year. [NOTE: Because bus drivers work a very different schedule, their seniority will be determined by different criteria for bus driving.] Employees will continue to earn seniority provided they work at least half of the school year regardless of the number of hours worked per day. Where employees work varying schedules (e.g. every other day), their hours per week shall be averaged to determine if they meet the minimum.

For example:

Employee A began work March 1st. On June 30th, the employee has no seniority because he/she did not work half of the school year. On June 30th, of the following year, the employee will have one-year seniority.

Employee B began work December 31st. On June 30th, of the following year, the employee has one-year seniority because he/she worked half the school year.

Subd. 4. Determining the 15 Hour Minimum. In determining the 15-hour minimum, all hours worked will be averaged; therefore, three hours a day five days a week, six hours every other day, or three hours a day five days a week or, two hours a day for one semester and four hours a day for the other semester all be the equivalent of 15 hours a week.

Subd. 5. Continuous Employment. An employee's seniority will be considered to be continuous, even though an employee does not work over the summer.

Subd. 6. Level/Classification. Seniority shall be within the level/classification and related lower level/classification.

Subd. 7. Earning Seniority. An employee on an approved leave of absence for more than half a work year shall not earn seniority for that year.

Subd. 8. Earning Seniority in More than One Classification. If an employee is working in more than one classification, the employee accrues seniority in the classification where the employee is scheduled for a majority of the time. If an employee works in two or more classifications for an equal amount of time, the employee will choose the one area in which he/she wishes seniority to accrue. All hours worked will be used to determine eligibility for seniority in all classifications.

Subd. 9. Ties in Seniority. Ties will be resolved by the School District.

Subd. 10. Probationary Period. Employees shall acquire seniority within their classification upon completion of the probationary period, if they have met the minimum requirements. The period of probation shall count towards their seniority. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District, which shall consider the needs of the School District and the capabilities of the employees involved including, but not limited to, such

qualities as performance, attitude, competence, cooperation, attendance, and evaluations.

Section 2. Layoff.

Subd. 1. Order of Layoff. Employees with the least seniority in their level/classification shall be laid off first.

Subd. 2. Displacing a Less Senior Employee. An employee will have the right to displace a less senior employee only when the employee's position is eliminated. An employee whose position is eliminated, if qualified, shall have the right to displace the next less senior person in the classification. If there is no person in the classification subject to displacement, the employee shall have the right to displace from the next lower related classification the most senior person. This policy does not apply in those cases where a layoff is due to a building being closed temporarily because of equipment breakdown, quarantine, loss of utility, or damages from natural or unnatural disasters.

Subd. 3. Related Classifications. Manner in which displacement will occur:
Food Service: Head Cook-Lead Cook-Cook-Dishwasher/Kitchen Helper
Transportation: Transportation Safety Supervisor-Bus/Van/Mechanic
Healthcare: RN-LPN

Section 3. Recall.

Subd. 1. Duration of Seniority. Employees who have been laid off shall retain their seniority and right to recall, within related classifications, in seniority order, for a period of twelve (12) months from the date of lay-off.

Subd. 2. Notice of Reinstatement. When placed on unrequested leave, an employee shall file with the School District personnel office his/her name and address to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the employee at the last known address shall be sufficient, and it shall be the responsibility of any employee on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach an employee shall not be the responsibility of the School District if any notice has been mailed as provided herein.

Subd. 3. Acceptance of Reinstatement. If an opening subsequently occurs, the laid off employee with the most continuous service shall be the first recalled. The School District shall mail, by certified mail, the notice to such employee who shall have one (1) week from the date of such notice to accept the reemployment in writing. If a former employee elects not to return to work within one (1) week when recalled, the employee shall lose recall status.

Subd. 4. Forfeiting Seniority. An employee who is properly discharged or resigns shall forfeit seniority, and in the event of re-employment, seniority rights shall begin as of the date of re-employment.

Section 4. Transfer. When an employee changes classification or when the employee's hours for which he/she is paid are split between more than one classification and these results in a change in classifications, the employee will start accumulating seniority in the new classification at that time. Seniority will transfer only into related classifications (see listing above).

Section 5. Substitute. Except where a substitute is subsequently hired as a permanent employee, substitute employees shall not accrue seniority unless under the Transportation classification. A long-term substitute who is continuously employed by the School District in the same classification and subsequently hired shall gain seniority with the School District if the substitute meets the seniority criteria listed above.

ARTICLE X

DISCHARGE AND RESIGNATION FROM EMPLOYMENT

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

Section 2. Resignation From Employment. Employees resigning from employment shall give written notice to the Superintendent fourteen (14) calendar days prior to the effective day of resignation. Employees not giving the above notice shall forfeit all accrued benefits at the time of termination.

ARTICLE XI

SEVERANCE PAY

Section 1. Employees With 20-25 Years of Service. Any employee who has completed 20 years of continuous service with the School District and who has attained the minimum age of 55 or any employee who has completed 25 years of continuous service with the School District will receive one-third (1/3) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause.

Section 2. Employees With 30 Years of Service. Any employee who has completed 30 years of continuous service with the School District will receive one-half (1/2) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Payment will be based upon the current rate of pay.

Section 3. Payment Method. The severance benefit amount will be paid by the School District to a qualified 403b plan (See Article VIII).

ARTICLE XII

RESOLUTION OF DISPUTES

Section 1. Application. Employees who are having difficulty with another employee or their supervisor are required to contact their immediate supervisor to resolve the difficulty. If the difficulty cannot be resolved at that level, they are to proceed through the administrative structure--supervisor, principal, superintendent, school board, in that order--to resolve their concern.

APPENDIX A

**SALARY SCHEDULE
2025-2026 WAGE SCHEDULE**

Step	Lead Cook	Head Cook	Bus Drivers	Van Drivers	Activity Driver	Shop Maintenance	Shop Mechanic	LPN	RN
0	\$17.54	\$19.06	\$24.92	\$17.52	\$17.49	\$21.36	\$24.92	\$18.46	\$28.28
1	\$17.96	\$19.53	\$25.32	\$17.89	\$17.49	\$21.36	\$24.92	\$19.11	\$29.13
2	\$18.17	\$19.99	\$25.69	\$18.23	\$17.49	\$21.36	\$24.92	\$19.73	\$30.00
3	\$18.82	\$20.48	\$26.09	\$18.59	\$17.49	\$21.36	\$24.92	\$20.38	\$30.89
4	\$19.25	\$20.96	\$26.47	\$18.94	\$17.49	\$21.36	\$24.92	\$21.00	\$31.78
5	\$19.69	\$21.42	\$27.42	\$19.83	\$17.49	\$21.36	\$24.92	\$21.65	\$32.66
6	\$20.19	\$21.96			\$17.49	\$21.36	\$24.92	\$22.29	\$33.53
7	\$21.06	\$22.37			\$17.49	\$21.36	\$24.92	\$24.06	\$34.51
8	\$21.54	\$23.34			\$17.49	\$21.36	\$24.92	\$24.66	\$35.39
9	\$22.02	\$23.86			\$17.49	\$21.36	\$24.92	\$24.18	\$36.27
10	\$22.52	\$24.36			\$17.49	\$21.36	\$24.92	\$24.83	
11	\$22.52	\$24.86			\$17.49	\$21.36	\$24.92	\$25.92	

Note: The Board agreed to add a Lead Cook to the Elementary School staff beginning the first pay period after this agreement is signed.

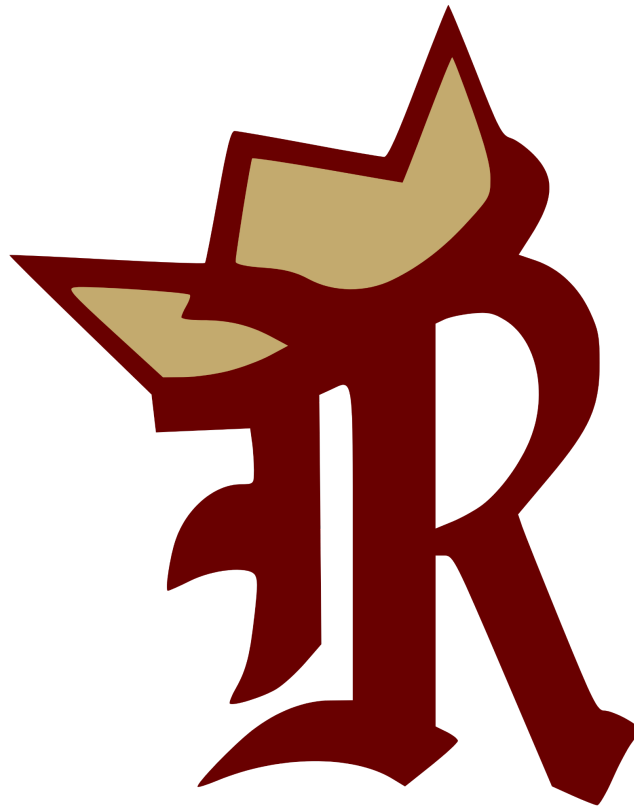
APPENDIX B

**SALARY SCHEDULE
2026-2027 WAGE SCHEDULE**

Step	Lead Cook	Head Cook	Bus Drivers	Van Drivers	Activity Driver	Shop Maintenance	Shop Mechanic	LPN	RN
0	\$18.04	\$19.56	\$26.16	\$18.39	\$18.36	\$22.42	\$26.16	\$18.92	\$28.99
1	\$18.46	\$20.03	\$26.58	\$18.78	\$18.36	\$22.42	\$26.16	\$19.59	\$29.86
2	\$18.67	\$20.49	\$26.97	\$19.14	\$18.36	\$22.42	\$26.16	\$20.22	\$30.75
3	\$19.32	\$20.98	\$27.39	\$19.51	\$18.36	\$22.42	\$26.16	\$20.89	\$31.67
4	\$19.75	\$21.46	\$27.79	\$19.88	\$18.36	\$22.42	\$26.16	\$21.52	\$32.57
5	\$20.19	\$21.92	\$28.79	\$20.82	\$18.36	\$22.42	\$26.16	\$22.19	\$33.48
6	\$20.69	\$22.46			\$18.36	\$22.42	\$26.16	\$22.85	\$34.37
7	\$21.56	\$22.84			\$18.36	\$22.42	\$26.16	\$23.47	\$35.37
8	\$22.04	\$23.84			\$18.36	\$22.42	\$26.16	\$24.66	\$36.28
9	\$22.54	\$24.36			\$18.36	\$22.42	\$26.16	\$24.78	\$37.18
10	\$23.02	\$24.86			\$18.36	\$22.42	\$26.16	\$25.45	
11	\$23.02	\$25.36			\$18.36	\$22.42	\$26.16	\$26.57	

District Agreement on the Terms and Conditions of Employment for 12 Month Non-Union Employees Manual

Approved by the Board on **January 7, 2026**



Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, creed, national origin, marital status, status with regard to public assistance, age, sex, religion sexual orientation or disability. The School District also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the School District.

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ARTICLE I

INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.

ARTICLE II

EMPLOYEE RIGHTS

Section 1. Public Employees Retirement Association. Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

Section 2. Posting of New Positions. New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

Section 3. Personnel Files. Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the employee's personnel file. (C) An employee may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

Section 4. Probationary Period. The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

ARTICLE III

HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week. The regular work week shall be prescribed by the School District for employees. Employees will be paid only for the days and hours that they work.

Section 2. Basic Work Year. The regular work year shall be prescribed by the School District for employees.

Section 3. Shifts and Starting Time. All employees will be assigned starting time and shifts as determined by the School District. Starting time and shifts may be changed during the school year at the discretion of the School District.

Section 4. Right of Assignment. The School District maintains the right to assign employees as it deems necessary.

Section 5. Shift Changes. The School District maintains the right to change an employee's shift during the year to meet School District needs.

Section 6. Overtime. An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

Section 7. School Closing.

Subd. 1 School Closing. In the event that school is closed, delayed, or released early for any reason, 260 Day Employees are required to still perform services and may be required to change their daily hours. The director (or superintendent if the director is not available) may release the employees early because of hazardous to life and limb driving conditions with full compensation for the day. Without being released by the director or superintendent, ESST can be used if the employee feels it is too dangerous to drive.

ARTICLE IV

RATES OF PAY

Section 1. Rates of Pay.

Subd. 1. Salary Schedules. The wages and salaries reflected in the attached salary schedules shall govern employee wages and salaries. The wage and salary schedule may be revised from time to time at the sole discretion of the School District.

Subd. 2. Step Advancement. Advancement on any salary schedule shall be subject to the terms outlined in this manual, and may be granted to employees by the School District when the School District in its sole discretion determines that a step advancement is warranted.

Subd. 3. Salary Increases. An individual employee's salary advancement is subject to the right of the School District to determine whether a salary increase is warranted.

Section 2. Step Placement. New employees may be placed on the salary schedule commensurate with their experience and training to a limit of four (4) years. The Board of education, at its discretion, may grant up to eight (8) years of outside credit.

Section 3. Eligibility for Step Advancement. To be eligible for an increment (step) on July 1 of a given year, the employee must be employed in the School District prior to the preceding January 1, and have worked for at least one-half of the work year.

Section 4. Longevity Pay. Each employee, after completing the top step of their current pay scale, and after earning 10 years of seniority in the School District (based on seniority list) may receive longevity pay (non-accumulative) as follows:

0-9 years of seniority=\$0
10-12 years of seniority = \$.25/hour
13-16 years of seniority = \$.35/hour
17+ years of seniority = \$.40/hour

Section 5. Pay Methods. Employees shall be paid according to pay period methods established by the School District. Employees will be paid on a semi-monthly pay period method through direct deposit. Employees carrying timesheets will be paid two weeks behind.

Section 6. Transfer to Another Position Within the Non-Union Group.

Subd. 1. Higher Related Position. An employee transferring into a higher related category (e.g., lead cook to head cook, custodian to lead, and lead to head) will be given 1 year of experience for every 2 years of experience, but will not receive less than their current pay. If their experience places them on a step less than their current rate of pay, the employee will be placed on the step which more nearly approximates their current pay, but which will not be less than their current pay.

Subd. 2. Equivalent Related Position. If transferring within an equivalent related category the employee will receive his/her current pay.

Subd. 3. Lower Related Position. If transferring down into a related position, the employee would be placed on the same step as in the previous category.

Subd. 4. Non-Related Position. Experience credit will not apply to transfers into non-related position (e.g., bus driver to cook, custodians to paraprofessionals).

Section 7. Substitute Pay. All employees shall receive regular pay when substituting for any other position (occasional substitute). After subbing for 10 consecutive work days in a higher

classification, an employee will receive their regular pay plus \$.50/hr or the 0 Step of the category subbing in whichever is higher retroactive to the first day of subbing. If subbing in a lower classification, employees will receive their regular rate of pay (long-term substitute).

Section 8. Shift Differential. There is a \$.50 per hour increase in hourly rate for employees assigned to the late shift. This applies only to those shifts worked at night (majority of the shift is worked after 6:00 pm). During summers, holidays and other times when working a regular shift, the differential does not apply. Employee's shifts and working hours are subject to change.

Section 9. Clothing Allowance. Full time custodians will receive \$ 200.00 per year to purchase appropriate clothing for their position.

Section 10. Comparable Worth. Rate of pay for all employees will be governed by the Pay Equity Act (Comparable Worth).

Section 11. Temporary Employment. Temporary employment refers to an employee who is hired temporarily (e.g., summer help in the office or with custodial work). None of the terms and benefits of this manual apply to temporary employment. The rate of pay will be set by the School District.

Section 12. Training. Payment for tuition and expenses related to training beyond the normal work day or work year must be pre-approved by the Superintendent. Unless required, this training is without salary or stipend. **The District will pay for Boiler License Certification beginning in the 2025-2026 school year.**

Section 13. Attendance at Conferences/Workshops.

Subd. 1. Required. If required to attend workshops/in-services/conferences, the employee will be paid for the designated hours of the workshop up to 7 ½ hours (unpaid lunch) or 8 hours (paid lunch) a day, including travel time.

Subd. 2. Non-Required. If employees are not required to attend a workshop/in-service/conference, but wish to do so, and are given approval from the Principal/Superintendent, they will be paid during the start and end times on the workshop/in-service agenda. The maximum compensation is up to 8 hours a day, excluding travel time.

Section 14. District Provided Cell Phone. The Administrative Assistant to the Superintendent shall be provided with a district paid for cell phone and plan to assist with after hours communication and social media posts.

Section 15. Health Savings Account/Wellness Account. The School District shall also contribute \$250 annually into an HSA or Wellness account of each full-time Technology Assistant employed by the School District.

Section 16. Weekend Work. Custodians shall earn time and a half per hour for weekend work.

ARTICLE V

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 1. Rate Sick Leave is Earned. An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn prorated sick leave. (All employees hired prior to July 1, 1996 shall earn fourteen (14) days of sick leave per year, as long as there is no break in service.)

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

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

Subd. 3. Accumulated Sick Days. Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

Subd. 4. Medical Note. The School District may require an employee to furnish a medical certificate

from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Pay Request Form. Sick leave pay shall be approved only upon completion of request in **Frontline**.

Section 2. Personal-Flex Day. Two times per year, employees may elect to convert three (3) sick leave days to one (1) flex day for a total accumulation of 2 personal-flex days that may be used in the same manner as a personal day. Unused personal-flex days will be paid out at the employee's daily rate of pay and be deposited into either the employee's 403B account or their Health Savings Account.

Section 3. Vacation. At the beginning of each contract year each employees working 12-months shall be credited with vacation pay according to the following schedule:

0-1 years	= 5 days
2-4 years	= 10 days
5-9 years	= 15 days
10-14 years	= 20 days
15+	= 22 Days

Subd 1. Requesting Vacation. Vacation time must be scheduled and approved by the employee's supervisor in advance. The School District reserves the right to limit the number of employees in a category on vacation or leave at any one time, or to deny any vacation request that may disrupt School District operations, in the sole discretion of the School District. All vacation must be taken the year earned and no vacation time may be carried over into the following year, unless a special arrangement is made with the Superintendent.

Section 3. Bereavement Leave and Illness in the Immediate Family.

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

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

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

Subd 4. For the death of other relatives and friends, an employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction for substitute employee pay.

Subd 5. Deduction for substitute employee pay shall include salary, PERA, FICA/Medicare. Deduction for substitute pay shall occur whether or not a substitute is employed for the absent employee.

Subd 6. Bereavement days must be used consecutively at one time.

Section 4. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

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

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

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

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some

natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

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

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

Section 5. Emergency Medical Leave. An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

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

Section 6. Jury Leave. An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

Section 7. Military Leave. An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

Section 8. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

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

Section 9. All Other Leave. The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

Section 10. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

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

Subd 2. Insurance Application-Paid Leave. In the event the employee is on paid leave from the School District under Article V or supplemented by sick leave pursuant to Section 10, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

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

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

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

ARTICLE VI

GROUP INSURANCE

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

Section 2. Health and Hospitalization Insurance. The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

<u>2025-2026</u>	<u>2026-2027</u>
Single, not to exceed \$7,000	Single, not to exceed \$7,500
Family, not to exceed \$13,500	Family, not to exceed \$14,000

Subd. 1. Prorated Premiums. Employees working at least 25 hours per week, but less than 40 hours per week shall have hospital-medical premium benefits prorated. Any additional cost of the premium shall be paid by the employee and through payroll deduction.

Subd 2. Eligibility. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Subd 3. Duration of Insurance Contribution. An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

Subd 4. Claims Against the School District. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Cash-in-Lieu. Qualifying individuals working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to 50% of the single contribution.

Electing cash-in-lieu must be made by the employee by the flex open enrollment deadline or the employee forfeits cash-in-lieu payments for the calendar year. The qualifying individual's employee working 1,500 hours or more has the option of taking hospital medical insurance or receiving a payment equal to fifty (50%) of the single contribution. This amount will be paid to the employee, in the form of taxable salary, through the payroll process and only upon documented proof of being covered under the minimal requirement of the "Affordable Care Act" Cash-in-lieu will no longer be an option or given for any employees hired after July 1, 2019.

Section 4. Long-Term Disability Insurance. To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

Section 5. Life Insurance. To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

Section 6. Flexible Spending Accounts. All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

ARTICLE VII

HOLIDAYS

Section 1. Paid Holidays for Employees Working 12 Months. Employees working 40 hours per week/12 months are paid for eleven holidays:

- July 4th
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth

When a Holiday falls on a weekend the Supervisor will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

ARTICLE VIII

403b MATCHING CONTRIBUTION PLAN

Section 1. Eligibility. After one year of service in the School District, Employees will be eligible to participate in the deferred matching compensation plan in accordance with the M.S. 356.24. and the School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below. The Executive Assistant and Technology Assistant hired after July 1, 2012 will only be eligible to participate in the deferred matching program and not the severance pay benefit in Article XI. The School District's lifetime maximum contribution to the deferred matching program shall not exceed \$4,500.

Section 2. Employee Match. The School District's contribution will be up to \$400 a year. The School District will make the foregoing matching contribution to only those employees choosing to participate in an approved 403(b) annuity account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24. Employees may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. If an employee chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year. The employee's elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the nine-month period between September 30th and June 15th.

Section 3. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

Section 4. Intent to Participate/Enrollment Period. Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by September 15th, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1st to the following August 31st. The employee is solely responsible for filing the Intent to Participate form.

Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

Section 5. Death of an Employee Participant. If an employee participant dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

Section 6. Discontinuance of Service. Individuals who, for whatever reason, leave the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

Section 7. Applicable Laws. The 403(b)-annuity matching program of Independent School District No. 485 and/or the School District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C.at 403(b).

Section 8. Portfolio Management. The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decisions which are made by the employee.

Section 9. Hold Harmless Provisions. Employees are not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan. The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

ARTICLE IX

SENIORITY/REDUCTION IN FORCE

Section 1. Seniority.

Subd. 1. Computing Seniority. Seniority shall be computed in terms of an employee's years (whole years) of continuous experience in the School District.

Subd. 2. Gaining Seniority. The employee work year is generally the same as or similar to the school year. To gain seniority an employee must begin work by January 1st and work continuously through the end of the school year. An employee on a leave which reduces the work year to less than half, except for normal sick leave, will not earn seniority that year.)

Subd. 3. Minimum Work Hours/Months. Seniority shall only accrue to employees who work a minimum of 15 hours a week and more than half the employee's work year.

Subd. 4. Level/Classification. Seniority shall be within the level/classification and related lower level/classification.

Subd. 5. Earning Seniority. An employee on an approved leave of absence for more than half a work year shall not earn seniority for that year.

Subd. 6. Earning Seniority in More than One Classification. If an employee is working in more than one classification, the employee accrues seniority in the classification where the employee is scheduled for a majority of the time. If an employee works in two or more classifications for an equal amount of time, the employee will choose the one area in which he/she wishes seniority to accrue. All hours worked will be used to determine eligibility for seniority in all classifications.

Subd. 7. Ties in Seniority. Ties will be resolved by the School District.

Subd. 8. Probationary Period. Employees shall acquire seniority within their classification upon completion of the probationary period, if they have met the minimum requirements. The period of probation shall count towards their seniority. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District, which shall consider the needs of the School District and the capabilities of the employees involved including, but not limited to, such qualities as performance, attitude, competence, cooperation, attendance, and evaluations.

Section 2. Layoff.

Subd. 1. Order of Layoff. Employees with the least seniority in their level/classification shall be laid off first.

Subd. 2. Displacing a Less Senior Employee. An employee will have the right to displace a less senior employee only when the employee's position is eliminated. An employee whose position is eliminated, if qualified, shall have the right to displace the next less senior person in the classification. If there is no person in the classification subject to displacement, the employee shall have the right to displace from

the next lower related classification is the most senior person. This policy does not apply in those cases

where a layoff is due to a building being closed temporarily because of equipment breakdown, quarantine, loss of utility, or damages from natural or unnatural disasters.

Subd. 3. Related Classifications. Manner in which displacement will occur:

Custodial: Head Custodian-Evening Custodian Supervisor-Lead
Custodian-Maintenance Custodian-Custodian

Section 3. Recall.

Subd. 1. Duration of Seniority. Employees who have been laid off shall retain their seniority and right to recall, within related classifications, in seniority order, for a period of twelve (12) months from the date of lay-off.

Subd. 2. Notice of Reinstatement. When placed on unrequested leave, an employee shall file with the

School District personnel office his/her name and address to which any notice of reinstatement or

availability of position shall be mailed. Proof of service by the person in the School District depositing

such notice to the employee at the last known address shall be sufficient, and it shall be the

responsibility of any employee on unrequested leave to provide for forwarding of mail or for address

changes. Failure of a notice to reach an employee shall not be the responsibility of the School District if

any notice has been mailed as provided herein.

Subd. 3. Acceptance of Reinstatement. If an opening subsequently occurs, the laid off employee with the most continuous service shall be the first recalled. The School District shall mail, by certified mail, the notice to such employee who shall have one (1) week from the date of such notice to accept the reemployment in writing. If a former employee elects not to return to work within one (1) week when recalled, the employee shall lose recall status.

Subd. 4. Forfeiting Seniority. An employee who is properly discharged or resigns shall forfeit seniority, and in the event of re-employment, seniority rights shall begin as of the date of re-employment.

Section 4. Transfer. When an employee changes classification or when the employee's hours for which he/she is paid are split between more than one classification and these results in a change in classifications, the employee will start accumulating seniority in the new classification at that time. Seniority will transfer only into related classifications (see listing above).

Section 5. Substitute. Except where a substitute is subsequently hired as a permanent employee, substitute employees shall not accrue seniority. A long-term substitute who is continuously employed by the School District in the same classification and subsequently hired shall gain seniority with the School District if the substitute meets the seniority criteria listed above.

ARTICLE X

DISCHARGE AND RESIGNATION FROM EMPLOYMENT

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

Section 2. Resignation From Employment. Employees resigning from employment shall give written notice to the Superintendent fourteen (14) calendar days prior to the effective day of resignation. Employees not giving the above notice shall forfeit all accrued benefits at the time of termination.

ARTICLE XI

SEVERANCE PAY

Section 1. Employees With 20 Years of Service. Any employee who completed 20 years of continuous service with the School District will receive one-third (1/3) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause.

Section 2. Employees With 30 Years of Service. Any employee who has completed 30 years of continuous service with the School District will receive one-half (1/2) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Payment will be based upon the current rate of pay.

Section 3. Payment Method. The severance benefit amount will be paid by the School District to a qualified 403b plan as a tax deferred option (See Article VIII), or by payroll check by which taxes would be deducted.

ARTICLE XII

RESOLUTION OF DISPUTES

Section 1. Application. Employees who are having difficulty with another employee or their supervisor are required to contact their immediate supervisor to resolve the difficulty. If the difficulty cannot be resolved at that level, they are to proceed through the administrative structure--supervisor, principal, superintendent, school board, in that order--to resolve their concern.

APPENDIX A

SALARY SCHEDULE
2025-2026 WAGE SCHEDULE

Step	Custodians	Maintenance Custodian	Lead Custodians	Evening Custodian Supervisor	Executive Assistant	Technology Assistant
0	\$18.15	\$19.09	\$20.02	\$22.05	\$19.89	\$18.64
1	\$18.44	\$19.46	\$20.42	\$22.48	\$20.26	\$19.79
2	\$18.70	\$19.84	\$20.83	\$22.92	\$20.60	\$20.27
3	\$18.98	\$20.22	\$21.22	\$23.07	\$21.01	\$20.75
4	\$19.24	\$20.61	\$21.33	\$23.83	\$21.42	\$21.22
5	\$19.53	\$21.26	\$22.01	\$24.29	\$21.86	\$21.70
6	\$20.33	\$21.42	\$22.42	\$24.76	\$22.40	\$22.21
7	\$20.69	\$21.84	\$22.83	\$25.24	\$22.97	\$22.72
8	\$21.05	\$22.26	\$23.75	\$25.73	\$23.38	\$23.23
9			\$24.21	\$26.23	\$23.79	\$23.74
10					\$24.20	
11					\$24.61	

APPENDIX B

SALARY SCHEDULE 2026-2027 WAGE SCHEDULE

Step	Custodians	Maintenance Custodian	Lead Custodians	Evening Custodian Supervisor	Executive Assistant	Technology Assistant
0	\$18.80	\$19.74	\$20.67	\$22.70	\$20.39	\$19.11
1	\$19.09	\$20.11	\$21.07	\$23.13	\$20.77	\$20.29
2	\$19.35	\$20.49	\$21.48	\$23.57	\$21.12	\$20.78
3	\$19.63	\$20.87	\$21.87	\$23.72	\$21.54	\$21.26
4	\$19.89	\$20.26	\$21.98	\$24.48	\$21.96	\$21.75
5	\$20.18	\$21.91	\$22.66	\$24.94	\$22.41	\$22.24
6	\$20.98	\$22.07	\$23.07	\$25.41	\$22.96	\$22.76
7	\$21.34	\$22.49	\$23.48	\$25.89	\$23.54	\$23.29
8	\$21.70	\$22.91	\$24.40	\$26.38	\$23.96	\$23.81
9			\$24.86	\$26.88	\$24.38	\$24.33
10					\$24.81	
11					\$25.23	

Adopted: April 14, 2003
Revised: April 8, 2024

Royalton School District Policy 208
Reviewed: January 7, 2026

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)

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)

PUBLIC NOTICE

Royalton School District No. 485 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
 - 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 parents or guardians of 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 parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (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

Paragraph 1.b., above.

- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
 - e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
 - f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
 - g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

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 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 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 \(January 2025\)**](#)

RESOLUTION ESTABLISHING COMBINED POLLING
PLACES FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE
POLLING PLACES WILL REMAIN OPEN FOR
VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT
HELD ON THE DAY OF A STATEWIDE
ELECTION

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

Combined Polling Place:

Royalton City Center, 12 Birch Street North, Royalton, MN 56373

This combined polling place serves all territory in Independent School District No.485 located in Bellevue Township; Buckman Township; Morrill Township; Swan River Township; Two Rivers Township; Morrison County, Minnesota; Graham Township; Langola Township; Benton County, Minnesota; Brockway Township; Stearns County, Minnesota; City of Royalton and the City of Bowlus; Morrison County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.)

Note: A resolution similar to this model resolution must be adopted by December 31 of each year, and the combined polling places specified shall be the combined polling places for the following calendar year.

The motion for adoption of the foregoing resolution was introduced by Member _____ and
duly seconded by Member _____ and upon a roll call vote being taken thereon, the
following voted:

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this ____ day of _____, 2026.

Signature Board Chair, _____
Printed Name

Signature Board Clerk, _____
Printed Name



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Reduction Resolution

Director _____ introduced the following resolution and moved its adoption:

Resolution directing the administration to make recommendations for reductions in programs and positions and reasons therefore.

Whereas, if the financial condition of the school district indicates that the school board may need to reduce expenditures, and

Whereas, there may be a reduction in student enrollment, and,

Whereas, this reduction in expenditure and decrease in student enrollment may include discontinuance of positions and discontinuance or curtailment of programs, and,

Whereas, a determination must be made as to which teachers' contracts may be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions, be it resolved, by the School Board of Independent School District No. 485 as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and as a result of a reduction in enrollment make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

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

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this _____ day of _____, 2026.

_____ Board Chair

_____ Board Clerk



ISD #485

January 7, 2026

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
Margaret Benusa	\$50.00	Care Closet
Morrison County Food Shelf	\$750.00	Care Closet
Albert & Patricia Libke	\$40.00	Care Closet

Royalton American Legion	\$10,000	Football Field Project
Rice Area Sportsman	\$4,000	Trap Shooting

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

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)