



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

February 17, 2026

6:00 PM

1. Call to Order

2. Pledge to the Flag

3. Board Chair Comments

Description: Closed Session Summary: *At the January 7, 2026, board meeting there was a closed session as permitted by Minn. Stat. 13D.03, during which negotiation strategies were discussed. Those present were: Jon Andres, Lucas Boyd, Randy Hackett, Rian Hofstad, Ellie Holm, Maria Traut, Wayne LePard and Mandy Sadlo.*

4. Approval of Agenda

5. Appreciation, Recognition and Presentations

5.a. FFA Presentation

6. Recognition of Citizens for Input Purposes

7. Reports/News

7.a. Student School Board

7.b. Board Chair

7.c. Superintendent

7.d. Business Manager

7.e. Principal Report

7.f. Activities Director

8. Consent Agenda Approval

Description: *The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion. Would anyone like to move an item from the Consent Agenda to the Discussion part of the agenda?

8.a. Approval of Regular Board Meeting Minutes

8.b. Claims, Accounts and Financial

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

8.c. Approval of 2025-2027 RESP Contract

8.d. Approval of 2026-2029 Superintendent Contract

8.e. Approval of Personnel Changes

8.f. Approval of Final Policy Reading

9. Discussion/Information/Action Items

9.a. AIPAC Vote of Concurrence

9.b. 2026-2027 Calendar Discussion

Description: *We will only discuss the calendar this month and it will be brought back for a vote in March.*

9.c. 2027-Band Trip Proposal Approval

9.d. Approval of Donations by Resolution

9.e. Policy Reading

9.e.1.First Policy Reading

Description: 102: Equal Educational Opportunity
103: Complaints—Students, Employees, Parents, Others
206: Public Participation in School Board Meetings
505: Distribution of Non-School Sponsored Materials
507.5: School Resource Officer
903: Visitors to School Buildings and Sites

9.e.2.Second Policy Reading

Description: None this month.

10.Upcoming Meeting Schedule

Description:

Meeting	Date/Time	Location
<i>Finance Committee</i>	<i>Feb 25, 2026 at 12pm</i>	<i>DO Conference Room</i>
<i>Policy Committee</i>	<i>Feb 25, 2026 at 2pm</i>	<i>DO Conference Room</i>
<i>Regular Board Mtg</i>	<i>March 9, 2026 at 6pm</i>	<i>MS/Hs Media Center</i>

11.Adjournment



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

Financial Report

December 2025

Royalton Public Schools
Royalton, MN

December 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	896

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, 50% of the year was complete.
- Revenues received at the end of the reporting period were 48.2% of the budgeted amount.
- Expenditures disbursed at the end of the reporting period were 44.2% of the budgeted amount.
- Cash Balance as of the reporting period is \$4,466,406.
- 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 \$1,317,400 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 \$46,581 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.
- Revised Budget working sessions are underway and a proposed Revised budget will be brought to the finance committee in February. Various lines overbudget will be analyzed and incorporated into the Revised Budget.
- 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)

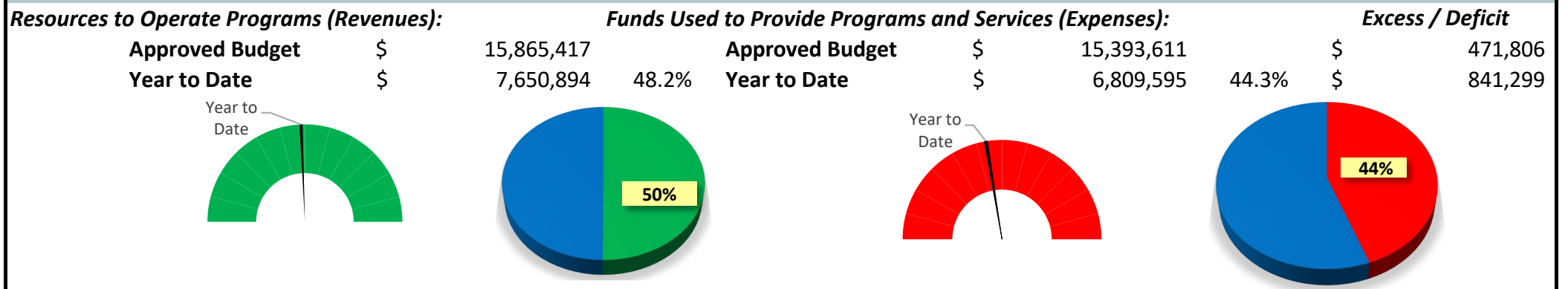
A separate report is provided showing operations details along with the payment register, receipts posted and journal entry transactions recorded during the month.

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

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

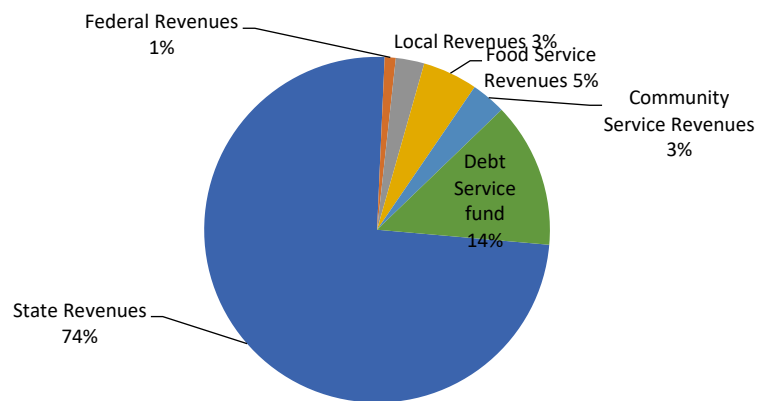
**Royalton Public Schools
Royalton, MN
Financial Statements Dashboard
As of December 31, 2025**

Financial Summary - Budgeted Amounts and Year to Date Activity

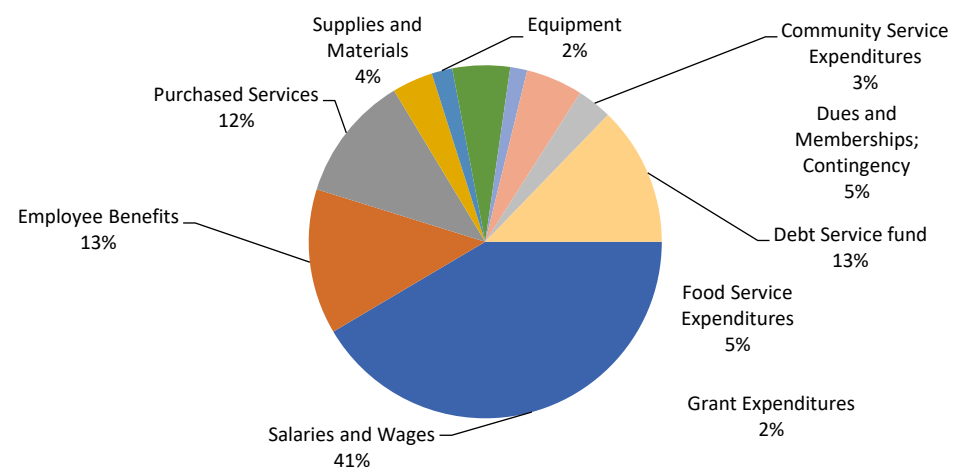


Budgets for the Year

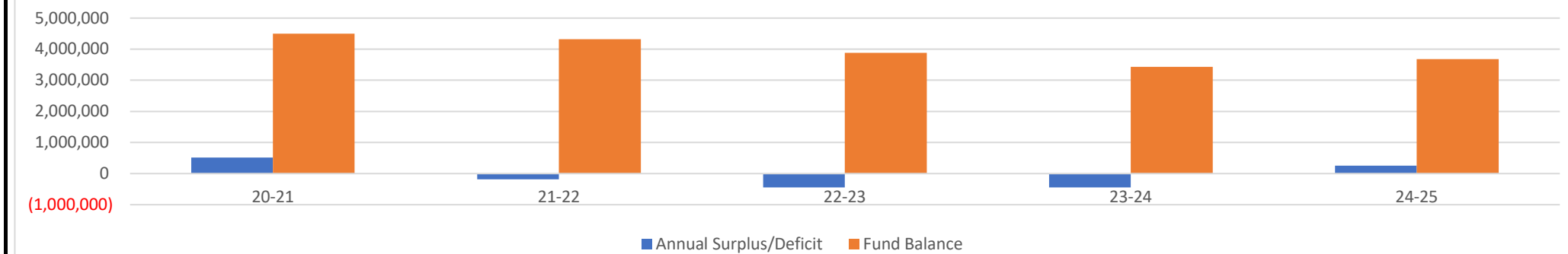
Where funds will come from to operate the school:



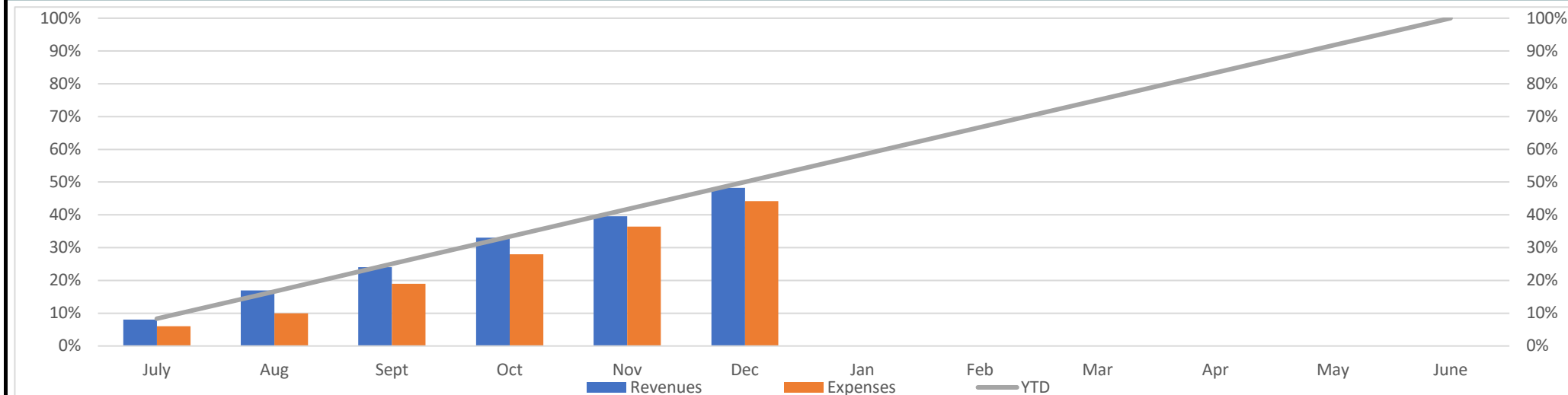
How the money is budgeted to be spent:



Fund Balance History

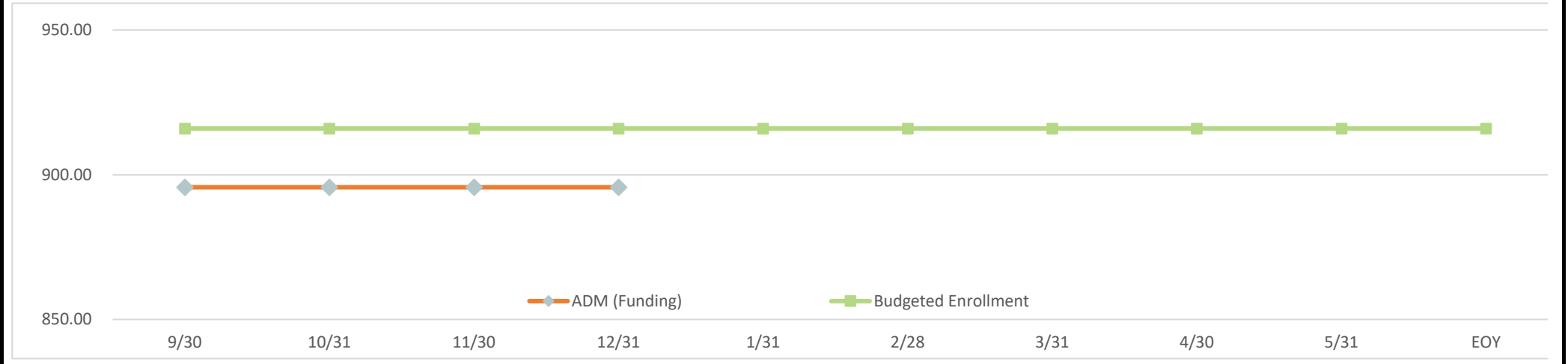


Current Year Financial Trend

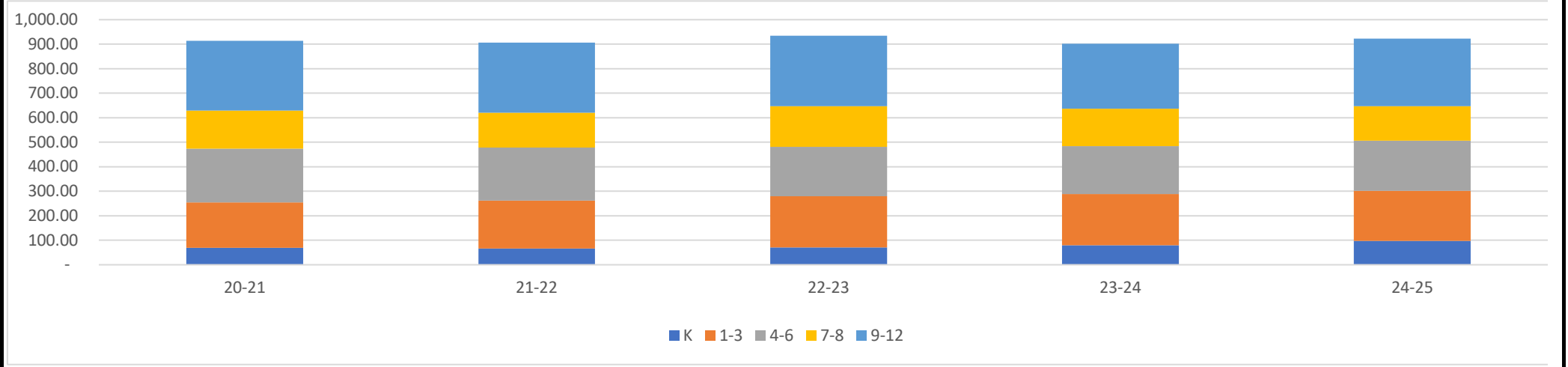


**Royalton Public Schools
Royalton, MN
Financial Statements Dashboard
As of December 31, 2025**

Current Year Student Enrollment Summary



Enrollment History



**Royalton Public Schools
Royalton, MN
Balance Sheet
December 31, 2025**

	Audited Balance July 1, 2025	Balance at End of the Month
Assets		
101 Cash	\$ 4,660,482	4,466,406
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	-	1,317,400
122 Federal aids due from MDE (prior year)	144,591	0
Current year federal aids receivable	-	46,581
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	\$ 7,406,242
Liabilities and Fund Balance		
Current liabilities		
201 Salaries and wages payable	\$ 482,042	0
206 Accounts payable	218,364	18,780
210.212 Due to Other Mn Districts, Gov't	41,366	28,328
215 Payroll deductions and contributions	417,841	(83,569)
Salaries & Benefits Summer Payable Accrual estimate	-	370,301
23x Deferred Prop Tax	2,549,931	2,549,931
Total liabilities	\$ 3,709,544	\$ 2,883,771
Fund balance		
Fund balance July 1st	\$ 3,681,172	3,681,172
Net income to date	-	841,299
Total fund balance	3,681,172	4,522,470
Total liabilities and fund balance	\$ 7,390,716	\$ 7,406,241

**Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
December 31, 2025**

		50%		
	Approved Budget	Year to Date Activity	%	of Budget
K-12	916.00	895.68		97.8%
Total All Funds				
Revenues				
State Revenues	\$ 11,790,155	\$ 5,665,587		48.1%
Federal Revenues	164,000	50,505		30.8%
Local Revenues	423,252	315,782		74.6%
Food Service Revenues	815,700	264,768		32.5%
Community Service Revenues	516,030	270,818		52.5%
Debt Service Revenues	2,156,280	1,083,434		50.3%
Total Revenues	\$ 15,865,417	\$ 7,650,894		48.2%
	<i>15,865,417</i>	<i>7,650,894</i>		
Expenditures				
Salaries and Wages	\$ 6,387,996	\$ 2,903,590		45.5%
Employee Benefits	2,048,744	833,677		40.7%
Purchased Services	1,779,135	874,468		49.2%
Supplies and Materials	575,630	366,848		63.7%
Equipment	292,000	118,671		40.6%
Dues and Memberships; Other Fees	810,969	386,840		47.7%
Grant Expenditures	239,305	49,380		20.6%
Food Service Expenditures	802,544	339,430		42.3%
Community Service Expenditures	493,007	227,088		46.1%
Debt Service Expenditures	1,964,281	709,605		36.1%
Total Expenditures	\$ 15,393,611	\$ 6,809,595		44.2%
	<i>15,393,611</i>	<i>6,809,595</i>		
Change in Fund Balance, All Funds	\$ 471,806	\$ 841,299		
Beginning Fund Balance	\$ 3,681,172			
Ending Fund Balance	\$ 4,152,978			
Fund Balance % of Expenditures		27.0%		

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**Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
December 31, 2025**

50%

Approved Budget	Year to Date Activity	% of Budget
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General Fund - 01

Revenues

State revenues

211 General Education Aid	\$ 8,661,661	3,574,519	41.3%
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	84,083	59.4%
370 Other State Aids	7,150	50,056	700.1%
380 CTE	16,455	0	0.0%
001 Levy	849,335	372,388	43.8%
Estimated State Holdback Amount		1,317,400	N/A
Total State Revenues	\$ 11,790,155	\$ 5,665,587	48.1%

Federal Revenues

401 Title I	\$ 104,000	\$ 45,998	44.2%
419 and 420 Federal Special Ed	60,000	583	1.0%
628 Perkins	-	3,924	0.0%
Total Federal Revenues	\$ 164,000	\$ 50,505	30.8%

Local Revenues

021 Tuition from MN Districts	\$ 1,440	0	0.0%
050 Fees from Patrons	-	0	0.0%
071 Medical Assistance	20,000	211	1.1%
092 Interest Earnings	150,000	64,170	42.8%
093 Rent	-	357	0.0%
619/620 Fundraising	-	(4,514)	0.0%
096 Donations	8,500	3,350	39.4%
625 Insurance Reimbursements	-	-	0.0%
099 Other Revenues	41,140	37,838	92.0%
Athletic Revenues PRG 292-298	66,445	113,715	171.1%
FD 08 Scholarship Revenues	10,550	11,750	111.4%
FD 12 Student Activity Revenues	125,177	88,906	71.0%
Total Local Revenues	\$ 423,252	\$ 315,782	74.6%

Total Revenues	\$ 12,377,407	\$ 6,031,874	48.7%
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**Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
December 31, 2025**

	Approved Budget	Year to Date Activity	50% % of Budget
Expenditures			
100 Salaries and Wages	\$ 5,334,018	2,154,896	40.4%
200 Employee Benefits	1,759,386	740,736	42.1%
Salary and Benefit Accrual (estimated)		278,689	N/A
Total Salaries and Benefits	7,093,404	3,174,321	44.7%
305 Contracted Services	653,845	262,773	40.2%
320 Communications Services	25,750	10,975	42.6%
329 Postage	5,052	2,884	57.1%
330 Utilities	334,500	144,477	43.2%
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	75,113	62.5%
366 Travel, Conferences, and Staff Training	11,450	2,504	21.9%
369 Field Trips inc. transportation	3,750	0	0.0%
810-401 Supplies - Maintenance	115,000	64,362	56.0%
401 Supplies - Non Instructional	48,505	18,964	39.1%
405 Non-Instructional Software and License Fees	40,000	30,424	76.1%
406 Instructional Software License Agreements	62,000	54,471	87.9%
430 Instructional Supplies	182,800	123,105	67.3%
440 Fuels	78,500	34,230	43.6%
460 Textbooks/Curriculum	40,000	38,671	96.7%
470 Library Materials	1,000	15	1.5%
530 Equipment Purchased	192,000	16,502	8.6%
555 Technology Equipment	75,000	89,275	119.0%
560 Technology Leases	25,000	12,894	51.6%
820 Dues and Memberships; Other Fees	45,290	45,163	99.7%
FIN 316 Staff Development	145,192	23,229	16.0%
FIN 343 School Library Aid	41,000	10,916	26.6%
FIN 372 Third Party Billing	825	17	2.1%
FIN 373 Student Support Expenditures	32,960	12,264	37.2%
PRG 292-298 Athletic	480,514	211,757	44.1%
PRG 422 ADSIS			0.0%
FIN 740 State Special Education Programs Expenditures			
100 Salaries and Wages	\$ 1,053,978	378,393	35.9%
200 Benefits	289,358	92,941	32.1%
Salary and Benefit Accrual (estimated)		91,612	N/A
Total Salaries and Benefits	1,343,336	562,945	41.9%
394 Contracted Services	403,300	203,604	50.5%
433 Supplies	7,000	2,589	37.0%
360 Special Ed/Homeless Transportation	76,788	27,576	35.9%
REAP Expenditures			0.0%
PROG 422 ADSIS			0.0%
FIN 401 Title I Expenditures	203,870	45,998	22.6%
FIN 414 Title II Expenditures	35,435	0	0.0%
FIN 619 Federal Special Education Program	-	583	0.0%
FIN 628 Perkins		2,799	0.0%
Chargebacks	(63,242)	0	0.0%
FD 08 Scholarships	14,935	1,400	9.4%
FD 12 Student Activity Expenditures	114,320	82,111	71.8%
Total Expenditures	\$ 12,133,779	\$ 5,533,473	45.6%

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Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
December 31, 2025

50%

Approved Budget	Year to Date Activity	% of Budget
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General Fund - 01 Summary

Revenues

State Revenues	\$ 11,790,155	\$ 5,665,587	48.1%
Federal Revenues	164,000	50,505	30.8%
Local Revenues	423,252	315,782	74.6%
Total Revenues	\$ 12,377,407	\$ 6,031,874	48.7%

12,377,407

6,031,874

Expenditures

Salaries & Benefits	\$ 7,093,404	\$ 3,174,321	44.8%
Purchased Services	1,299,047	643,288	49.5%
Supplies and Materials	568,630	364,258	64.1%
Equipment	292,000	118,671	40.6%
Dues and Memberships; Other Fees	810,969	386,840	47.7%
Grant Expenditures	2,069,729	846,095	40.9%
Total Expenditures	\$ 12,133,779	\$ 5,533,473	45.6%

12,133,779

5,533,473

Net effect of Operations, General Fund	\$ 243,628	\$ 498,402	
Change in Fund Balance, General Fund	\$ 243,628	\$ 498,402	
Beginning Fund Balance	\$ 2,637,492		
Ending Fund Balance	\$ 2,881,120		

Fund Balance % of Expenditures 24%

Food Services Fund - 02

Revenues

State Revenues	\$ 421,050	155,451	36.9%
Federal Revenues	301,650	95,103	31.5%
Commodities	55,000	0	0.0%
Sale of Lunches and Other Local Revenues	38,000	14,214	37.4%
Total Revenues	\$ 815,700	\$ 264,768	32.5%

Expenditures

100.200 Salaries & Benefits	\$ 352,213	140,010	39.8%
300 Purchased Services	6,180	11,463	185.5%
400 Food, Milk, and supplies	320,275	179,237	56.0%
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	\$ 339,430	42.3%

Net effect of Operations, Food Service	\$ 13,156	\$ (74,662)	
Change in Fund Balance, Food Service Fund	\$ 13,156	\$ (74,662)	
Beginning Fund Balance	\$ 181,125		
Ending Fund Balance	\$ 194,281		

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**Royalton Public Schools
Royalton, MN
Statement of Revenue and Expenditures
December 31, 2025**

50%

Approved Budget	Year to Date Activity	% of Budget
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Community Service Fund - 04

Revenues

Levy	\$ 38,200	16,032	42.0%
State Aids	95,806	54,650	57.0%
Tuition From Patrons	382,024	200,136	52.4%
Total Revenues	\$ 516,030	\$ 270,818	52.5%

Expenditures

Salaries & Benefits	\$ 429,257	206,340	48.1%
Purchased Services	45,500	7,922	17.4%
Supplies	18,250	12,508	68.5%
Dues and Memberships	-	317	0.0%
Total Expenditures	\$ 493,007	\$ 227,088	46.1%
Net effect of Operations, Community Service Fund	\$ 23,023	\$ 43,730	
Change in Fund Balance, Community Service Fund	\$ 23,023	\$ 43,730	
Beginning Fund Balance	\$ 423,544	\$ -	
Ending Fund Balance	\$ 446,567	\$ -	

Debt Service Fund - 07

Revenues

Levy	\$ 1,389,829	912,604	65.7%
State Aids	766,451	170,831	22.3%
Total Revenues	\$ 2,156,280	\$ 1,083,434	50.3%

Expenditures

710 Bond Principal	\$ 1,025,000	140,000	13.7%
720 Bond Interest	938,256	569,130	60.7%
790 Other Debt Service Exp	1,025	475	46.3%
Total Expenditures	\$ 1,964,281	\$ 709,605	36.1%
Net effect of Operations, Debt Service Fund	\$ 191,999	\$ 373,830	
Transfer in from General Fund	\$ -		
Change in Fund Balance, Debt Service Fund	\$ 191,999	\$ 373,830	
Beginning Fund Balance	\$ 439,016	\$ -	
Ending Fund Balance	\$ 631,015	\$ -	

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Organizational Meeting

Wednesday, January 7, 2026 6:00 PM

High School Media Center, Enter Door #7, 120 South Hawthorn Street, Royalton, MN 56373

Jon Andres: Present

Lucas Boyd: Present

Randy Hackett: Present

Rian Hofstad: Present

Ellie Holm: Present

Maria Traut: Present

Present: 6.

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Approval of Agenda

Action(s):

Approval of Agenda. This motion, made by Rian Hofstad and seconded by Maria Traut, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

Discussion: Board Changed 10a from Board Chair Comment to Student Board Member Comments

5. Election of Officers

5.a. Chairperson

Discussion: Nomination of Rian Hofstad and Ellie Holm as co-chairs made by Jon Andres. Passed by acclamation.

5.b. Co-Chairperson/Vice Chairperson

5.c. Clerk

Discussion: Ellie Holm nominated Jon Andres as Clerk. Passed by acclamation

5.d. Treasurer

Discussion: Lucas Boyd nominated Maria Traut as Treasurer. Passed by acclamation.

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 __.

Action(s) :

Motion to approve the meeting dates of: February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, and December 14 (Regular and Truth in Taxation). This motion, made by Jon Andres and seconded by Randy Hackett, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

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.

Action(s) :

Motion to Approve Compensation for directors at \$2,500/year, \$250/year for each co-chair, and \$500/year for Mid-State Representative. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

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.

Action(s) :

Motion to keep the Official Depositories for District fund the same as current. This motion, made by Ellie Holm and seconded by Maria Traut, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Discussion: Motion to keep the Official Depositories for District fund the same.

7. Other Organizational Action Items

7.a. Setting of Finance Meeting Time and Dates

Action(s) :

Motion to hold Finance Committee meetings the 4th Wednesday of every month at 12pm. This motion, made by Maria Traut 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

7.b. Setting of Policy Meeting Time and Dates

Action(s) :

Motion to hold Policy Committee meetings the 4th Wednesday of every month at 2pm. 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

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

Action(s) :

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

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Discussion: Consent agenda items 11.j.3 and 11.j.7 were pulled from the consent agenda for further discussion and were excluded from the vote.

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.

Action(s) :

Motion to remove Maria Traut from Policy Committee. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

- 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.

Action(s):

Motion to remove Randy Hackett from Finance Committee. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

- 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

Action(s):

Motion to approve Combined Polling Places Resolution. This motion, made by Randy Hackett and seconded by Ellie Holm, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

12.b. Approval of Reduction Resolution

Action(s):

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

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

12.c. Inclement Weather Options

12.d. Approval of Donations by Resolution

Action(s):

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

Voting Detail:

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

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

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**

Action(s):

Motion to close the open meeting at __7:00__pm. This motion, made by Ellie Holm and seconded by Randy Hackett, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

Motion to open the closed meeting at __7:06__pm. This motion, made by Maria Traut 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

Motion to close the closed meeting at __7:35__pm. This motion, made by Randy Hackett 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

Motion to open the open meeting at __7:36__pm. This motion, made by Lucas Boyd and seconded by Ellie Holm, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

15. **Adjournment**

Action(s):

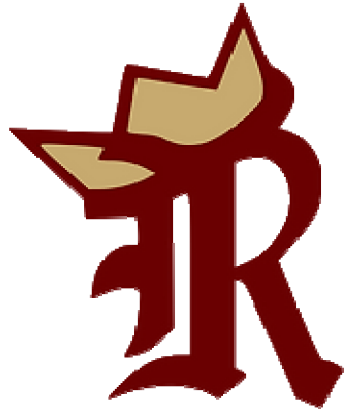
The meeting was adjourned at 7:36 PM. This motion, made by Maria Traut and seconded by Randy Hackett, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Board Secretary



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

Supplemental Information

December 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
11368	0485	PCB														
Adult Season Passes			29960	Credit	A	12/01/25		Wire	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292	000 000	060	ADM & STUD ACT REV					80.00	0.00
														Receipt Total:	\$80.00	\$0.00
Lunch			29961	Credit	A	12/01/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770	000 701	601	SALES TO PUPILS					145.00	0.00
														Receipt Total:	\$145.00	\$0.00
HS One Act Play			29962	Credit	A	12/01/25		Walmart	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			29963	Credit	A	12/01/25		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
														Deposit Total:	\$325.00	\$0.00
11369	0485	PCB														
Adult Season Passes			29964	Credit	A	12/02/25		Wire	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292	000 000	060	ADM & STUD ACT REV					80.00	0.00
														Receipt Total:	\$80.00	\$0.00
Lunch			29965	Credit	A	12/02/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770	000 701	601	SALES TO PUPILS					125.00	0.00
														Receipt Total:	\$125.00	\$0.00
														Deposit Total:	\$205.00	\$0.00
11370	0485	PCB														
Lunch			29966	Credit	A	12/04/25		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
Milk			29967	Credit	A	12/04/25		Wire	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
														Deposit Total:	\$80.00	\$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
11371	0485	PCB														
Lunch			29968	Credit	A	12/05/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					211.00	0.00
														Receipt Total:	\$211.00	\$0.00
														Deposit Total:	\$211.00	\$0.00
11372	0485	PCB														
Milk			29969	Credit	A	12/06/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
														Deposit Total:	\$30.00	\$0.00
11373	0485	PCB														
Milk			29970	Credit	A	12/07/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
														Deposit Total:	\$30.00	\$0.00
11374	0485	PCB														
Lunch			29971	Credit	A	12/08/25		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
HS Softball			29972	Credit	A	12/08/25		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
														Deposit Total:	\$110.00	\$0.00
11375	0485	ACT														
Concessions			29973	Credit	A	12/02/25		Cash	1	ROYALTON CONCESSION						
						0485	R 12 020 298 018 301 620			Sale of Goods/Stud Acts-SA					900.00	0.00
														Receipt Total:	\$900.00	\$0.00
FFA Jacket			29974	Credit	A	12/02/25		Check	1	ROYALTON FFA						
						0485	R 12 020 298 030 301 620			Sale of Goods/Stud Acts-SA					319.00	0.00
														Receipt Total:	\$319.00	\$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
11375	0485	ACT														
Fall Play Concessions			29975	Credit	A	12/02/25		Cash	1	ROYALTON DRAMA CLUB						
						0485	R 12 020 298	023 301 620		Sale of Goods/Stud Acts-SA					161.25	0.00
														Receipt Total:	\$161.25	\$0.00
														Deposit Total:	\$1,380.25	\$0.00
11376	0485	PCB														
Lunch			29976	Credit	A	12/02/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770	000 701 601		SALES TO PUPILS					22.00	0.00
														Receipt Total:	\$22.00	\$0.00
Lunch			29977	Credit	A	12/02/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770	000 701 601		SALES TO PUPILS					10.10	0.00
														Receipt Total:	\$10.10	\$0.00
Milk			29978	Credit	A	12/02/25		Cash	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
Tower Rental			29979	Credit	A	12/02/25		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
Map			29980	Credit	A	12/02/25		Cash	1	COMMUNITY EDUCATION						
						0485	R 04 000 570	000 321 040		Tuition From Patrons					46.00	0.00
														Receipt Total:	\$46.00	\$0.00
CE GBB Tournament Entry Fee			29981	Credit	A	12/02/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 000 505	000 321 040		Tuition From Patrons					480.00	0.00
														Receipt Total:	\$480.00	\$0.00
														Deposit Total:	\$1,980.91	\$0.00
11377	0485	PCB														
HS One Act Play			29982	Credit	A	12/09/25		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
														Deposit 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
11378	0485	PCB														
Lunch			29983	Credit	A	12/11/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					15.00	0.00
														Receipt Total:	\$15.00	\$0.00
Milk			29984	Credit	A	12/11/25		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:	\$25.00	\$0.00
11379	0485	PCB														
Adult Season Passes			29985	Credit	A	12/12/25		Wire	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 060			ADM & STUD ACT REV					80.00	0.00
														Receipt Total:	\$80.00	\$0.00
Class Dues			29986	Credit	A	12/12/25		Wire	1	Class of 2032						
						0485	R 12 020 298 032 301 060			Admission/Stud Acts-SA Cla					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$100.00	\$0.00
11380	0485	PCB														
ES Tech Ins Fee			29987	Credit	A	12/13/25		Wire	1	ROYALTON TECHNOLOG						
						0485	R 01 000 000 690 000 099			Misc Local Revenue-Tech Ins					12.00	0.00
														Receipt Total:	\$12.00	\$0.00
Lunch			29988	Credit	A	12/13/25		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
One Act Play			29989	Credit	A	12/13/25		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
Milk			29990	Credit	A	12/13/25		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
MS One Act Play			29991	Credit	A	12/13/25		Wire	1	ACTIVITIY FEE'S						
						0485	R 01 000 292 000 000 050			Fees From Patrons					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
11380	0485	PCB														
MS Speech			29992	Credit	A	12/13/25		Wire	1	ACTIVIY 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:	\$112.00	\$0.00
11381	0485	PCB														
Lunch			29993	Credit	A	12/15/25		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
														Deposit Total:	\$80.00	\$0.00
11382	0485	PCB														
Robotics			29995	Credit	A	12/04/25		Check	1	COMMUNITY EDUCATION						
						0485	R 04 005 505	053 321	060	ROBOTICS Admission/Stud					150.00	0.00
														Receipt Total:	\$150.00	\$0.00
														Deposit Total:	\$80.00	\$0.00
Lunch			29996	Credit	A	12/04/25		Check	1	FOOD SERVICE						
						0485	R 02 005 770	000 701	601	SALES TO PUPILS					50.50	0.00
														Receipt Total:	\$50.50	\$0.00
														Deposit Total:	\$668.00	\$0.00
BBB Gate Admission	12-02		29997	Credit	A	12/04/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 294	055 000	060	BOYS BASKETBALL Admis					668.00	0.00
														Receipt Total:	\$668.00	\$0.00
														Deposit Total:	\$125.00	\$0.00
Season Passes			29998	Credit	A	12/04/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292	000 000	060	ADM & STUD ACT REV					125.00	0.00
														Receipt Total:	\$125.00	\$0.00
														Deposit Total:	\$500.00	\$0.00
Scholarship Class of 2026			29999	Credit	A	12/04/25		Check	1	ROYALTON PTO						
						0485	R 08 000 000	000 340	096	Scholarships					500.00	0.00
														Receipt Total:	\$500.00	\$0.00
														Deposit Total:	\$2.00	\$0.00
Lunch			30000	Credit	A	12/04/25		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

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
11382	0485	PCB														
Perkins			30001	Credit	A	12/04/25		Check	1	WRIGHT TECHNICAL CEI						
						0485	R 01 000 000 000	628	400	FEDERAL AID & GRANTS					810.58	0.00
														Receipt Total:	\$810.58	\$0.00
CE BBB Tournament Entry Fee			30002	Credit	A	12/04/25		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 GBB Tournament Entry Fee			30003	Credit	A	12/04/25		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:	\$2,546.08	\$0.00
11383	0485	ACT														
Adrenaline Card Sales			30004	Credit	A	12/04/25		Check	1	ROYALTON BOYS BASKE						
						0485	R 12 020 294 079	301	620	Sale of Goods/Stud Acts-SA					3,630.00	0.00
														Receipt Total:	\$3,630.00	\$0.00
Concessions			30005	Credit	A	12/04/25		Cash	1	ROYALTON CONCESSION						
						0485	R 12 020 298 018	301	620	Sale of Goods/Stud Acts-SA					1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
														Deposit Total:	\$4,630.00	\$0.00
11384	0485	PCB														
Lunch			30006	Credit	A	12/16/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000	701	601	SALES TO PUPILS					125.00	0.00
														Receipt Total:	\$125.00	\$0.00
Milk			30007	Credit	A	12/16/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000	703	601	Food Sales To Pupils					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
														Deposit Total:	\$155.00	\$0.00
11385	0485	PCB														
Milk			30008	Credit	A	12/11/25		Cash	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

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
11385	0485	PCB														
Map			30009	Credit	A	12/11/25		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
Wrestling Admissions	12/05		30010	Credit	A	12/11/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 294	056 000	060	BOYS WRESTLING Admissi					1,414.00	0.00
														Receipt Total:	\$1,414.00	\$0.00
Tech- Repairs			30011	Credit	A	12/11/25		Cash	1	ROYALTON TECHNOLOG						
						0485	R 01 000 000	690 000	099	Misc Local Revenue-Tech In					500.00	0.00
														Receipt Total:	\$500.00	\$0.00
Lunch			30012	Credit	A	12/11/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770	000 701	601	SALES TO PUPILS					3.00	0.00
														Receipt Total:	\$3.00	\$0.00
Care Closet Donation	Benusa		30013	Credit	A	12/11/25		Check	1	Miscellaneous Customer						
						0485	R 01 000 298	151 000	096	CARE CLOSET Gifts And Be					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Sysco Reimbursement	Waytash		30014	Credit	A	12/11/25		Check	1	Miscellaneous Customer						
						0485	E 02 005 770	000 701	490	FOOD					107.37	0.00
														Receipt Total:	\$107.37	\$0.00
Lunch			30015	Credit	A	12/11/25		Check	1	FOOD SERVICE						
						0485	R 02 005 770	000 701	601	SALES TO PUPILS					200.00	0.00
														Receipt Total:	\$200.00	\$0.00
CE BBB Tournament Entry Fee			30016	Credit	A	12/11/25		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 GBB Tournament Entry Fee			30017	Credit	A	12/11/25		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			30018	Credit	A	12/11/25		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
11385	0485	PCB														
Jury Duty Skwira			30019	Credit	A	12/11/25		Cash	1	Miscellaneous Customer						
						0485	R 01 000 000 000 000 099			MISC REV FROM LOCAL					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$2,774.37	\$0.00
11386	0485	ACT														
Volleyball Fundraiser			30020	Credit	A	12/11/25		Cash	1	ROYALTON VOLLEYBALL						
						0485	R 12 020 296 045 301 620			Sale of Goods/Stud Acts-SA					450.00	0.00
														Receipt Total:	\$450.00	\$0.00
														Deposit Total:	\$1,130.00	\$0.00
11387	0485	PCB														
Lunch			30022	Credit	A	12/17/25		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
11388	0485	PCB														
Lunch			30023	Credit	A	12/18/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					75.00	0.00
														Receipt Total:	\$75.00	\$0.00
														Deposit Total:	\$75.00	\$0.00
11389	0485	PCB														
Lunch			30024	Credit	A	12/18/25		Wire	1	FOOD SERVICE						
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
														Deposit Total:	\$105.00	\$0.00
11389	0485	PCB														
Lunch			30025	Credit	A	12/19/25		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

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
11389	0485	PCB														
Milk			30026	Credit	A	12/19/25		Wire	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
														Deposit Total:	\$100.00	\$0.00
11390	0485	PCB														
Milk			30027	Credit	A	12/20/25		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:	\$20.00	\$0.00
11391	0485	PCB														
Lunch			30028	Credit	A	12/22/25		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
Milk			30029	Credit	A	12/22/25		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:	\$50.00	\$0.00
11392	0485	PCB														
CE Basketball Entry Fee			30030	Credit	A	12/16/25		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
Lunch			30031	Credit	A	12/16/25		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
Season Passes			30032	Credit	A	12/16/25		Check	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 060			ADM & STUD ACT REV					255.00	0.00
														Receipt Total:	\$255.00	\$0.00
GBB & BBB Admissions			30033	Credit	A	12/16/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 296 055 000 060			GIRLS BASKETBALL Admis:					321.00	0.00
						0485	R 01 000 294 055 000 060			BOYS BASKETBALL Admis:					321.00	0.00
														Receipt Total:	\$642.00	\$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
11392	0485	PCB														
Care Closet Donation Libke			30034	Credit	A	12/16/25		Check	1	Miscellaneous Customer						
						0485	R 01 000 298	151 000 096		CARE CLOSET Gifts And Be					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
Care Closet Donation MCFS			30035	Credit	A	12/16/25		Check	1	Miscellaneous Customer						
						0485	R 01 000 298	151 000 096		CARE CLOSET Gifts And Be					750.00	0.00
														Receipt Total:	\$750.00	\$0.00
														Deposit Total:	\$1,812.05	\$0.00
11393	0485	ACT														
Fruit Sale			30036	Credit	A	12/16/25		Cash	1	ROYALTON FFA						
						0485	R 12 020 298	030 301 620		Sale of Goods/Stud Acts-SA					906.00	0.00
														Receipt Total:	\$906.00	\$0.00
FFA Dues			30037	Credit	A	12/16/25		Cash	1	ROYALTON FFA						
						0485	R 12 020 298	030 301 620		Sale of Goods/Stud Acts-SA					260.00	0.00
														Receipt Total:	\$260.00	\$0.00
Santa PTO Breakfast			30038	Credit	A	12/16/25		Cash	1	ROYALTON FFA						
						0485	R 12 020 298	030 301 620		Sale of Goods/Stud Acts-SA					497.00	0.00
														Receipt Total:	\$497.00	\$0.00
														Deposit Total:	\$1,663.00	\$0.00
11394	0485	PCB														
Lunch			30039	Credit	A	12/23/25		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:	\$40.00	\$0.00
11395	0485	PCB														
Lunch			30040	Credit	A	12/19/25		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 & Milk			30041	Credit	A	12/19/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770	000 701 601		SALES TO PUPILS					2.70	0.00
						0485	R 02 005 770	000 703 601		Food Sales To Pupils					29.00	0.00
														Receipt Total:	\$31.70	\$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
11395	0485	PCB														
Lunch			30042	Credit	A	12/19/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					10.10	0.00
														Receipt Total:	\$10.10	\$0.00
Lunch & Milk			30043	Credit	A	12/19/25		Check	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					5.05	0.00
						0485	R 02 005 770 000 703 601			Food Sales To Pupils					80.00	0.00
														Receipt Total:	\$85.05	\$0.00
GBB Admissions 12-16			30044	Credit	A	12/19/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 296 055 000 060			GIRLS BASKETBALL Admis:					300.00	0.00
														Receipt Total:	\$300.00	\$0.00
Season Passes			30045	Credit	A	12/19/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 060			ADM & STUD ACT REV					120.00	0.00
														Receipt Total:	\$120.00	\$0.00
GBB Gate Admissions 12-12			30046	Credit	A	12/19/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 296 055 000 060			GIRLS BASKETBALL Admis:					194.00	0.00
														Receipt Total:	\$194.00	\$0.00
Lunch			30047	Credit	A	12/19/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					15.00	0.00
														Receipt Total:	\$15.00	\$0.00
SCTCC Milage Reimbursement			30048	Credit	A	12/19/25		Check	1	WRIGHT TECHNICAL CEI						
						0485	R 01 000 760 000 000 099			Misc Local Revenue					159.08	0.00
														Receipt Total:	\$159.08	\$0.00
														Deposit Total:	\$934.93	\$0.00
11396	0485	PCB														
Concessions			30049	Credit	V	12/19/25		Cash	1	ROYALTON CONCESSION						
						0485	R 12 020 298 018 301 620			Sale of Goods/Stud Acts-SA					1,410.00	0.00
														Receipt Total:	\$1,410.00	\$0.00
T-Shirts/Pollinator Project			30050	Credit	V	12/19/25		Check	1	ROYALTON TECH ED CLL						
						0485	R 12 020 298 035 301 060			Admission/Stud Acts-SA Tecl					625.00	0.00
														Receipt Total:	\$625.00	\$0.00
														Deposit Total:	\$2,035.00	\$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
11432	0485	PCB														
ES Tech Ins Fee			30086	Credit	A	12/31/25		Wire	1	ROYALTON TECHNOLOG						
						0485	R 01 000 000	690 000	099	Misc Local Revenue-Tech Ins					75.00	0.00
														Receipt Total:	\$75.00	\$0.00
HS Tech Ins Fee			30087	Credit	A	12/31/25		Wire	1	ROYALTON TECHNOLOG						
						0485	R 01 000 000	690 000	099	Misc Local Revenue-Tech Ins					25.00	0.00
														Receipt Total:	\$25.00	\$0.00
HS Tech Repair Fee			30088	Credit	A	12/31/25		Wire	1	ROYALTON TECHNOLOG						
						0485	R 01 000 000	690 000	099	Misc Local Revenue-Tech Ins					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
														Deposit Total:	\$200.00	\$0.00
11433	0485	PCB														
December Arux Deposits			30089	Credit	A	12/31/25		Wire	1	COMMUNITY EDUCATION						
						0485	R 04 000 000	000 325	099	Misc Local Revenue					338.52	0.00
						0485	R 04 000 000	081 321	040	Tuition From Patrons					3,144.77	0.00
						0485	R 04 000 505	505 321	040	Youth Enrichment Tuition Frc					1,566.88	0.00
						0485	R 04 000 505	506 321	040	Adult Enrichment Tuition Froi					301.27	0.00
						0485	R 04 000 570	000 321	040	Tuition From Patrons					8,518.11	0.00
						0485	R 04 000 582	000 344	040	School Readiness Tuition Frc					15,379.50	0.00
														Receipt Total:	\$29,249.05	\$0.00
														Deposit Total:	\$29,249.05	\$0.00
11434	0485	PCB														
Credit			30090	Debit	V	12/31/25		Wire	1	COMMUNITY EDUCATION						
						0485	R 04 000 000	000 325	040	ECFE Tuition From Patrons					(120.00)	0.00
														Receipt Total:	(120.00)	\$0.00
Original Receipt # 30090			30091	Debit	V	12/31/25		Check-V1		COMMUNITY EDUCATION						
						0485	R 04 000 000	000 325	040						120.00	0.00
														Receipt Total:	\$120.00	\$0.00
														Deposit Total:	\$0.00	\$0.00
11439	0485	MNTR CR122f														
FY26 IDEAS 12.15.25			30101	Credit	A	12/15/25		Check	1	STATE OF MINNESOTA						
						0485	R 01 000 000	000 000	211	FY26 GenEd Aid					557,461.45	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
11439	0485	MNTR	CR1225													
FY26 IDEAS	12.15.25			30101	Credit	A	12/15/25	Check	1	STATE OF MINNESOTA						
							0485	R	01 000 000 000 000 369	FY26 Hrly Worker Unemploy				84,083.19	0.00	
														Receipt Total:	\$641,544.64	\$0.00
														Deposit Total:	\$641,544.64	\$0.00
11440	0485	MNTR	CR1225													
FY26 IDEAS	12.30.25			30102	Credit	A	12/30/25	Check	1	STATE OF MINNESOTA						
							0485	R	01 000 000 000 000 211	FY26 GenEd Aid				273,399.99	0.00	
							0485	R	07 000 000 000 000 234	FY26 Hmstd/Ag Mkt Value				4,169.48	0.00	
							0485	R	07 000 000 000 000 258	FY26 Schl Building Bond Ag				46,088.89	0.00	
							0485	R	07 000 000 000 000 229	FY26 Disparity Reduct				30.38	0.00	
							0485	R	04 000 000 000 321 300	FY26 Community Ed Aid				2,598.64	0.00	
							0485	R	04 000 000 000 325 300	FY26 ECFE Aid				9,279.13	0.00	
							0485	R	04 000 000 000 344 300	FY26 School Readiness				9,092.69	0.00	
							0485	R	04 000 000 000 354 300	FY26 Presch Health Screenii				905.40	0.00	
							0485	R	07 000 865 000 000 317	FY26 LTFM REVENUE				15,501.25	0.00	
							0485	R	04 000 000 000 328 300	FY26 Home Visiting				175.86	0.00	
							0485	R	01 000 000 000 000 227	FY26 ABATEMENT				13.87	0.00	
							0485	R	04 000 000 000 321 227	FY26 ABATEMENT Fd 04				3.21	0.00	
							0485	R	07 000 000 000 000 227	FY26 Abatement Fd 07				376.97	0.00	
							0485	R	07 000 000 000 000 309	FY26 Debt Svc Equalization				12,626.05	0.00	
														Receipt Total:	\$374,261.81	\$0.00
														Deposit Total:	\$374,261.81	\$0.00
11441	0485	MNTR	CR1225													
FY26 CLICS				30103	Credit	A	12/03/25	Check	1	STATE OF MINNESOTA						
							0485	R	02 005 770 000 701 472	FY26 Free/Reduced Lunch				19,558.80	0.00	
							0485	R	02 005 770 000 705 300	FY26 State Breakfast				9,466.76	0.00	
							0485	R	02 005 770 000 703 300	FY26 State Spec Milk				179.40	0.00	
							0485	R	02 005 770 000 701 471	FY26 HHFKA Lunch				1,320.12	0.00	
							0485	R	02 005 770 000 701 300	FY26 State Lunch				43,293.56	0.00	
							0485	R	02 005 770 000 705 476	FY26 Fed Breakfast				7,556.44	0.00	
							0485	R	02 005 770 000 701 471	FY26 Fed Lunch				6,453.92	0.00	
														Receipt Total:	\$87,829.00	\$0.00
														Deposit Total:	\$87,829.00	\$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
11442	0485	MNTR	CR1225													
FY26 CLICS			30104	Credit	A	12/10/25		Check	1	STATE OF MINNESOTA						
						0485	R 02 005 770 000 701 472			FY26 Free/Reduced Lunch				32,282.32		0.00
						0485	R 02 005 770 000 701 471			FY26 HHFKA Lunch				2,427.12		0.00
						0485	R 02 005 770 000 705 476			FY26 Fed Breakfast				13,637.90		0.00
						0485	R 02 005 770 000 701 300			FY26 State Lunch				83,275.54		0.00
						0485	R 02 005 770 000 705 300			FY26 State Breakfast				18,819.34		0.00
						0485	R 02 005 770 000 701 471			FY26 Fed Lunch				11,865.92		0.00
						0485	R 02 005 770 000 703 300			FY26 State Spec Milk				284.00		0.00
Receipt Total:														\$162,592.14		\$0.00
Deposit Total:														\$162,592.14		\$0.00
11443	0485	MNTR	CR1225													
FY26 SEBT Trsf Program Aid			30105	Credit	A	12/15/25		Check	1	STATE OF MINNESOTA						
						0485	R 02 005 000 000 000 300			FY26 SEBT Transfer Progran				132.83		0.00
Receipt Total:														\$132.83		\$0.00
Deposit Total:														\$132.83		\$0.00
11444	0485	MNTR	CR1225													
FY26 ELSA II Draw			30106	Credit	A	12/22/25		Check	1	STATE OF MINNESOTA						
						0485	R 04 000 582 000 338 040			FY26 ELSA Pathways II				1,611.10		0.00
						0485	R 04 000 582 000 338 040			FY26 ELSA Pathways II				1,611.10		0.00
						0485	R 04 000 582 000 338 040			FY26 ELSA Pathways II				666.66		0.00
Receipt Total:														\$3,888.86		\$0.00
Deposit Total:														\$3,888.86		\$0.00
11445	0485	MNTR	CR1225													
FY26 Interest- Dec 2025			30107	Credit	A	12/31/25		Check	1	MNTrust						
						0485	R 01 000 000 000 000 092			FY26 Interest Earnings				4,829.06		0.00
Receipt Total:														\$4,829.06		\$0.00
Deposit Total:														\$4,829.06		\$0.00
11446	0485	ACT														
Class Dues			30108	Credit	A	12/26/25		Check	1	Class of 2029						
						0485	R 12 020 298 094 301 060			Admission/Stud Acts CLASS				40.00		0.00
Receipt Total:														\$40.00		\$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
11446	0485	ACT														
Class Dues			30109	Credit	A	12/26/25		Check	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
														Deposit Total:	\$70.00	\$0.00
11447	0485	PCB														
Map			30110	Credit	A	12/26/25		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
Sports Fob			30111	Credit	A	12/26/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 099			MISC REV FROM LOCAL					25.00	0.00
														Receipt Total:	\$25.00	\$0.00
Milk			30112	Credit	A	12/26/25		Cash	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
St Cloud Optimist Club Scholar			30113	Credit	A	12/26/25		Check	1	Miscellaneous Customer						
						0485	R 08 000 000 000 340 096			Scholarships					1,500.00	0.00
														Receipt Total:	\$1,500.00	\$0.00
Lunch			30114	Credit	A	12/26/25		Check	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
BBB Admissions 12-19			30115	Credit	A	12/26/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 294 055 000 060			BOYS BASKETBALL Admiss					522.00	0.00
														Receipt Total:	\$522.00	\$0.00
Season Pass			30116	Credit	A	12/26/25		Cash	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 000 000 060			ADM & STUD ACT REV					25.00	0.00
														Receipt Total:	\$25.00	\$0.00
Scholarship			30117	Credit	A	12/26/25		Check	1	ROYALTON AMERICAN LE						
						0485	R 08 000 000 000 340 096			Scholarships					1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
Milk			30118	Credit	A	12/26/25		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

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
11447	0485	PCB														
Lunch			30119	Credit	A	12/26/25		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
Lunch			30120	Credit	A	12/26/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
Map			30121	Credit	A	12/26/25		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
Lunch			30122	Credit	A	12/26/25		Cash	1	FOOD SERVICE						
						0485	R 02 005 770 000 701 601			SALES TO PUPILS					1.50	0.00
														Receipt Total:	\$1.50	\$0.00
Cross Country Entry Fee			30123	Credit	A	12/26/25		Check	1	ROYALTON ACTIVITIES						
						0485	R 01 000 292 052 000 060			Cross Country					150.00	0.00
														Receipt Total:	\$150.00	\$0.00
Tower Rental			30124	Credit	A	12/26/25		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
Donation Football Field Proje			30125	Credit	A	12/26/25		Check	1	ROYALTON LEGION						
						0485	R 01 000 292 210 000 096			Conditional Gifts And Beques					10,000.00	0.00
														Receipt Total:	\$10,000.00	\$0.00
Sharon Waytashek Reimb Sysco			30126	Credit	A	12/26/25		Check	1	Miscellaneous Customer						
						0485	E 02 005 770 000 701 490			FOOD					58.28	0.00
														Receipt Total:	\$58.28	\$0.00
Donation Trap Shooting			30127	Credit	A	12/26/25		Check	1	RICE AREA SPORTSMEN						
						0485	R 01 000 292 210 000 096			Conditional Gifts And Beques					4,000.00	0.00
														Receipt Total:	\$4,000.00	\$0.00
														Deposit Total:	\$19,049.64	\$0.00
11450	0485	ACT														
Concessions			30132	Credit	A	12/19/25		Check	1	ROYALTON CONCESSION						
						0485	R 12 020 298 018 301 620			Sale of Goods/Stud Acts-SA					1,410.00	0.00
														Receipt Total:	\$1,410.00	\$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
11450	0485	ACT														
T-Shirts/Pollinator Project			30133	Credit	A	12/19/25		Check	1	ROYALTON TECH ED CLL						
						0485	R 12 020 298 035 301 060			T-Shirts/Pollinator Project					625.00	0.00
														Receipt Total:	\$625.00	\$0.00
														Deposit Total:	\$2,035.00	\$0.00
11451	0485	ACT														
ACT Interest Dec 2025			30134	Credit	A	12/31/25		Check	1	PINE COUNTRY BANK						
						0485	R 12 020 298 016 301 092			Interest Earnings-Student Ac					11.86	0.00
														Receipt Total:	\$11.86	\$0.00
														Deposit Total:	\$11.86	\$0.00
11452	0485	PCB														
FY26 Interest- Dec 2025			30135	Credit	A	12/31/25		Check	1	PINE COUNTRY BANK						
						0485	R 01 000 000 000 000 092			Fy26 Interest- Dec 2025					190.96	0.00
														Receipt Total:	\$190.96	\$0.00
														Deposit Total:	\$190.96	\$0.00
11453	0485	PCB														
Original Receipt # 30050			30136	Credit	V	12/31/25		Check-V1		ROYALTON TECH ED CLL						
						0485	R 12 020 298 035 301 060								(625.00)	0.00
														Receipt Total:	(\$625.00)	\$0.00
														Deposit Total:	(\$625.00)	\$0.00
11454	0485	PCB														
Original Receipt # 30049			30137	Credit	V	12/31/25		Check-V1		ROYALTON CONCESSION						
						0485	R 12 020 298 018 301 620								(1,410.00)	0.00
														Receipt Total:	(\$1,410.00)	\$0.00
														Deposit Total:	(\$1,410.00)	\$0.00
11455	0485	PCB														
FY26 Benrick's December 2025			30138	Credit	A	12/03/25		Check	1	Miscellaneous Customer						
						0485	R 01 000 000 000 000 099			FY26 Benrick's December 2025					15.41	0.00
														Receipt Total:	\$15.41	\$0.00
														Deposit Total:	\$15.41	\$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
11467	0485	LAF	CR122													
FY26 Morrison County Deposit				30167	Credit	A	12/03/25	Check	1	MORRISON COUNTY						
							0485	R	01 000 000 000 000 001	FY26 Levy- Morrison Cty Fd				51,560.99		0.00
							0485	R	04 000 000 000 321 001	FY26 LEVY- Morrison Cty Fd				3,179.16		0.00
							0485	R	07 000 000 000 000 001	FY26 LEVY- Morrison Cty Fd				79,861.79		0.00
Receipt Total:														\$134,601.94	\$0.00	\$0.00
Deposit Total:														\$134,601.94	\$0.00	\$0.00
11468	0485	LAF	CR122													
FY26 MSDLAF Interest				30168	Credit	A	12/31/25	Check	1	MSDLAF						
							0485	R	01 000 000 000 000 092	FY26 Interest				2,478.65		0.00
Receipt Total:														\$2,478.65	\$0.00	\$0.00
Deposit Total:														\$2,478.65	\$0.00	\$0.00
11469	0485	PCB	CR122													
FY26 Stern County				30169	Credit	A	12/02/25	Check	1	PINE COUNTRY BANK						
							0485	R	01 000 000 000 000 001	FY26 LEVY Stern County 12				321.01		0.00
							0485	R	04 000 000 000 321 001	FY26 LEVY Stern County 12				15.31		0.00
							0485	R	07 000 000 000 000 001	FY26 LEVY Stern County 12				473.78		0.00
Receipt Total:														\$810.10	\$0.00	\$0.00
Deposit Total:														\$810.10	\$0.00	\$0.00
11470	0485	PCB	CR122													
FY26 Benton County				30170	Credit	A	12/03/25	Check	1	BENTON COUNTY						
							0485	R	01 000 000 000 000 001	FY26 Levy- Benton Cty 12.3.				10,883.88		0.00
							0485	R	04 000 000 000 321 001	FY26 Levy- Benton Cty 12.3.				960.46		0.00
							0485	R	07 000 000 000 000 001	FY26 Levy- Benton Cty 12.3.				19,786.46		0.00
Receipt Total:														\$31,630.80	\$0.00	\$0.00
Deposit Total:														\$31,630.80	\$0.00	\$0.00
11471	0485	LAF	CR122													
FY26 Interest				30171	Credit	A	12/31/25	Check	1	Miscellaneous Customer						
							0485	R	01 000 000 000 000 092	FY26 Interest				61.63		0.00
Receipt Total:														\$61.63	\$0.00	\$0.00
Deposit Total:														\$61.63	\$0.00	\$0.00
Report Total:														\$1,516,672.97	\$0.00	\$0.00

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

Fund	Total
01	\$1,009,572.37
02	\$252,751.67
04	\$61,043.77
07	\$178,915.05
08	\$3,000.00
12	\$11,390.11
Report Total	\$1,516,672.97

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
ACT	19942	2133		BERNICK'S		Check		
			E 12 020 298 018 301 401	POP PAYMENT		\$354.24		
PO#:	Voucher #:	47930	Invoice	Invoice No: 10433347	12/11/2025	Paid Amt:	\$354.24	
			E 12 020 298 018 301 401	POP PAYMENT		\$138.24		
PO#:	Voucher #:	47935	Invoice	Invoice No: 10430420	12/11/2025	Paid Amt:	\$138.24	
Check Amount:							\$492.48	
ACT	19943	2202		MN FFA ASSOCIATION		Check		
			E 12 020 298 030 301 401	Region 2 Fall Leadership Conference		\$40.00		
PO#:	Voucher #:	47932	Invoice	Invoice No: 7877	12/11/2025	Paid Amt:	\$40.00	
			E 12 020 298 030 301 820	State & National Membership Dues		\$78.00		
PO#:	Voucher #:	47933	Invoice	Invoice No: 7631	12/11/2025	Paid Amt:	\$78.00	
			E 12 020 298 030 301 820	State & National Membership Dues		\$680.00		
PO#:	Voucher #:	47934	Invoice	Invoice No: 7719	12/11/2025	Paid Amt:	\$680.00	
Check Amount:							\$798.00	
ACT	19944	4462		MORGAN SCHLUTTNER		Check		
			E 12 020 296 045 301 401	End of the year party 9 -12		\$208.19		
PO#:	Voucher #:	47947	Invoice	Invoice No: 11.18.2025	12/11/2025	Paid Amt:	\$208.19	
			E 12 020 296 045 301 401	Volleyballs for 1,000 Landmarks		\$73.98		
PO#:	Voucher #:	47948	Invoice	Invoice No: 09.12.2025	12/11/2025	Paid Amt:	\$73.98	
Check Amount:							\$282.17	
ACT	19945	3035		X-GRAIN SPORTSWEAR		Check		
			E 12 020 294 079 301 401	Warm up shirts		\$600.00		
PO#: 6701	Voucher #:	47931	Invoice	Invoice No: 341948	12/11/2025	Paid Amt:	\$600.00	
Check Amount:							\$600.00	
ACT	19946	4295		AMAZON CAPITAL SERVICES		Check		
			E 12 020 298 048 301 401	B079R818K3 SANTA EDUVIGIS Pan Dulce S		\$28.00		
			E 12 020 298 048 301 401	B0CWYD1J25 Generic Palitos Diana Dos sab		\$16.99		
			E 12 020 298 048 301 401	Amazon Shipping Charge		\$0.00		
PO#: 6752	Voucher #:	48024	Invoice	Invoice No: 1QLR-VG4Y-CDP3	12/30/2025	Paid Amt:	\$44.99	
			E 12 020 298 023 301 401	B001B1Q664 Rubies Pilgrim Man Hat for Adul		\$44.43		
			E 12 020 298 023 301 401	B09YS53WDC TTS For Home - Vietnamese N		\$29.44		
			E 12 020 298 023 301 401	B0CWKWYQYK VitalCozy 59" x 30 yd Unblea		\$74.99		
			E 12 020 298 023 301 401	Amazon Shipping Charge		\$0.00		
PO#: 6747	Voucher #:	48046	Invoice	Invoice No: 14QK-VCC7-9DD3	12/30/2025	Paid Amt:	\$148.86	
			E 12 020 298 018 301 401	B07JHFSTKB Tostitos Dips, Queso To Go Nac		\$530.40		
			E 12 020 298 018 301 401	Amazon Shipping Charge		\$0.00		
PO#: 6762	Voucher #:	48077	Invoice	Invoice No: 1HQL-GFGL-97XR	12/30/2025	Paid Amt:	\$530.40	

Royalton Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
ACT	19946	4295		AMAZON CAPITAL SERVICES		Check		
			E 12 020 298 048 301 401	B0BWGX6NKD Diana Jalapeños, Nachos, Ch		\$10.08		
			E 12 020 298 048 301 401	B0CG2MFX9R Bocadeli Frijoli Chips,5.29 oz,		\$8.50		
PO#: 6752	Voucher #:	48023	Invoice	Invoice No: 1TMW-XPDQ-RJYF	12/30/2025	Paid Amt:	\$18.58	
						Check Amount:	\$742.83	
ACT	19947	2133		BERNICK'S		Check		
			E 12 020 298 018 301 401	POP PAYMENT		\$304.56		
PO#:	Voucher #:	48079	Invoice	Invoice No: 10438017	12/30/2025	Paid Amt:	\$304.56	
						Check Amount:	\$304.56	
ACT	19948	3925		BRITT BAUMANN		Check		
			E 12 020 296 034 301 401	GBB Team Posters & Pictures		\$570.00		
PO#:	Voucher #:	48022	Invoice	Invoice No: 1A	12/30/2025	Paid Amt:	\$570.00	
						Check Amount:	\$570.00	
ACT	19949	2135		GRANITE CITY JOBBING		Check		
			E 12 020 298 018 301 401	CONCESSIONS PRODUCTS		\$397.28		
PO#:	Voucher #:	48080	Invoice	Invoice No: 499221	12/30/2025	Paid Amt:	\$397.28	
						Check Amount:	\$397.28	
ACT	19950	3595		LIZ MERTEN PHOTOGRAPHY		Check		
			E 12 020 294 079 301 401	BBB Gym Banner & Individual Posters		\$480.00		
PO#:	Voucher #:	48078	Invoice	Invoice No: 0149	12/30/2025	Paid Amt:	\$480.00	
						Check Amount:	\$480.00	
ACT	19951	2157		MINN TEX CITRUS		Check		
			E 12 020 298 030 301 401	FRUIT SALE PAYMENT		\$8,066.00		
PO#:	Voucher #:	48027	Invoice	Invoice No: 20761	12/30/2025	Paid Amt:	\$8,066.00	
						Check Amount:	\$8,066.00	
ACT	19952	3782		NATIONAL FFA ORGANIZATION		Check		
			E 12 020 298 030 301 401	Jackets/Stickers		\$97.00		
PO#:	Voucher #:	48026	Invoice	Invoice No: MDS374159	12/30/2025	Paid Amt:	\$97.00	
						Check Amount:	\$97.00	
ACT	19953	2577		SYSCO WESTERN MN, INC.		Check		
			E 12 020 298 018 301 401	Concessions		\$481.52		
PO#:	Voucher #:	48021	Invoice	Invoice No: 353070493	12/30/2025	Paid Amt:	\$481.52	
						Check Amount:	\$481.52	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19954	2172		VOIGT MOTORCOACH TRAVEL, INC.		Check
			E 12 020 294 046 301 401	Motor Coach Bus for Grand Rapids		\$997.68
PO#:	Voucher #:	48025	Invoice	Invoice No: 34459	12/30/2025	Paid Amt: \$997.68
						Check Amount: \$997.68
LAF	1766			BMO HARRIS BANK		Wire
			E 01 020 301 322 830 433	Misc. Blanket PO Sams		\$122.44
PO#: 6547	Voucher #:	48108	Invoice	Invoice No: 11.07.2025	12/31/2025	Paid Amt: \$122.44
			E 01 020 050 000 000 401	Veterans Day Breakfast Supplies		\$278.66
PO#:	Voucher #:	48109	Invoice	Invoice No: 11-07-2025	12/31/2025	Paid Amt: \$278.66
			E 01 005 690 690 000 315	UPS Shipping Label		\$85.23
PO#:	Voucher #:	48110	Invoice	Invoice No: 11.7.2025	12/31/2025	Paid Amt: \$85.23
			E 01 020 640 000 316 366	Drury Hotel 2 nights		\$266.48
PO#: 6602	Voucher #:	48111	Invoice	Invoice No: 11.17.2025	12/31/2025	Paid Amt: \$266.48
			E 01 020 230 000 000 430	Textivate website subscription		\$99.16
PO#: 6689	Voucher #:	48112	Invoice	Invoice No: 11.03.2025	12/31/2025	Paid Amt: \$99.16
			E 12 020 298 023 301 401	Head Shots		\$37.55
PO#:	Voucher #:	48113	Invoice	Invoice No: 11.05.2025	12/31/2025	Paid Amt: \$37.55
			E 01 020 292 000 000 401	MSHSL Winter Rule Book		\$40.10
PO#:	Voucher #:	48114	Invoice	Invoice No: 11.12.2025	12/31/2025	Paid Amt: \$40.10
			E 01 020 298 061 000 401	Play Programs		\$81.88
PO#:	Voucher #:	48115	Invoice	Invoice No: 11.14.2025	12/31/2025	Paid Amt: \$81.88
			E 12 020 298 041 301 401	Christmas Activities/Socktober Wrap-up		\$89.09
PO#:	Voucher #:	48116	Invoice	Invoice No: 11.16.2025	12/31/2025	Paid Amt: \$89.09
			E 12 020 298 018 301 401	Concession Supplies		\$734.62
PO#:	Voucher #:	48117	Invoice	Invoice No: 11.17.2025	12/31/2025	Paid Amt: \$734.62
			E 01 020 301 321 830 433	Misc. Class Supplies		\$104.60
PO#: 6532	Voucher #:	48118	Invoice	Invoice No: 11.20.2025	12/31/2025	Paid Amt: \$104.60
			E 01 020 301 321 830 433	Misc. Class Supplies		\$38.49
PO#: 6532	Voucher #:	48119	Invoice	Invoice No: 11.06.2025	12/31/2025	Paid Amt: \$38.49
			E 12 020 298 053 301 401	3D Printer		\$549.99
PO#:	Voucher #:	48120	Invoice	Invoice No: 11.18.2025	12/31/2025	Paid Amt: \$549.99
			E 12 020 292 020 301 401	End of Season Banquet Cross Country		\$284.79
PO#:	Voucher #:	48121	Invoice	Invoice No: 11.10.2025	12/31/2025	Paid Amt: \$284.79
			E 01 020 292 052 000 369	State CC Hotel		\$369.86
PO#:	Voucher #:	48122	Invoice	Invoice No: 10.31.2025	12/31/2025	Paid Amt: \$369.86
			E 01 020 292 052 000 369	State CC Meet Food Nadia Cakes		\$25.50
PO#:	Voucher #:	48123	Invoice	Invoice No: 11.01.2025	12/31/2025	Paid Amt: \$25.50

Royalton Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
LAF	1766			BMO HARRIS BANK		Wire
			E 01 020 292 052 000 369	State CC Meet Food Chipotle		\$47.20
PO#:	Voucher #:	48124	Invoice	Invoice No: 10.31.2025	12/31/2025	Paid Amt: \$47.20
			E 01 020 292 052 000 369	State CC Meet Food Pizza Luce		\$73.03
PO#:	Voucher #:	48125	Invoice	Invoice No: 11.01.2025	12/31/2025	Paid Amt: \$73.03
			E 01 020 292 052 000 369	State CC Meet Food Buffalo Wild Wings		\$126.72
PO#:	Voucher #:	48126	Invoice	Invoice No: 10.31.2025	12/31/2025	Paid Amt: \$126.72
			E 01 020 292 052 000 369	State CC Meet Hotel Holiday Inn Express		\$184.93
PO#:	Voucher #:	48127	Invoice	Invoice No: 10.31.2025	12/31/2025	Paid Amt: \$184.93
			E 01 020 301 322 830 433	Misc. Blanket PO Walmart		\$95.78
PO#: 6549	Voucher #:	48106	Invoice	Invoice No: 11.14.2025	12/31/2025	Paid Amt: \$95.78
			E 01 020 301 322 830 433	Misc. Blanket PO Walmart		\$82.03
PO#: 6549	Voucher #:	48107	Invoice	Invoice No: 11.25.2025	12/31/2025	Paid Amt: \$82.03
						Check Amount: \$3,818.13
PCB	4614			WEX		Wire
			B 01 215 082	Daycare		\$304.17
PO#:	Voucher #:	47852	Invoice	Invoice No: 12.02.2025	12/8/2025	Paid Amt: \$304.17
						Check Amount: \$304.17
PCB	4614			WEX		Wire
			B 01 215 082	Flex		\$114.57
PO#:	Voucher #:	47853	Invoice	Invoice No: 12.06.2025	12/8/2025	Paid Amt: \$114.57
						Check Amount: \$114.57
PCB	1346			MINNESOTA POWER		Wire
			E 01 020 810 000 000 331	Acct 0191115490		\$217.95
PO#:	Voucher #:	47854	Invoice	Invoice No: 019547040398	12/8/2025	Paid Amt: \$217.95
						Check Amount: \$217.95
PCB	1346			MINNESOTA POWER		Wire
			E 01 020 810 000 000 331	Acct 5091115490 MS/HS		\$11,217.09
PO#:	Voucher #:	47855	Invoice	Invoice No: 509532602809	12/8/2025	Paid Amt: \$11,217.09
						Check Amount: \$11,217.09
PCB	1346			MINNESOTA POWER		Wire
			E 01 020 810 000 000 331	Acct 6691032130 Elect		\$28.09
PO#:	Voucher #:	47856	Invoice	Invoice No: 669113882440	12/8/2025	Paid Amt: \$28.09
						Check Amount: \$28.09

Royalton Public Schools
 Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	1346			MINNESOTA POWER		Wire
			E 01 020 810 000 000 331	Acct 811180000 Elect		\$285.00
PO#:	Voucher #:	47857	Invoice	Invoice No: 811682283851	12/8/2025	Paid Amt: \$285.00
						Check Amount: \$285.00
PCB	1346			MINNESOTA POWER		Wire
			E 01 010 810 000 000 331	Acct 4015125490 Electric		\$3,457.28
PO#:	Voucher #:	47858	Invoice	Invoice No: 401874672835	12/8/2025	Paid Amt: \$3,457.28
						Check Amount: \$3,457.28
PCB	4614			WEX		Wire
			B 01 215 082	Daycare		\$500.00
PO#:	Voucher #:	47978	Invoice	Invoice No: 12.15.2025	12/16/2025	Paid Amt: \$500.00
						Check Amount: \$500.00
PCB	1096			COMMISSIONER OF REVENUE		Wire
			B 01 215 013	State Tax		\$9,479.66
			B 02 215 013	State Tax		\$332.76
			B 04 215 013	State Tax		\$296.41
PO#:	Voucher #:	47967	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt: \$10,108.83
						Check Amount: \$10,108.83
PCB	4400			FEDERAL TAX PAYMENT		Wire
			B 01 215 010	FICA		\$41,613.86
			B 02 215 010	FICA		\$2,039.92
			B 04 215 010	FICA		\$2,037.54
			B 01 215 011	Federal Tax		\$16,879.63
			B 02 215 011	Federal Tax		\$516.35
			B 04 215 011	Federal Tax		\$324.09
PO#:	Voucher #:	47976	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt: \$63,411.39
						Check Amount: \$63,411.39
PCB	1415			PERA		Wire
			B 01 215 017	PERA		\$13,542.89
			B 02 215 017	PERA		\$1,876.85
			B 04 215 017	PERA		\$671.44
PO#:	Voucher #:	47966	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt: \$16,091.18
						Check Amount: \$16,091.18
PCB	1558			TEACHERS RETIREMENT ASSN		Wire
			B 01 215 018	TRA		\$34,664.23

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 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		\$1,638.87	
PO#:	Voucher #:	47969	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$36,303.10	
						Check Amount:	\$36,303.10	
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
			B 01	215 005	Tax Ann		\$1,325.53	
PO#:	Voucher #:	47972	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$1,325.53	
			B 01	215 005	Tax Ann		\$9,822.65	
			B 04	215 005	Payroll Deductions		\$99.06	
PO#:	Voucher #:	47973	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$9,921.71	
			B 01	215 005	Tax Ann		\$145.84	
PO#:	Voucher #:	47974	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$145.84	
			B 01	215 005	Tax Ann		\$237.50	
PO#:	Voucher #:	47975	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$237.50	
			B 01	215 005	Tax Ann		\$315.00	
PO#:	Voucher #:	47970	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$315.00	
			B 01	215 005	Tax Ann		\$137.50	
PO#:	Voucher #:	47971	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$137.50	
						Check Amount:	\$12,083.08	
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 #:	47963	Invoice	Invoice No: S2026110	12/17/2025	Paid Amt:	\$7,047.44	
						Check Amount:	\$7,047.44	
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 #:	47757	Invoice	Invoice No: S2026100	12/17/2025	Paid Amt:	\$7,047.44	
						Check Amount:	\$7,047.44	
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
			B 01	215 005	Tax Ann		\$1,325.53	
PO#:	Voucher #:	47766	Invoice	Invoice No: S2026100	12/17/2025	Paid Amt:	\$1,325.53	
			B 01	215 005	Tax Ann		\$9,822.65	
			B 04	215 005	Payroll Deductions		\$99.06	
PO#:	Voucher #:	47767	Invoice	Invoice No: S2026100	12/17/2025	Paid Amt:	\$9,921.71	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01 215 005 Tax Ann		\$145.84		
PO#:	Voucher #:	47768	Invoice	Invoice No: S2026100	12/17/2025	Paid Amt:	\$145.84	
				B 01 215 005 Tax Ann		\$237.50		
PO#:	Voucher #:	47769	Invoice	Invoice No: S2026100	12/17/2025	Paid Amt:	\$237.50	
				B 01 215 005 Tax Ann		\$315.00		
PO#:	Voucher #:	47764	Invoice	Invoice No: S2026100	12/17/2025	Paid Amt:	\$315.00	
				B 01 215 005 Tax Ann		\$137.50		
PO#:	Voucher #:	47765	Invoice	Invoice No: S2026100	12/17/2025	Paid Amt:	\$137.50	
							Check Amount:	\$12,083.08
PCB	4614			WEX		Wire		
				B 01 215 082 Daycare		\$304.17		
				B 01 215 082 Flex		\$110.00		
PO#:	Voucher #:	48049	Invoice	Invoice No: 12.22.2025	12/23/2025	Paid Amt:	\$414.17	
							Check Amount:	\$414.17
PCB	4614			WEX		Wire		
				E 01 005 110 000 000 305 WEX monthy service fee		\$191.25		
PO#:	Voucher #:	48081	Invoice	Invoice No: 0002278024-IN	12/30/2025	Paid Amt:	\$191.25	
							Check Amount:	\$191.25
PCB	4614			WEX		Wire		
				B 01 215 082 Daycare		\$396.74		
PO#:	Voucher #:	48082	Invoice	Invoice No: 12.29.2025	12/30/2025	Paid Amt:	\$396.74	
							Check Amount:	\$396.74
PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01 215 010 FICA		\$43,614.61		
				B 02 215 010 FICA		\$2,275.62		
				B 04 215 010 FICA		\$1,962.81		
				B 01 215 011 Federal Tax		\$17,794.71		
				B 02 215 011 Federal Tax		\$575.59		
				B 04 215 011 Federal Tax		\$311.97		
PO#:	Voucher #:	48101	Invoice	Invoice No: S2026120	12/30/2025	Paid Amt:	\$66,535.31	
							Check Amount:	\$66,535.31
PCB	1346			MINNESOTA POWER		Wire		
				E 01 020 810 000 000 331 Acct 0191115490		\$369.79		
PO#:	Voucher #:	48128	Invoice	Invoice No: 019251942972	12/31/2025	Paid Amt:	\$369.79	
							Check Amount:	\$369.79

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 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		\$9,958.56	
			B 02	215 013	State Tax		\$406.32	
			B 04	215 013	State Tax		\$302.48	
PO#:	Voucher #:	48092	Invoice	Invoice No: S2026120	12/31/2025	Paid Amt:	\$10,667.36	
						Check Amount:	\$10,667.36	
PCB	1415			PERA		Wire		
			B 01	215 017	PERA		\$15,309.21	
			B 02	215 017	PERA		\$2,100.14	
			B 04	215 017	PERA		\$739.49	
PO#:	Voucher #:	48091	Invoice	Invoice No: S2026120	12/31/2025	Paid Amt:	\$18,148.84	
						Check Amount:	\$18,148.84	
PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
			B 01	215 018	TRA		\$34,653.70	
			B 04	215 018	TRA		\$1,454.46	
			B 01	215 018	Credit Adjustment Petron		(\$6.13)	
PO#:	Voucher #:	48094	Invoice	Invoice No: S2026120	12/31/2025	Paid Amt:	\$36,102.03	
			B 01	215 018	TRA		\$13.73	
PO#:	Voucher #:	48103	Credit	Invoice No: Z2026120	12/31/2025	Paid Amt:	(\$13.73)	
						Check Amount:	\$36,088.30	
PCB	3113			REPUBLIC SERVICES #891		Wire		
			E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,369.94	
PO#:	Voucher #:	48129	Invoice	Invoice No: 0891-001490973	12/31/2025	Paid Amt:	\$1,369.94	
			E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,271.44	
PO#:	Voucher #:	48130	Invoice	Invoice No: 0891-001490974	12/31/2025	Paid Amt:	\$1,271.44	
						Check Amount:	\$2,641.38	
PCB	4806			REVTRK		Wire		
			E 01	005 110 000 000 305	Nov 2025 Fees		\$161.73	
PO#:	Voucher #:	48134	Invoice	Invoice No: 12.09.2025	12/31/2025	Paid Amt:	\$161.73	
						Check Amount:	\$161.73	
PCB	78906	1369		MORRISON CO HEALTH & HUMAN SERV		Check		
			E 01	005 760 000 723 360	Tokens for Transportation		\$40.00	
PO#:	Voucher #:	47813	Invoice	Invoice No: 12.02.2025	12/2/2025	Paid Amt:	\$40.00	
						Check Amount:	\$40.00	
PCB	78907	4295		AMAZON CAPITAL SERVICES		Check		
			E 01	020 301 321 830 433	B00NTCH52W Amazon Basics 20-Pack AA Al		\$7.77	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78907	4295		AMAZON CAPITAL SERVICES		Check
			E 01 020 301 321 830 433	B0D5M4NY1B (10-Pack) 3.7V 800mAh Lithiur		\$39.99
			E 01 020 301 321 830 433	B0DB5FQXNS 3- Pack, USB Wall Charger, Di		\$5.99
			E 01 020 301 321 830 433	Amazon Shipping Charge		\$0.00
PO#: 6728	Voucher #:	47901	Invoice	Invoice No: 1PQP-DWW1-6W9H	12/11/2025	Paid Amt: \$53.75
			E 01 020 301 321 830 433	B00NQANQAC General Hydroponics MaxiGro		\$14.98
PO#: 6705	Voucher #:	47902	Invoice	Invoice No: 11Y9-QKX6-L4T3	12/11/2025	Paid Amt: \$14.98
			E 01 020 301 321 830 433	B0D5M4NY1B (10-Pack) 3.7V 800mAh Lithiur		\$39.99
PO#:	Voucher #:	47927	Credit	Invoice No: 1CGQ-GWLL-M93K	12/11/2025	Paid Amt: (\$39.99)
			E 01 020 620 000 000 401	B008HTNI6E DYMO 30334 LabelWriter Addre		\$95.70
			E 01 020 620 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6740	Voucher #:	47928	Invoice	Invoice No: 1F74-4CN6-LNJR	12/11/2025	Paid Amt: \$95.70
			E 01 020 620 000 000 401	B00J06TAIL Dymo Compatible 30347-5PK Lat		\$55.95
			E 01 020 620 000 000 401	B09HN3SV7X Promot Self Inking Custom Stai		\$25.00
			E 01 020 620 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 6704	Voucher #:	47929	Invoice	Invoice No: 1X77-6GN7-6LQC	12/11/2025	Paid Amt: \$80.95
			E 01 020 211 210 000 430	1961332094 Learner Feedback for Language		\$34.00
			E 01 020 211 210 000 430	Amazon Shipping Charge		\$0.00
PO#: 6748	Voucher #:	47949	Invoice	Invoice No: 1P3R-KLD7-MCD6	12/11/2025	Paid Amt: \$34.00
			E 01 020 301 322 830 433	1590787706 The Guardian Team: On the Job		\$15.19
			E 01 020 301 322 830 433	1635922771 How to Grow a Monster (Makers		\$6.99
			E 01 020 301 322 830 433	B0796DCYFL Ninth Five Strong Magnetic Clip		\$39.95
			E 01 020 301 322 830 433	B0CY29GJGN 12 Pack Acrylic Sign Holder 8.5		\$32.98
			E 01 020 301 322 830 433	Amazon Shipping Charge		\$0.00
PO#: 6688	Voucher #:	47950	Invoice	Invoice No: 1J4N-R61R-91LT	12/11/2025	Paid Amt: \$95.11
			E 01 020 301 320 830 433	B0BVLCYMWK Milwaukee Electric - M12 Fuel		\$103.99
			E 01 020 301 320 830 433	Amazon Shipping Charge		\$0.00
PO#: 6516	Voucher #:	47893	Invoice	Invoice No: 1LCQ-3DYC-GFQ6	12/11/2025	Paid Amt: \$103.99
			E 01 020 301 320 830 433	B0FT6VYN3G Multifunction Switch 09591982X		\$38.66
			E 01 020 301 320 830 433	B0FV315XR6 Turn Signal Switch for VW for B		\$37.96
			E 01 020 301 320 830 433	Amazon Shipping Charge		\$3.98
PO#: 6703	Voucher #:	47894	Invoice	Invoice No: 1Q1W-XGMY-7V6M	12/11/2025	Paid Amt: \$80.60
			E 01 020 301 321 830 433	B004S3JYM0 Outsidepride Mix Geranium See		\$18.98
			E 01 020 301 321 830 433	B06ZYBHT3S Maverick F1 Series Geranium F		\$38.82
			E 01 020 301 321 830 433	B08VWGPQZJ 12 Pieces Pruning Knives Garc		\$12.99
			E 01 020 301 321 830 433	B0CQYD6HK5 VIVOSUN 72 Rockwool Cubes		\$20.39

Royalton Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78907	4295		AMAZON CAPITAL SERVICES		Check		
			E 01 020 301 321 830 433	Amazon Shipping Charge		\$4.58		
PO#: 6705	Voucher #:	47903	Invoice	Invoice No: 1YPY-RNHG-3RXN	12/11/2025	Paid Amt:	\$95.76	
			E 01 020 294 056 000 401	B0FNVYQXCD VEGITERIA Plastic Storage B		\$43.18		
			E 01 020 294 056 000 401	Discount		(\$2.16)		
PO#: 6738	Voucher #:	47895	Invoice	Invoice No: 1NNT-RGMQ-VRPN	12/11/2025	Paid Amt:	\$41.02	
			E 01 005 810 000 000 401	B008HOQPK0 ASCO Power Technologies 821		\$279.31		
			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#: 6733	Voucher #:	47866	Invoice	Invoice No: 169C-NRY7-D9FM	12/11/2025	Paid Amt:	\$286.30	
			E 04 005 505 000 321 430	B08QJKHM21 Spalding Precision TF-1000 AA		\$333.83		
			E 04 005 505 000 321 430	Amazon Shipping Charge		\$0.00		
PO#: 6736	Voucher #:	47867	Invoice	Invoice No: 1CYK-CW33-G13Y	12/11/2025	Paid Amt:	\$333.83	
							Check Amount:	\$1,276.00
PCB	78908	3969		ANTHONY ANDRES		Check		
			E 01 020 294 056 000 305	Wrestling Official Quad		\$245.00		
PO#:	Voucher #:	47904	Invoice	Invoice No: 12.03.2025	12/11/2025	Paid Amt:	\$245.00	
							Check Amount:	\$245.00
PCB	78909	1042		BATTERIES PLUS		Check		
			E 01 005 810 000 000 401	DRL & Misc Batteries		\$75.45		
PO#:	Voucher #:	47938	Invoice	Invoice No: P80416291	12/11/2025	Paid Amt:	\$75.45	
			E 01 005 810 000 000 401	Batteries		\$601.33		
PO#:	Voucher #:	47939	Invoice	Invoice No: P80416263	12/11/2025	Paid Amt:	\$601.33	
			E 01 005 810 000 000 401	Batteries		\$499.98		
PO#:	Voucher #:	47862	Invoice	Invoice No: P87494569	12/11/2025	Paid Amt:	\$499.98	
							Check Amount:	\$1,176.76
PCB	78910	1903		BECKER SCREENPRINTING		Check		
			E 04 005 505 000 321 430	Gildan adult & youth tshirt w/one color full fron		\$126.00		
			E 04 005 505 000 321 430	Gildan adult & youth tshirt w/one color full fron		\$77.00		
PO#: 6742	Voucher #:	47890	Invoice	Invoice No: 6849	12/11/2025	Paid Amt:	\$203.00	
							Check Amount:	\$203.00
PCB	78911	4360		BENEFIT EXTRAS, INC.		Check		
			E 01 005 110 000 000 305	Cobra Letters		\$15.00		
PO#:	Voucher #:	47924	Invoice	Invoice No: 1478009	12/11/2025	Paid Amt:	\$15.00	
							Check Amount:	\$15.00

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78912	3790		BRAINERD PUBLIC SCHOOLS- ISD #181		Check		
			E 01 020 294 056 000 369	WRESTLING TOURNAMENT ENTRY FEE		\$350.00		
PO#:	Voucher #:	47898	Invoice	Invoice No: 12.01.2205	12/11/2025	Paid Amt:	\$350.00	
						Check Amount:	\$350.00	
PCB	78913	2016		BSN SPORTS		Check		
			E 01 020 294 064 000 412	Mesh V Neck- Small		\$365.00		
			E 01 020 294 064 000 412	Mesh V Neck- Med.		\$365.00		
			E 01 020 294 064 000 412	Mesh V Neck- Lg		\$365.00		
			E 01 020 294 064 000 412	Mesh V Neck- XLG		\$182.50		
			E 01 020 294 064 000 412	Freight		\$51.10		
PO#: 6447	Voucher #:	47897	Invoice	Invoice No: 932084458	12/11/2025	Paid Amt:	\$1,328.60	
						Check Amount:	\$1,328.60	
PCB	78914	1061		BUDS TO BLOSSOMS		Check		
			E 01 020 301 321 830 433	Flower Invoice Sept. Oct. Nov.		\$397.00		
PO#: 6754	Voucher #:	47906	Invoice	Invoice No: 896785	12/11/2025	Paid Amt:	\$397.00	
						Check Amount:	\$397.00	
PCB	78915	3344		CDW-GOVERNMENT		Check		
			E 01 005 690 690 000 455	SBC203-US Shure SBC203 battery charger - -		\$130.20		
PO#: 6718	Voucher #:	47888	Invoice	Invoice No: AG9C62W	12/11/2025	Paid Amt:	\$130.20	
			E 01 005 690 690 000 455	SB903 Shure SB903 Lithium-ion Battery For S		\$54.00		
PO#: 6718	Voucher #:	47889	Invoice	Invoice No: AG9AN3L	12/11/2025	Paid Amt:	\$54.00	
						Check Amount:	\$184.20	
PCB	78916	1074		CENTRA SOTA COOPERATIVE		Check		
			E 01 005 760 000 720 442	Unleaded Gas		\$1,025.47		
			E 01 005 760 000 720 442	Discount		(\$39.23)		
PO#:	Voucher #:	47841	Invoice	Invoice No: 5452231	12/11/2025	Paid Amt:	\$986.24	
						Check Amount:	\$986.24	
PCB	78917	4224		CHAD CAMPBELL		Check		
			E 01 020 294 055 000 305	BBB JV/V Official Foley		\$150.00		
PO#:	Voucher #:	47883	Invoice	Invoice No: 12.02.2025	12/11/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
PCB	78918	4396		CHRIS VOSEN AUTO REPAIR		Check		
			E 01 005 760 000 720 350	Van #28 Oil & Filter Change		\$99.13		
PO#:	Voucher #:	47842	Invoice	Invoice No: 8407	12/11/2025	Paid Amt:	\$99.13	
						Check Amount:	\$99.13	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78919	1086		CITY OF ROYALTON		Check		
			E 01 005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer			\$1,117.86	
PO#:	Voucher #:	47874	Invoice	Invoice No: 12/02/2025	12/11/2025	Paid Amt:	\$1,117.86	
			E 01 005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer			\$807.69	
PO#:	Voucher #:	47873	Invoice	Invoice No: 12.02.2025	12/11/2025	Paid Amt:	\$807.69	
						Check Amount:	\$1,925.55	
PCB	78920	2281		CMC CONFERENCE		Check		
			E 01 020 292 000 000 366	Conference Coaches meeting meals			\$180.00	
PO#:	Voucher #:	47944	Invoice	Invoice No: 12.11.2025	12/11/2025	Paid Amt:	\$180.00	
						Check Amount:	\$180.00	
PCB	78921	4119		DAKOTA TRUCK UNDERWRITERS		Check		
			E 01 005 110 000 000 270	Workers Comp Insurance Final Adjustment			\$1,390.00	
PO#:	Voucher #:	47879	Invoice	Invoice No: 3799286	12/11/2025	Paid Amt:	\$1,390.00	
						Check Amount:	\$1,390.00	
PCB	78922	5143		David Weller		Check		
			E 01 020 294 056 000 305	Wrestling JV Official for Quad			\$205.00	
PO#:	Voucher #:	47905	Invoice	Invoice No: 12.05.2025	12/11/2025	Paid Amt:	\$205.00	
						Check Amount:	\$205.00	
PCB	78923	4740		DENNIS LENZ		Check		
			E 01 020 294 056 000 305	Varsity Wrestling Quad Official			\$245.00	
PO#:	Voucher #:	47923	Invoice	Invoice No: 12.08.2025	12/11/2025	Paid Amt:	\$245.00	
						Check Amount:	\$245.00	
PCB	78924	1133		ECM PUBLISHERS INC		Check		
			E 01 005 010 000 000 305	December 8 Regular Agenda			\$92.00	
PO#:	Voucher #:	47885	Invoice	Invoice No: 1076698	12/11/2025	Paid Amt:	\$92.00	
			E 01 005 010 000 000 305	Dec 8 Truth in Taxation Agenda			\$44.00	
PO#:	Voucher #:	47886	Invoice	Invoice No: 1076697	12/11/2025	Paid Amt:	\$44.00	
						Check Amount:	\$136.00	
PCB	78925	1152		EVERGREEN LAWN IRRIGATION		Check		
			E 01 005 810 000 000 350	Winterize Irrigation System			\$950.00	
PO#:	Voucher #:	47865	Invoice	Invoice No: 9719	12/11/2025	Paid Amt:	\$950.00	
						Check Amount:	\$950.00	
PCB	78926	4610		FP MAILING SOLUTIONS		Check		
			E 01 005 105 000 000 329	Mailing Machine/Supplies 11/12/2025 - 2/11/2			\$342.00	
PO#:	Voucher #:	47832	Invoice	Invoice No: RMI00080886	12/11/2025	Paid Amt:	\$342.00	
						Check Amount:	\$342.00	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78927	4212		HERITAGE EMBROIDERY & DESIGN		Check
			E 01 020 292 000 000 401	Basketball nets		\$57.00
PO#:	Voucher #:	47940	Invoice	Invoice No: 106782	12/11/2025	Paid Amt: \$57.00
						Check Amount: \$57.00
PCB	78928	1215		HILLYARD INC		Check
			E 01 005 810 000 000 401	Misc.		\$2,869.90
PO#: 6735	Voucher #:	47860	Invoice	Invoice No: 606012988	12/11/2025	Paid Amt: \$2,869.90
			E 01 005 810 000 000 350	PM Service Advenger X2805R		\$378.79
PO#:	Voucher #:	47838	Invoice	Invoice No: 700692197	12/11/2025	Paid Amt: \$378.79
						Check Amount: \$3,248.69
PCB	78929	3687		HOLDINGFORD HARDWARE		Check
			E 01 020 301 320 830 433	Shop Supplies		\$56.96
PO#: 6522	Voucher #:	47921	Invoice	Invoice No: 78104	12/11/2025	Paid Amt: \$56.96
						Check Amount: \$56.96
PCB	78930	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check
			E 04 005 582 000 344 430	Construction Paper		\$14.64
PO#:	Voucher #:	47837	Invoice	Invoice No: IN4994055	12/11/2025	Paid Amt: \$14.64
			E 04 005 582 000 344 430	Construction Paper		\$22.19
PO#:	Voucher #:	47835	Invoice	Invoice No: IN4993081	12/11/2025	Paid Amt: \$22.19
			E 04 005 582 000 344 430	Construction Paper		\$13.20
PO#:	Voucher #:	47836	Invoice	Invoice No: IN4995239	12/11/2025	Paid Amt: \$13.20
						Check Amount: \$50.03
PCB	78931	5144		Instructure, Inc		Check
			E 01 020 211 000 000 820	Transcript Services		\$2,001.00
PO#:	Voucher #:	47946	Invoice	Invoice No: INV657953	12/11/2025	Paid Amt: \$2,001.00
						Check Amount: \$2,001.00
PCB	78932	1241		ISCORP		Check
			E 01 005 110 000 000 305	Skyward hosting Student service for January, ;		\$197.00
PO#:	Voucher #:	47925	Invoice	Invoice No: 0751088	12/11/2025	Paid Amt: \$197.00
						Check Amount: \$197.00
PCB	78933	1267		KEMPS, LLC		Check
			E 02 005 770 000 701 495	MILK		\$369.60
PO#:	Voucher #:	47869	Invoice	Invoice No: 6060919	12/11/2025	Paid Amt: \$369.60
			E 02 005 770 000 701 495	MILK		\$477.40
PO#:	Voucher #:	47868	Invoice	Invoice No: 6055372	12/11/2025	Paid Amt: \$477.40

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78933	1267		KEMPS, LLC		Check		
				E 02 005 770 000 701 495 MILK		\$334.40		
PO#:	Voucher #:	47872	Invoice	Invoice No: 6067327	12/11/2025	Paid Amt:	\$334.40	
				E 02 005 770 000 701 495 MILK		\$511.50		
PO#:	Voucher #:	47870	Invoice	Invoice No: 6050539	12/11/2025	Paid Amt:	\$511.50	
				E 02 005 770 000 701 495 MILK		\$204.60		
PO#:	Voucher #:	47871	Invoice	Invoice No: 6050691	12/11/2025	Paid Amt:	\$204.60	
Check Amount:							\$1,897.50	
PCB	78934	4540		MARCO		Check		
				E 01 005 110 690 000 580 Copiers		\$2,055.60		
PO#:	Voucher #:	47945	Invoice	Invoice No: 40763206	12/11/2025	Paid Amt:	\$2,055.60	
Check Amount:							\$2,055.60	
PCB	78935	4915		Matthew Jones		Check		
				E 01 020 294 055 000 305 BBB JV/V Official Foley		\$150.00		
PO#:	Voucher #:	47881	Invoice	Invoice No: 12.02.2025	12/11/2025	Paid Amt:	\$150.00	
Check Amount:							\$150.00	
PCB	78936	1316		MCEA		Check		
				E 04 005 505 000 321 820 Level 2 Membership Dues 2026		\$215.00		
PO#:	Voucher #:	47891	Invoice	Invoice No: 10641	12/11/2025	Paid Amt:	\$215.00	
Check Amount:							\$215.00	
PCB	78937	1326		MENARDS		Check		
				E 01 020 301 320 830 433 Shop Supplies		\$23.99		
PO#: 6527	Voucher #:	47922	Invoice	Invoice No: 73451	12/11/2025	Paid Amt:	\$23.99	
Check Amount:							\$23.99	
PCB	78938	2524		MIDCONTINENT COMMUNICATIONS		Check		
				E 01 005 810 000 000 320 PHONE SERVICE & Internet		\$1,490.01		
PO#:	Voucher #:	47887	Invoice	Invoice No: 14529320115089	12/11/2025	Paid Amt:	\$1,490.01	
Check Amount:							\$1,490.01	
PCB	78939	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		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78939	1331		MID-STATE EDUCATION DIST		Check
			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 #:	47833	Invoice	Invoice No: 3989	12/11/2025	Paid Amt: \$41,671.55
						Check Amount: \$41,671.55
PCB	78940	1357		MN DEPT OF LABOR AND INDUSTRY		Check
			E 01	005 810 000 000 350	Boilers & Pressure Vessels	\$200.00
PO#:	Voucher #:	47863	Invoice	Invoice No: ABR0367320X	12/11/2025	Paid Amt: \$200.00
			E 01	005 810 000 000 350	Boilers & Pressure Vessels (Elementary)	\$100.00
PO#:	Voucher #:	47864	Invoice	Invoice No: ABR0365768X	12/11/2025	Paid Amt: \$100.00
						Check Amount: \$300.00
PCB	78941	4807		Monticello High School		Check
			E 01	020 294 056 000 369	Wrestling Tournament Fee	\$300.00
PO#:	Voucher #:	47942	Invoice	Invoice No: 12.11.2025	12/11/2025	Paid Amt: \$300.00
			E 01	020 294 056 000 369	Girls Wrestling Enty Fee	\$75.00
PO#:	Voucher #:	47943	Invoice	Invoice No: 12/11/2025	12/11/2025	Paid Amt: \$75.00
						Check Amount: \$375.00
PCB	78942	4458		MOSYLE CORPORATION		Check
			E 01	005 690 690 000 406	Additional Subscription 11-01-2025 to 7-31-20	\$8.24
PO#:	Voucher #:	47899	Invoice	Invoice No: 25110253	12/11/2025	Paid Amt: \$8.24
						Check Amount: \$8.24
PCB	78943	3965		MRI SOFTWARE LLC		Check
			E 01	005 110 000 000 305	Staff Screen	\$175.00
PO#:	Voucher #:	47880	Invoice	Invoice No: MRIUS2614580	12/11/2025	Paid Amt: \$175.00
						Check Amount: \$175.00
PCB	78944	4625		MTI ENTERPRISES INC		Check
			E 01	020 298 061 000 401	Royalties	\$420.00
			E 01	020 298 061 000 401	Shipping	\$45.00
			E 01	020 298 061 000 401	Materials Fee	\$695.00

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78944	4625		MTI ENTERPRISES INC		Check
			E 01 020 298 061 000 401	Video License		\$75.00
PO#:	6617	Voucher #:	47896	Invoice Invoice No: 1252258	12/11/2025	Paid Amt: \$1,235.00
						Check Amount: \$1,235.00
PCB	78945	1375		NAPA AUTO PARTS		Check
			E 01 005 760 000 720 401	Premium Capsules		\$165.28
PO#:		Voucher #:	47845	Invoice Invoice No: 662892	12/11/2025	Paid Amt: \$165.28
			E 01 005 760 000 720 401	Shop Supplies		\$4.28
PO#:		Voucher #:	47843	Invoice Invoice No: 662956	12/11/2025	Paid Amt: \$4.28
			E 01 005 760 000 720 401	Shop Supplies Credit Original Invoice 662782		\$63.90
PO#:		Voucher #:	47844	Credit Invoice No: 663054	12/11/2025	Paid Amt: (\$63.90)
			E 01 005 760 000 720 401	Office Supplies Credit Original Invoice 661127		\$5.99
PO#:		Voucher #:	47846	Credit Invoice No: 662895	12/11/2025	Paid Amt: (\$5.99)
						Check Amount: \$99.67
PCB	78946	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
			E 01 005 760 000 720 350	Replace Electric Coolant Valve		\$104.50
PO#:		Voucher #:	47847	Invoice Invoice No: 813358	12/11/2025	Paid Amt: \$104.50
			E 01 005 760 000 720 350	General Brake Repairs Bus 15-16		\$1,581.24
PO#:		Voucher #:	47848	Invoice Invoice No: 813049	12/11/2025	Paid Amt: \$1,581.24
						Check Amount: \$1,685.74
PCB	78947	4515		Northern Pines Mental Health Center		Check
			E 01 005 730 000 373 378	Behavioral Interventionist September 2025		\$3,066.00
PO#:		Voucher #:	47850	Invoice Invoice No: INV614	12/11/2025	Paid Amt: \$3,066.00
			E 01 005 730 000 373 378	Behavioral Interventionist December 2025		\$3,066.00
PO#:		Voucher #:	47851	Invoice Invoice No: INV715	12/11/2025	Paid Amt: \$3,066.00
						Check Amount: \$6,132.00
PCB	78948	4713		ONE LESS THING		Check
			E 01 020 301 322 830 433	Syringe Reading Skill builder cards		\$75.00
			E 01 020 301 322 830 433	Small Animal Breed ID		\$100.00
			E 01 020 301 322 830 433	Livestock Breed ID		\$75.00
			E 01 020 301 322 830 433	Veterinary Tools and Equipment ID		\$75.00
			E 01 020 301 322 830 433	Vet Science Injections and Directions		\$25.00
			E 01 020 301 322 830 433	Vet Science Microscopic and Parasite ID		\$50.00
			E 01 020 301 322 830 433	Vet Science Skeletal System Posters		\$25.00
			E 01 020 301 322 830 433	Conduct of Chapter Meetings, Skill Builder		\$75.00
			E 01 020 301 322 830 433	Parli Pro Skill Builder Cards		\$75.00

Royalton Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78948	4713		ONE LESS THING		Check
			E 01 020 301 322 830 433	Meats Judging Kit		\$560.00
PO#: 6730	Voucher #:	47958	Invoice	Invoice No: 252494	12/11/2025	Paid Amt: \$1,135.00
			E 01 020 301 321 830 433	Misc. Shipping		\$30.00
			E 01 020 301 321 830 433	Wildlife Identification, LAMINATED CARDS		\$125.00
			E 01 020 301 321 830 433	Wildlife 2: Tracks and Prints ID, IDPix Cards U		\$125.00
			E 01 020 301 321 830 433	Wildlife 1: Skulls and Furs ID, IDPix Cards		\$100.00
			E 01 020 301 321 830 433	Poultry Judging 101 CDE		\$75.00
PO#: 6729	Voucher #:	47959	Invoice	Invoice No: 252494B	12/11/2025	Paid Amt: \$455.00
						Check Amount: \$1,590.00
PCB	78949	1406		PAN-O-GOLD BAKING CO		Check
			E 02 005 770 000 701 490	Bread		\$184.95
PO#:	Voucher #:	47955	Invoice	Invoice No: 10000125342005	12/11/2025	Paid Amt: \$184.95
			E 02 005 770 000 701 490	Bread		\$104.60
PO#:	Voucher #:	47875	Invoice	Invoice No: 10000125335004	12/11/2025	Paid Amt: \$104.60
			E 02 005 770 000 701 490	Bread		\$22.50
PO#:	Voucher #:	47877	Invoice	Invoice No: 10000125328012	12/11/2025	Paid Amt: \$22.50
			E 02 005 770 000 701 490	Bread		\$33.75
PO#:	Voucher #:	47876	Invoice	Invoice No: 10000125335003	12/11/2025	Paid Amt: \$33.75
						Check Amount: \$345.80
PCB	78950	2907		PAUL PELZER		Check
			E 01 020 294 055 000 305	BBB JV/V Official Foley		\$150.00
PO#:	Voucher #:	47882	Invoice	Invoice No: 12.02.2025	12/11/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
PCB	78951	4242		RADEMACHER COMPANIES, INC.		Check
			E 01 020 301 322 830 433	Misc. Blanket PO Bills		\$7.98
PO#: 6541	Voucher #:	47953	Invoice	Invoice No: 001-00245933	12/11/2025	Paid Amt: \$7.98
			E 01 020 301 322 830 433	Misc. Blanket PO Bills		\$25.48
PO#: 6541	Voucher #:	47951	Invoice	Invoice No: 002-00449843	12/11/2025	Paid Amt: \$25.48
			E 01 020 301 322 830 433	Misc. Blanket PO Bills		\$10.00
PO#: 6541	Voucher #:	47952	Invoice	Invoice No: 001-00245433	12/11/2025	Paid Amt: \$10.00
			E 01 020 301 322 830 433	Misc. Blanket PO Bills		\$10.99
PO#: 6541	Voucher #:	47954	Invoice	Invoice No: 002-00459186	12/11/2025	Paid Amt: \$10.99
						Check Amount: \$54.45

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78952	4955		Robotics Education & Competition Foundation		Check		
			E 01 020 298 053 000 369	Robotics Tournament Registration		\$925.00		
PO#:	Voucher #:	47941	Invoice	Invoice No: 62410455	12/11/2025	Paid Amt:	\$925.00	
						Check Amount:	\$925.00	
PCB	78953	1477		ROYALTON LUMBER COMPANY		Check		
			E 01 005 810 000 000 401	Custodial Supplies		\$25.57		
PO#:	Voucher #:	47859	Invoice	Invoice No: 885422	12/11/2025	Paid Amt:	\$25.57	
			E 01 005 810 000 000 401	Custodial Supplies		\$9.92		
PO#:	Voucher #:	47861	Invoice	Invoice No: 885034	12/11/2025	Paid Amt:	\$9.92	
						Check Amount:	\$35.49	
PCB	78954	1482		SAINTS TO LAKES GARAGE DOOR		Check		
			E 01 005 760 000 720 350	Labor Transportation		\$60.00		
PO#:	Voucher #:	47839	Invoice	Invoice No: 3636	12/11/2025	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
PCB	78955	4232		SCHOOL NURSE SUPPLY		Check		
			E 01 005 720 000 000 401	7237 5 Quart wall mount sharps container		\$8.49		
			E 01 005 720 000 000 401	7230 5 Quart wall mount sharps holder		\$39.25		
			E 01 005 720 000 000 401	Shipping		\$12.95		
PO#: 6649	Voucher #:	47892	Invoice	Invoice No: INV1070411	12/11/2025	Paid Amt:	\$60.69	
						Check Amount:	\$60.69	
PCB	78956	5048		Sertich Environmental Services		Check		
			E 01 005 760 000 720 305	Drug & Alcohol Testing Contract		\$600.00		
PO#:	Voucher #:	47840	Invoice	Invoice No: 12689	12/11/2025	Paid Amt:	\$600.00	
						Check Amount:	\$600.00	
PCB	78957	3940		ST. CLOUD ORTHOPEDICS		Check		
			E 01 020 292 000 000 305	Athletic Training Service 8-11-2025 to 5-29-20;		\$12,849.00		
PO#:	Voucher #:	47849	Invoice	Invoice No: 12.01.2025	12/11/2025	Paid Amt:	\$12,849.00	
			E 01 020 294 056 000 305	Wrestling Weight Certification		\$110.00		
PO#:	Voucher #:	47884	Invoice	Invoice No: 12.04.2025	12/11/2025	Paid Amt:	\$110.00	
						Check Amount:	\$12,959.00	
PCB	78958	2577		SYSCO WESTERN MN, INC.		Check		
			E 02 005 770 000 705 490	Breakfast		\$1,097.56		
			E 02 005 770 000 701 401	Supplies		\$39.64		
PO#:	Voucher #:	47907	Invoice	Invoice No: 353065244	12/11/2025	Paid Amt:	\$1,137.20	
			E 02 005 770 000 705 490	Breakfast		\$552.13		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78958	2577		SYSCO WESTERN MN, INC.		Check
			E 02 005 770 000 701 401	Supplies		\$81.95
PO#:	Voucher #:	47908	Invoice	Invoice No: 353058343	12/11/2025	Paid Amt: \$634.08
			E 02 005 770 000 701 490	Commodity		\$43.14
PO#:	Voucher #:	47909	Invoice	Invoice No: 353065243	12/11/2025	Paid Amt: \$43.14
			E 02 005 770 000 701 490	Commodity		\$6.24
PO#:	Voucher #:	47911	Invoice	Invoice No: 353058341	12/11/2025	Paid Amt: \$6.24
			E 02 005 770 000 701 490	LUNCH		\$9.50
PO#:	Voucher #:	47913	Credit	Invoice No: 353060327	12/11/2025	Paid Amt: (\$9.50)
			E 02 005 770 000 701 490	LUNCH		\$3,250.78
			E 02 005 770 000 701 401	SUPPLIES		\$334.25
PO#:	Voucher #:	47914	Invoice	Invoice No: 353065245	12/11/2025	Paid Amt: \$3,585.03
			E 02 005 770 000 701 490	LUNCH		\$1,069.32
			E 02 005 770 000 701 401	SUPPLIES		\$178.92
PO#:	Voucher #:	47915	Invoice	Invoice No: 353058344	12/11/2025	Paid Amt: \$1,248.24
			E 02 005 770 000 701 490	Lunch Credit Original Invoice 253998151		\$40.88
PO#:	Voucher #:	47917	Credit	Invoice No: 353041407	12/11/2025	Paid Amt: (\$40.88)
			E 02 005 770 000 701 490	LUNCH		\$3,254.94
PO#:	Voucher #:	47956	Invoice	Invoice No: 353065242	12/11/2025	Paid Amt: \$3,254.94
			E 02 005 770 000 701 490	LUNCH		\$1,367.73
PO#:	Voucher #:	47926	Invoice	Invoice No: 353054185	12/11/2025	Paid Amt: \$1,367.73
			E 02 005 770 000 701 490	Commodity		\$30.90
PO#:	Voucher #:	47957	Invoice	Invoice No: 353065241	12/11/2025	Paid Amt: \$30.90
			E 02 005 770 000 701 490	Commodity		\$25.84
PO#:	Voucher #:	47910	Invoice	Invoice No: 353058345	12/11/2025	Paid Amt: \$25.84
			E 02 005 770 000 701 490	LUNCH		\$2,829.70
PO#:	Voucher #:	47916	Invoice	Invoice No: 353058342	12/11/2025	Paid Amt: \$2,829.70
			E 02 005 770 000 701 401	Supplies		\$18.50
PO#:	Voucher #:	47920	Invoice	Invoice No: 153A2219Z	12/11/2025	Paid Amt: \$18.50
			E 02 005 770 000 705 490	Breakfast Credit Original Invoice 353048806		\$25.60
PO#:	Voucher #:	47918	Credit	Invoice No: 353048902	12/11/2025	Paid Amt: (\$25.60)
			E 02 005 770 000 701 490	LUNCH		\$96.39
PO#:	Voucher #:	47912	Invoice	Invoice No: 353047127	12/11/2025	Paid Amt: \$96.39
Check Amount:						\$14,201.95

PCB	78959	1559		TECH CHECK, LLC		Check
			E 01 005 690 690 302 555	TCLB-001 Tech Check Professional Services		\$1,451.00
PO#: 6681	Voucher #:	47937	Invoice	Invoice No: 63897	12/11/2025	Paid Amt: \$1,451.00

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Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78959	1559		TECH CHECK, LLC		Check		
			E 01 005 690 690 000 305	Service WiFi Issues		\$146.25		
PO#:	Voucher #:	47268	Invoice	Invoice No: 63393	12/11/2025	Paid Amt:	\$146.25	
			E 01 020 211 258 000 530	TCLB-001 Tech Check Subcontractor Services		\$470.00		
PO#: 6342	Voucher #:	47900	Invoice	Invoice No: 62758	12/11/2025	Paid Amt:	\$470.00	
Check Amount:							\$2,067.25	
PCB	78960	4206		T-MOBILE		Check		
			E 01 005 810 000 000 320	Mobile Internet Acct 971799683		\$40.00		
PO#:	Voucher #:	47834	Invoice	Invoice No: 11.21.2025	12/11/2025	Paid Amt:	\$40.00	
Check Amount:							\$40.00	
PCB	78961	5142		Typing.com LLC		Check		
			E 01 005 690 690 000 406	Typing.com Renewal		\$570.00		
PO#: 6743	Voucher #:	47936	Invoice	Invoice No: INV-2207	12/11/2025	Paid Amt:	\$570.00	
Check Amount:							\$570.00	
PCB	78962	4964		Yale Mechanical LLC		Check		
			E 02 005 770 000 701 530	Remove & Replace Cooler Condenser Unit Pri		\$6,849.00		
PO#:	Voucher #:	47878	Invoice	Invoice No: 25-1166-2	12/11/2025	Paid Amt:	\$6,849.00	
Check Amount:							\$6,849.00	
PCB	78963	2416		ADAM UTSCH		Check		
			E 01 020 294 055 000 305	JV/V BBB Official Cathedral		\$150.00		
PO#:	Voucher #:	48014	Invoice	Invoice No: 12.11.2025	12/30/2025	Paid Amt:	\$150.00	
Check Amount:							\$150.00	
PCB	78964	3788		Alex Buysse		Check		
			E 01 020 294 055 000 305	JV/V BBB Official EVW		\$150.00		
PO#:	Voucher #:	48061	Invoice	Invoice No: 12.19.2025	12/30/2025	Paid Amt:	\$150.00	
Check Amount:							\$150.00	
PCB	78965	4295		AMAZON CAPITAL SERVICES		Check		
			E 01 020 212 000 000 430	B083J3YKX3 Mont Marte Premium H2O Wate		\$103.92		
			E 01 020 212 000 000 430	B0B6DTRGBT AROIC Acrylic Painting Brush		\$18.99		
			E 01 020 212 000 000 430	B0C6M97BLN ESRICH Mini Canvases for Pai		\$28.49		
			E 01 020 212 000 000 430	B0D9BDGS5B ESRICH Stretched Canvas for		\$53.98		
			E 01 020 212 000 000 430	Amazon Shipping Charge		\$0.00		
PO#: 6685	Voucher #:	47995	Invoice	Invoice No: 1JQK-PKDH-KCTT	12/30/2025	Paid Amt:	\$205.38	
			E 04 005 505 000 321 430	B0DJ17HPF2 LEGO Animal Crossing Stargaz		\$12.78		
			E 04 005 505 000 321 430	B0DK5X2M4C LEGO Spring Animal Playgrou		\$15.00		
PO#: 6760	Voucher #:	48050	Invoice	Invoice No: 14LT-VYDW-NVR9	12/30/2025	Paid Amt:	\$27.78	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78965	4295		AMAZON CAPITAL SERVICES		Check		
			E 04	005 505 000 321 401	B08QJKHM21 Spalding Precision TF-1000 AA	\$450.40		
			E 04	005 505 000 321 401	Amazon Shipping Charge	\$0.00		
PO#: 6712	Voucher #:	47996	Invoice	Invoice No: 1QPG-H96W-FFDT	12/30/2025	Paid Amt:	\$450.40	
			E 12	020 298 053 301 401	B002VKT6RU Falcon Safety Dust Off DPSXLF	\$48.72		
			E 12	020 298 053 301 401	B0BR3M8XHK UGREEN USB C Hub 5 in 1 M	\$14.81		
			E 12	020 298 053 301 401	Amazon Shipping Charge	\$0.00		
PO#: 6746	Voucher #:	47997	Invoice	Invoice No: 193Y-W399-P9QC	12/30/2025	Paid Amt:	\$63.53	
			E 04	005 582 000 344 430	B06XD7CM4R 28pcs Thick 1.4mm Soft Felt F	\$13.98		
			E 04	005 582 000 344 430	Amazon Shipping Charge	\$0.00		
PO#: 6675	Voucher #:	47998	Invoice	Invoice No: 17W9-Q74M-L3M4	12/30/2025	Paid Amt:	\$13.98	
			E 01	010 203 000 302 530	B0BJV5HSBW naspaluro Ergonomic Office Cl	\$59.49		
			E 01	010 203 000 302 530	B0FFLQRWX6 OLIXIS Waiting Room Chairs &	\$103.92		
			E 01	010 203 000 302 530	Amazon Shipping Charge	\$0.00		
PO#: 6741	Voucher #:	47999	Invoice	Invoice No: 1H37-1DP4-V3T9	12/30/2025	Paid Amt:	\$163.41	
			E 01	020 294 056 000 401	B0B4PTCGBL Predicament Wrestling Scorebr	\$50.00		
			E 01	020 294 056 000 401	Amazon Shipping Charge	\$8.99		
PO#: 6725	Voucher #:	47988	Invoice	Invoice No: 1JCJ-QXTV-4FFM	12/30/2025	Paid Amt:	\$58.99	
			E 01	010 620 000 000 401	B07DC84KSD GBC Pinnacle 27 Ezload Roll F	\$142.57		
			E 01	010 620 000 000 401	Amazon Shipping Charge	\$0.00		
PO#: 6656	Voucher #:	47993	Invoice	Invoice No: 1C3Q-LYGF-9TFX	12/30/2025	Paid Amt:	\$142.57	
			E 01	020 301 320 830 433	B00008ZA0C BernzOmatic Basic Use UL2317	\$36.50		
			E 01	020 301 320 830 433	B0009MZIZQ JET 3/4" x 9" Sanding Sleeves, 1	\$49.28		
			E 01	020 301 320 830 433	B00TM29GES DNJ VC809G Valve Cover Gas	\$83.96		
			E 01	020 301 320 830 433	B00WF9ND3K NGK 3922 Pack of 4 Spark Plu	\$14.94		
			E 01	020 301 320 830 433	B08SKPTX4J DEWALT 12V MAX 5Ah Battery	\$155.00		
			E 01	020 301 320 830 433	B095BWYC6Q JCHL Table Desk Top Fastene	\$23.98		
			E 01	020 301 320 830 433	B09P57G7F7 A-Premium Fuel Injectors Comp	\$62.99		
			E 01	020 301 320 830 433	B0B77JRFPT A-Premium 2 x Front Lower Ball	\$28.49		
			E 01	020 301 320 830 433	B0B8QPH3RW GE All Purpose Silicone Caulk	\$7.10		
			E 01	020 301 320 830 433	B0CHHFVG5K WORKPRO 200-Pack Single f	\$15.33		
			E 01	020 301 320 830 433	Amazon Shipping Charge	\$6.49		
PO#: 6753	Voucher #:	47994	Invoice	Invoice No: 1TY6-GJGG-FC3T	12/30/2025	Paid Amt:	\$484.06	
						Check Amount:	\$1,610.10	
PCB	78966	4478		AMERICAN MAILING MACHINE, INC		Check		
			E 01	020 211 000 000 401	PIC PostBase Standard Inkjet Cartridge Set-up	\$119.00		

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78966	4478		AMERICAN MAILING MACHINE, INC		Check		
			E 01 020 211 000 000 401	Shipping		\$17.33		
PO#:	Voucher #:	48073	Invoice	Invoice No: IN125980	12/30/2025	Paid Amt:	\$136.33	
						Check Amount:	\$136.33	
PCB	78967	1800		ARIC HURD		Check		
			E 01 020 296 055 000 305	JV/V GBB Official Paynesville		\$150.00		
PO#:	Voucher #:	48013	Invoice	Invoice No: 12.11.2025	12/30/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
PCB	78968	3142		ASSOCIATED BANK		Check		
			E 07 005 910 000 000 710	Bond Principal		\$140,000.00		
			E 07 005 910 000 000 720	Bond Interest		\$11,822.50		
PO#:	Voucher #:	48075	Invoice	Invoice No: 12.18.2025	12/30/2025	Paid Amt:	\$151,822.50	
						Check Amount:	\$151,822.50	
PCB	78969	1042		BATTERIES PLUS		Check		
			E 01 005 810 000 000 401	Batteries		\$499.80		
PO#:	Voucher #:	48002	Invoice	Invoice No: P88059773	12/30/2025	Paid Amt:	\$499.80	
						Check Amount:	\$499.80	
PCB	78970	5150		Brittny Ziegler		Check		
			R 02 005 770 000 701 601	Lunch Money Refund		\$96.55		
PO#:	Voucher #:	48028	Invoice	Invoice No: 12.18.2025	12/30/2025	Paid Amt:	\$96.55	
						Check Amount:	\$96.55	
PCB	78971	2558		Carl Simmons		Check		
			E 01 020 294 055 000 305	BBB C Squad Official Cathedral		\$85.00		
PO#:	Voucher #:	48017	Invoice	Invoice No: 12.11.2025	12/30/2025	Paid Amt:	\$85.00	
						Check Amount:	\$85.00	
PCB	78972	1074		CENTRA SOTA COOPERATIVE		Check		
			E 01 005 760 000 720 442	Wintermaster Dyed		\$1,331.80		
			E 01 005 760 000 720 442	Discount		(\$40.03)		
PO#:	Voucher #:	48031	Invoice	Invoice No: 5452326	12/30/2025	Paid Amt:	\$1,291.77	
			E 01 005 760 000 720 442	Wintermaster Dyed		\$4,624.60		
			E 01 005 760 000 720 442	Discount		(\$125.43)		
PO#:	Voucher #:	48032	Invoice	Invoice No: 5452418	12/30/2025	Paid Amt:	\$4,499.17	
			E 01 005 760 000 720 442	Unleaded Gas		\$985.76		
			E 01 005 760 000 720 442	Discount		(\$42.60)		
PO#:	Voucher #:	48030	Invoice	Invoice No: 5452419	12/30/2025	Paid Amt:	\$943.16	
			E 01 005 760 000 720 442	Unleaded Gas		\$759.23		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78972	1074		CENTRA SOTA COOPERATIVE		Check
			E 01	005 760 000 720 442	Discount	(\$30.20)
PO#:	Voucher #:	48029	Invoice	Invoice No: 5452327	12/30/2025	Paid Amt: \$729.03
						Check Amount: \$7,463.13
PCB	78973	1092		COLE PAPERS, INC.		Check
			E 01	005 810 000 000 401	Disinfectant wipes for Fitness Center	\$1,304.10
PO#: 6759	Voucher #:	48058	Invoice	Invoice No: 10661543	12/30/2025	Paid Amt: \$1,304.10
						Check Amount: \$1,304.10
PCB	78974	1733		DAN ZETAH		Check
			E 01	020 296 055 000 305	JV/V GBB Official EVW \$150.00	\$150.00
PO#:	Voucher #:	47982	Invoice	Invoice No: 12.09.2025	12/30/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
PCB	78975	4237		DSC Communications		Check
			E 01	005 760 000 720 401	Antenna Mobile VHF	\$81.02
PO#:	Voucher #:	48034	Invoice	Invoice No: 2512615	12/30/2025	Paid Amt: \$81.02
						Check Amount: \$81.02
PCB	78976	3958		FOLEY HIGH SCHOOL		Check
			E 01	020 294 056 000 369	Wrestling Tourney Fee	\$300.00
PO#:	Voucher #:	48065	Invoice	Invoice No: 12.22.2025	12/30/2025	Paid Amt: \$300.00
						Check Amount: \$300.00
PCB	78977	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check
			E 04	005 582 000 344 430	Washable Paint 1 gal. Green	\$17.34
			E 04	005 582 000 344 430	Washable Paint 1 gal. White	\$17.34
			E 04	005 582 000 344 430	Washable Paint 1 gal. Red	\$18.15
			E 04	005 582 000 344 430	Construction Paper 12x18 Assorted	\$8.12
PO#: 6768	Voucher #:	48066	Invoice	Invoice No: IN5012599	12/30/2025	Paid Amt: \$60.95
						Check Amount: \$60.95
PCB	78978	5152		James Ring		Check
			E 08	020 960 000 340 898	Scholarship ALC Homes & Royalton Educator	\$1,400.00
PO#:	Voucher #:	48076	Invoice	Invoice No: 12.22.2025	12/30/2025	Paid Amt: \$1,400.00
						Check Amount: \$1,400.00
PCB	78979	5146		Jeremy Woolard		Check
			R 02	005 770 000 701 601	Lunch Money refund	\$70.35
PO#:	Voucher #:	47979	Invoice	Invoice No: 12.18.2025	12/30/2025	Paid Amt: \$70.35
						Check Amount: \$70.35

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78980	3883		KELLY KLISCH		Check
			R 02	005 770 000 701 601	Lunch Money Refund	\$55.20
PO#:	Voucher #:	47980	Invoice	Invoice No: 12.18.2025	12/30/2025	Paid Amt: \$55.20
						Check Amount: \$55.20
PCB	78981	1267		KEMPS, LLC		Check
			E 02	005 770 000 701 495	MILK	\$299.20
PO#:	Voucher #:	48005	Invoice	Invoice No: 6072068	12/30/2025	Paid Amt: \$299.20
			E 02	005 770 000 701 495	MILK	\$352.00
PO#:	Voucher #:	48070	Invoice	Invoice No: 6088872	12/30/2025	Paid Amt: \$352.00
			E 02	005 770 000 701 495	MILK	\$352.00
PO#:	Voucher #:	48069	Invoice	Invoice No: 6088231	12/30/2025	Paid Amt: \$352.00
			E 02	005 770 000 701 495	MILK	\$457.60
PO#:	Voucher #:	48004	Invoice	Invoice No: 6076662	12/30/2025	Paid Amt: \$457.60
			E 02	005 770 000 701 495	MILK	\$176.00
PO#:	Voucher #:	48007	Invoice	Invoice No: 6072039	12/30/2025	Paid Amt: \$176.00
			E 02	005 770 000 701 495	MILK	\$510.40
PO#:	Voucher #:	48006	Invoice	Invoice No: 6077222	12/30/2025	Paid Amt: \$510.40
			E 02	005 770 000 701 495	MILK	\$246.40
PO#:	Voucher #:	48072	Invoice	Invoice No: 6084157	12/30/2025	Paid Amt: \$246.40
			E 02	005 770 000 701 495	MILK	\$281.60
PO#:	Voucher #:	48071	Invoice	Invoice No: 6084951	12/30/2025	Paid Amt: \$281.60
						Check Amount: \$2,675.20
PCB	78982	4487		MAGNATAG		Check
			E 01	020 710 000 000 430	CH14-W Card holder magnetic 1 X 4 white Pa	\$53.00
			E 01	020 710 000 000 430	Shipping fee	\$10.30
PO#: 6756	Voucher #:	48074	Invoice	Invoice No: 693061	12/30/2025	Paid Amt: \$63.30
						Check Amount: \$63.30
PCB	78983	5147		Mark Bauer		Check
			E 01	020 296 055 000 305	JV/V GBB Official Paynesville	\$150.00
PO#:	Voucher #:	48012	Invoice	Invoice No: 12.11.2025	12/30/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
PCB	78984	2098		Mark Ricker		Check
			E 01	020 294 055 000 305	JV/V BBB Official Cathedral	\$150.00
PO#:	Voucher #:	48016	Invoice	Invoice No: 12.11.2025	12/30/2025	Paid Amt: \$150.00
						Check Amount: \$150.00

Royalton Public Schools
 Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
PCB	78985	1983		MARK WINTER		Check			
			E 01 020 296 055 000 305	JV/V GBB Official Paynesville		\$150.00			
PO#:	Voucher #:	48018	Invoice	Invoice No: 12.11.2025	12/30/2025	Paid Amt:	\$150.00		
						Check Amount:	\$150.00		
PCB	78986	1314		MASSP		Check			
			E 01 020 050 000 000 366	2026 MASSP Winter Conference Registration		\$405.00			
PO#:	Voucher #:	47981	Invoice	Invoice No: 12.18.2025	12/30/2025	Paid Amt:	\$405.00		
						Check Amount:	\$405.00		
PCB	78987	4915		Matthew Jones		Check			
			E 01 020 296 055 000 305	JV/V GBB Official EVW		\$150.00			
PO#:	Voucher #:	47984	Invoice	Invoice No: 12.12.2025	12/30/2025	Paid Amt:	\$150.00		
						Check Amount:	\$150.00		
PCB	78988	5148		Matthew Warhol		Check			
			E 01 020 294 055 000 305	JV/V BBB Official Cathedral		\$150.00			
PO#:	Voucher #:	48015	Invoice	Invoice No: 12.11.2025	12/30/2025	Paid Amt:	\$150.00		
						Check Amount:	\$150.00		
PCB	78989	5149		MFCA		Check			
			E 01 020 294 054 000 366	Football Coaches Clinic		\$500.00			
PO#:	Voucher #:	48019	Invoice	Invoice No: 12.15.2025	12/30/2025	Paid Amt:	\$500.00		
						Check Amount:	\$500.00		
PCB	78990	3258		MINNESOTA CLAY USA		Check			
			E 04 005 505 000 321 401	CLM7W #7 WHITE BUFF CLAY CONE 06-6-		\$40.80			
			E 04 005 505 000 321 401	MSC8P - SC-8 JUST FROGGY PINT MAYCO		\$17.85			
			E 04 005 505 000 321 401	MSC15PSC-15 TUXEDO PINT MAYCO		\$17.85			
			E 04 005 505 000 321 401	MSC16PSC-16 COTTON TAIL PINT MAYCO		\$17.85			
			E 04 005 505 000 321 401	MSC73PSC-73 CANDY APPLE RED PINT M		\$17.85			
			E 04 005 505 000 321 401	MSC76PSC-76 CARA-BEIN BLUE PINT MAY		\$17.85			
			E 04 005 505 000 321 401	MSC6P SC-6 SUNKISSED PINT MAYCO		\$17.85			
PO#: 6767	Voucher #:	48047	Invoice	Invoice No: 160165	12/30/2025	Paid Amt:	\$147.90		
						Check Amount:	\$147.90		
PCB	78991	3634		MINNESOTA HISTORICAL SOCIETY		Check			
			E 01 020 270 000 000 430	6th grade online textbook subscription		\$1,125.00			
			E 01 020 270 000 000 430	6th Grade online teacher textbook		\$25.00			
PO#: 6677	Voucher #:	48042	Invoice	Invoice No: 34936	12/30/2025	Paid Amt:	\$1,150.00		
						Check Amount:	\$1,150.00		

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78992	1804		NATE MOELLER		Check		
			E 01 020 294 055 000 305	JV/V BBB Official EVW		\$150.00		
PO#:	Voucher #:	48060	Invoice	Invoice No: 12.19.2025	12/30/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
PCB	78993	1734		Nedda Zetah		Check		
			E 01 020 296 055 000 305	JV/V GBB Official EVW	\$150.00	\$150.00		
PO#:	Voucher #:	47983	Invoice	Invoice No: 12.09.2025	12/30/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
PCB	78994	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
			E 01 005 760 000 720 350	General Engine Repairs Bus 4-22		\$703.37		
PO#:	Voucher #:	48033	Invoice	Invoice No: 813624	12/30/2025	Paid Amt:	\$703.37	
			E 01 005 760 000 720 401	Bus 11-08 Panel, Modesty, Lever, Brake, Parki		\$272.13		
PO#:	Voucher #:	48040	Invoice	Invoice No: 327641X1	12/30/2025	Paid Amt:	\$272.13	
			E 01 005 760 000 720 401	Bus 18-20 Panel, Modesty,		\$119.77		
PO#:	Voucher #:	48039	Credit	Invoice No: CM327039	12/30/2025	Paid Amt:	(\$119.77)	
			E 01 005 760 000 720 401	Actuator, Motor		\$81.53		
PO#:	Voucher #:	48041	Invoice	Invoice No: 328918	12/30/2025	Paid Amt:	\$81.53	
						Check Amount:	\$937.26	
PCB	78995	4608		NORTH CENTRAL INT'L, LLC		Check		
			E 01 005 760 000 720 401	Oil Filter, Full-Flow Cartridge		\$115.84		
PO#:	Voucher #:	48035	Invoice	Invoice No: X220122342:01	12/30/2025	Paid Amt:	\$115.84	
			E 01 005 760 000 720 401	Oil Filter, Oil Filter Full-flow Spin-on		\$391.05		
PO#:	Voucher #:	48036	Invoice	Invoice No: X220122348:01	12/30/2025	Paid Amt:	\$391.05	
			E 01 005 760 000 720 401	Fleetrite Headlights		\$319.42		
PO#:	Voucher #:	48037	Invoice	Invoice No: X220122539:01	12/30/2025	Paid Amt:	\$319.42	
			E 01 005 760 000 720 401	Thermostat		\$54.12		
PO#:	Voucher #:	48038	Invoice	Invoice No: X220122438:01	12/30/2025	Paid Amt:	\$54.12	
						Check Amount:	\$880.43	
PCB	78996	5052		Office of MNIT Services		Check		
			E 01 005 690 690 000 405	Crowdstrike Endpoint Protection		\$84.33		
PO#:	Voucher #:	48068	Invoice	Invoice No: 25110700	12/30/2025	Paid Amt:	\$84.33	
						Check Amount:	\$84.33	
PCB	78997	1406		PAN-O-GOLD BAKING CO		Check		
			E 02 005 770 000 701 490	Bread		\$45.00		
PO#:	Voucher #:	48057	Invoice	Invoice No: 10000125349001	12/30/2025	Paid Amt:	\$45.00	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78997	1406		PAN-O-GOLD BAKING CO		Check		
			E 02	005 770 000 701 490 Bread		\$151.55		
PO#:	Voucher #:	48000	Invoice	Invoice No: 10000125349003	12/30/2025	Paid Amt:	\$151.55	
			E 02	005 770 000 701 490 Bread		\$182.80		
PO#:	Voucher #:	48001	Invoice	Invoice No: 10000125342006	12/30/2025	Paid Amt:	\$182.80	
						Check Amount:	\$379.35	
PCB	78998	5014		Patrick Simones		Check		
			E 01	020 294 055 000 305 C Squad BBB Official EVW		\$85.00		
PO#:	Voucher #:	48059	Invoice	Invoice No: 12.19.2025	12/30/2025	Paid Amt:	\$85.00	
						Check Amount:	\$85.00	
PCB	78999	4289		PAYNESVILLE AREA SCHOOLS		Check		
			E 01	020 294 056 000 369 Wrestling Tournament Entry Fee		\$300.00		
PO#:	Voucher #:	48063	Invoice	Invoice No: 12.22.2025	12/30/2025	Paid Amt:	\$300.00	
						Check Amount:	\$300.00	
PCB	79000	4361		PHILIP BERG		Check		
			E 01	020 296 055 000 305 JV/V GBB Official Upsala		\$150.00		
PO#:	Voucher #:	47987	Invoice	Invoice No: 12.16.2025	12/30/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
PCB	79001	4242		RADEMACHER COMPANIES, INC.		Check		
			E 01	020 301 321 830 433 Misc. Class Supplies		\$22.00		
PO#: 6517	Voucher #:	47992	Invoice	Invoice No: 002-00456058	12/30/2025	Paid Amt:	\$22.00	
			E 02	005 770 000 701 490 8" Burrito Tortilla		\$16.72		
PO#:	Voucher #:	48043	Invoice	Invoice No: 002-00465106	12/30/2025	Paid Amt:	\$16.72	
						Check Amount:	\$38.72	
PCB	79002	2838		RASINSKI TOTAL DOOR SERVICE, LLC		Check		
			E 01	005 865 000 369 350 ES Kitchen Door & Misc Repairs		\$1,366.96		
PO#:	Voucher #:	48067	Invoice	Invoice No: 12.20.2025	12/30/2025	Paid Amt:	\$1,366.96	
						Check Amount:	\$1,366.96	
PCB	79003	1764		Scott Kimman		Check		
			E 01	020 296 055 000 305 JV/V GBB Official Upsala		\$150.00		
PO#:	Voucher #:	47985	Invoice	Invoice No: 12.16.2025	12/30/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
PCB	79004	3940		ST. CLOUD ORTHOPEDICS		Check		
			E 01	020 294 054 000 305 Section Athletic Training		\$275.00		
PO#:	Voucher #:	48064	Invoice	Invoice No: 1	12/30/2025	Paid Amt:	\$275.00	
						Check Amount:	\$275.00	

Royalton Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	79005	2577		SYSCO WESTERN MN, INC.		Check
			E 02 005 770 000 701 490	Commodity		\$32.36
PO#:	Voucher #:	48053	Invoice	Invoice No: 353075192	12/30/2025	Paid Amt: \$32.36
			E 02 005 770 000 701 490	Commodity		\$12.30
PO#:	Voucher #:	48055	Invoice	Invoice No: 353075194	12/30/2025	Paid Amt: \$12.30
			E 02 005 770 000 701 490	Commodity		\$83.87
PO#:	Voucher #:	48009	Invoice	Invoice No: 353070490	12/30/2025	Paid Amt: \$83.87
			E 04 005 570 000 000 490	MAP		\$224.42
PO#:	Voucher #:	48056	Invoice	Invoice No: 353075193	12/30/2025	Paid Amt: \$224.42
			E 02 005 770 000 705 490	Breakfast		\$804.19
			E 02 005 770 000 701 401	Supplies		\$26.26
PO#:	Voucher #:	48051	Invoice	Invoice No: 353075190	12/30/2025	Paid Amt: \$830.45
			E 02 005 770 000 701 490	LUNCH		\$2,038.29
			E 02 005 770 000 701 401	SUPPLIES		\$99.53
PO#:	Voucher #:	48052	Invoice	Invoice No: 353075191	12/30/2025	Paid Amt: \$2,137.82
			E 02 005 770 000 705 490	Breakfast		\$378.08
			E 02 005 770 000 701 401	Supplies		\$95.33
PO#:	Voucher #:	48008	Invoice	Invoice No: 353070491	12/30/2025	Paid Amt: \$473.41
			E 02 005 770 000 701 490	Commodity		\$6.15
PO#:	Voucher #:	48044	Invoice	Invoice No: 353070488	12/30/2025	Paid Amt: \$6.15
			E 02 005 770 000 701 490	LUNCH		\$2,899.34
PO#:	Voucher #:	48045	Invoice	Invoice No: 353070489	12/30/2025	Paid Amt: \$2,899.34
			E 02 005 770 000 701 490	LUNCH		\$1,803.08
			E 02 005 770 000 701 401	SUPPLIES		\$76.91
PO#:	Voucher #:	48054	Invoice	Invoice No: 353075195	12/30/2025	Paid Amt: \$1,879.99
			E 02 005 770 000 701 490	LUNCH		\$240.38
PO#:	Voucher #:	48010	Invoice	Invoice No: 353065368	12/30/2025	Paid Amt: \$240.38
			E 02 005 770 000 701 490	LUNCH		\$3,326.79
			E 02 005 770 000 701 401	SUPPLIES		\$159.61
PO#:	Voucher #:	48011	Invoice	Invoice No: 353070492	12/30/2025	Paid Amt: \$3,486.40
						Check Amount: \$12,306.89
PCB	79006	2676		TONY VEITH		Check
			E 01 020 296 055 000 305	JV/V GBB Official Upsala		\$150.00
PO#:	Voucher #:	47986	Invoice	Invoice No: 12.16.2025	12/30/2025	Paid Amt: \$150.00
						Check Amount: \$150.00

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	79007	5151		Tristan Demorett		Check		
			E 01 020 294 055 000 305	JV/V BBB Official EVW		\$150.00		
PO#:	Voucher #:	48062	Invoice	Invoice No: 12.19.2025	12/30/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
PCB	79008	1592		VERIZON WIRELESS		Check		
			E 01 005 810 000 000 320	PHONE SERVICE		\$301.44		
PO#:	Voucher #:	48020	Invoice	Invoice No: 6130760169	12/30/2025	Paid Amt:	\$301.44	
						Check Amount:	\$301.44	
PCB	79009	2279		VEX ROBOTICS, INC		Check		
			E 04 005 505 053 321 401	Misc.		\$411.02		
PO#: 6757	Voucher #:	48048	Invoice	Invoice No: 111216571	12/30/2025	Paid Amt:	\$411.02	
						Check Amount:	\$411.02	
PCB	79010	2172		VOIGT MOTORCOACH TRAVEL, INC.		Check		
			E 01 020 294 056 000 369	Motor Coach Bus for Tournament		\$730.86		
PO#:	Voucher #:	47991	Invoice	Invoice No: 34459A	12/30/2025	Paid Amt:	\$730.86	
						Check Amount:	\$730.86	
PCB	79011	1611		XCEL ENERGY		Check		
			E 01 005 810 000 000 440	Acct 51-4433400-5		\$16,930.86		
PO#:	Voucher #:	48003	Invoice	Invoice No: 956639839	12/30/2025	Paid Amt:	\$16,930.86	
						Check Amount:	\$16,930.86	
PCB	79012	2724		AFSCME COUNCIL 65		Check		
			B 01 215 040	MFT		\$307.91		
PO#:	Voucher #:	48086	Invoice	Invoice No: S2026120	12/30/2025	Paid Amt:	\$307.91	
						Check Amount:	\$307.91	
PCB	79013	3757		Blue Cross Blue Shield		Check		
			B 01 215 033	Vision Flex		\$160.81		
			B 01 215 033	Adjustment		(\$23.24)		
			B 02 215 033	Vision Flex		\$2.49		
			B 04 215 033	Vision Flex		\$9.65		
PO#:	Voucher #:	48102	Invoice	Invoice No: S2026120	12/30/2025	Paid Amt:	\$149.71	
			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 #:	47977	Invoice	Invoice No: S2026110	12/30/2025	Paid Amt:	\$169.22	
						Check Amount:	\$318.93	

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	79014	4665		HARTFORD INSURANCE		Check		
			B 01	215 032	Life	\$753.85		
			B 02	215 032	Life	\$41.98		
			B 04	215 032	Life	\$24.83		
PO#:	Voucher #:	47964	Invoice	Invoice No: S2026110	12/30/2025		Paid Amt:	\$820.66
			B 01	215 032	Life	\$751.01		
			B 02	215 032	Life	\$41.98		
			B 04	215 032	Life	\$24.67		
			B 01	215 032	Adjustment	(\$110.67)		
PO#:	Voucher #:	48089	Invoice	Invoice No: S2026120	12/30/2025		Paid Amt:	\$706.99
			B 01	215 031	LTD	\$869.75		
			B 01	215 031	Adjustment	(\$73.23)		
			B 02	215 031	LTD	\$26.97		
			B 04	215 031	LTD	\$39.57		
PO#:	Voucher #:	48090	Invoice	Invoice No: S2026120	12/30/2025		Paid Amt:	\$863.06
			B 01	215 051	United Way	\$405.64		
			B 02	215 051	Payroll Deductions	\$18.88		
			B 04	215 051	Payroll Deductions	\$29.41		
PO#:	Voucher #:	47968	Invoice	Invoice No: S2026110	12/30/2025		Paid Amt:	\$453.93
			B 01	215 051	United Way	\$405.64		
			B 01	215 051	Adjustment	(\$25.78)		
			B 02	215 051	Payroll Deductions	\$18.88		
			B 04	215 051	Payroll Deductions	\$29.41		
PO#:	Voucher #:	48093	Invoice	Invoice No: S2026120	12/30/2025		Paid Amt:	\$428.15
			B 01	215 031	LTD	\$877.15		
			B 02	215 031	LTD	\$26.97		
			B 04	215 031	LTD	\$39.74		
PO#:	Voucher #:	47965	Invoice	Invoice No: S2026110	12/30/2025		Paid Amt:	\$943.86
							Check Amount:	\$4,216.65
PCB	79015	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 #:	47961	Invoice	Invoice No: S2026110	12/30/2025		Paid Amt:	\$1,638.79
			B 01	215 035	Dental	\$1,590.25		
			B 01	215 035	Adjustment	\$145.38		
			B 02	215 035	Payroll Deductions	\$17.78		

Royalton Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	79015	4620		HealthPartners Inc		Check		
			B 04	215 035	Payroll Deductions	\$86.02		
PO#:	Voucher #:	48083	Invoice	Invoice No: S2026120	12/30/2025	Paid Amt:	\$1,839.43	
			B 01	215 030	Hospital	\$38,072.62		
			B 02	215 030	Hospital	\$1,042.38		
			B 04	215 030	Hospital	\$3,372.30		
			B 01	215 030	Adjustment	\$17,755.43		
PO#:	Voucher #:	48087	Invoice	Invoice No: S2026120	12/30/2025	Paid Amt:	\$60,242.73	
			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 #:	47962	Invoice	Invoice No: S2026110	12/30/2025	Paid Amt:	\$43,163.53	
			E 01	005 110 000 000 305	EAP	\$145.20		
PO#:	Voucher #:	48104	Invoice	Invoice No: 12.30.2025	12/30/2025	Paid Amt:	\$145.20	
							Check Amount:	\$107,029.68
PCB	79016	1474		Royalton Education Minnesota		Check		
			B 01	215 040	MFT	\$4,114.00		
			B 04	215 040	MFT	\$176.00		
PO#:	Voucher #:	48084	Invoice	Invoice No: S2026120	12/30/2025	Paid Amt:	\$4,290.00	
							Check Amount:	\$4,290.00
PCB	79017	1473		ROYALTON ESP		Check		
			B 01	215 040	MFT	\$1,156.76		
			B 02	215 040	MFT	\$28.27		
			B 04	215 040	MFT	\$33.02		
PO#:	Voucher #:	48085	Invoice	Invoice No: S2026120	12/30/2025	Paid Amt:	\$1,218.05	
							Check Amount:	\$1,218.05
PCB	79018	4620		HealthPartners Inc		Check		
			B 01	215 035	Adjustment	\$71.09		
PO#:	Voucher #:	48105	Invoice	Invoice No: 12-30-2025	12/30/2025	Paid Amt:	\$71.09	
							Check Amount:	\$71.09
							Report Total:	\$774,157.16

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

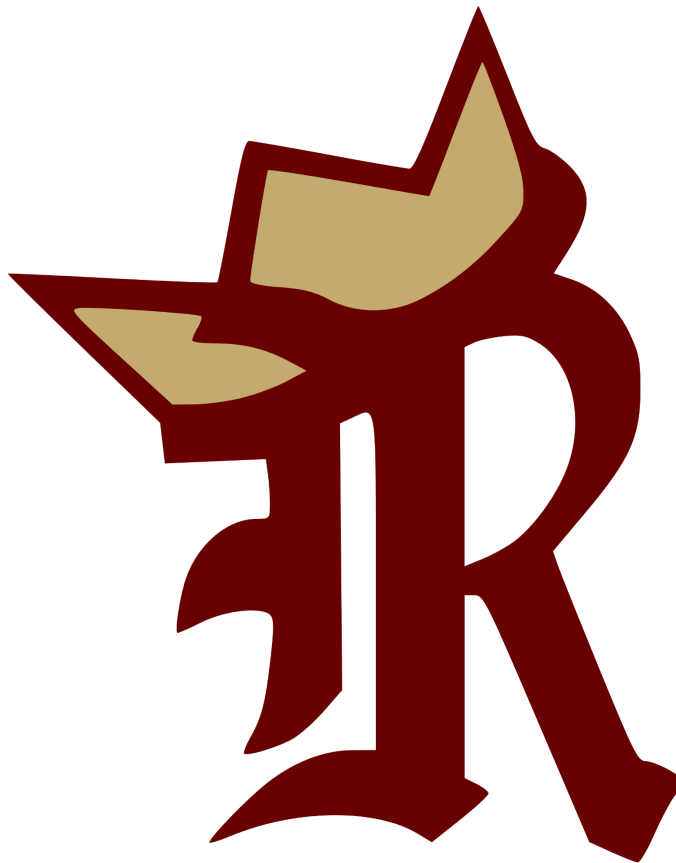
Fund	Description	Total
01	General	\$533,962.40
02	Food Service	\$51,212.87
04	Community Service	\$19,690.30
07	Debt Service	\$151,822.50
08	Scholarships	\$1,400.00
12	Student Activities	\$16,069.09
Report Total		\$774,157.16

Royalton Public Schools Journal Entry Listing

JE Cd	Period	Date	St Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
11695	202606	12/10/2025	P	JE	Correct FD 121/122 CR's	Correct JE11494 FY25 St Sch B	02	121	000					Due Fm Mn Dept Ed	0.00	81,784.82
						Corr CR29069 FY25 State Mill B	02	121	000					Due Fm Mn Dept Ed	0.00	313.20
						Corr CR29069 FY25 State Lur B	02	121	000					Due Fm Mn Dept Ed	0.00	16,322.10
						Corr CR29065 FY25 State bre B	02	121	000					Due Fm Mn Dept Ed	0.00	356.04
						Corr CR29065 FY25 State Lur B	02	121	000					Due Fm Mn Dept Ed	0.00	1,374.92
						Correct JE11494 FY25 St Sch B	02	122	000					Due Fm Fed.-MDE	81,784.82	0.00
						Corr CR29069 FY25 State Mill B	02	122	000					Due Fm Fed.-MDE	313.20	0.00
						Corr CR29069 FY25 State Lur B	02	122	000					Due Fm Fed.-MDE	16,322.10	0.00
						Corr CR29065 FY25 State bre B	02	122	000					Due Fm Fed.-MDE	356.04	0.00
						Corr CR29065 FY25 State Lur B	02	122	000					Due Fm Fed.-MDE	1,374.92	0.00
															\$100,151.08	\$100,151.08
11697	202606	12/12/2025	P	JE	Corr CTE cash rec 7.15 ideas	Corr CTE cash rec 7.15 ideas B	01	121	000					Due Fm Mn Dept Ed	0.00	940.20
						Corr CTE cash rec 7.15 ideas B	01	122	000					Due Fm Fed.-MDE	940.20	0.00
															\$940.20	\$940.20

MASTER AGREEMENT
between
ROYALTON SCHOOL DISTRICT #485
AND
ROYALTON EDUCATION SUPPORT PROFESSIONALS
LOCAL #6063

July 1, 2025 through June 30, 2027



Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The 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

PURPOSE

Section 1. Parties. This Agreement is entered into between Independent School District No. 485, Royalton, Minnesota, hereinafter referred to as the “School District,” and the Royalton Education Support Professionals (RESP), Education Minnesota, NEA, hereinafter referred to as the “Exclusive Representative,” pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the “PELRA,” to provide the terms and conditions of employment for education assistants and food service employees.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition. In accordance with the PELRA, the School District recognizes the Royalton Education Support Professionals (RESP) as the Exclusive Representative for education assistants and food service employees employed by the School District. The Exclusive Representative shall have those rights and duties as described in the provisions of this Agreement.

Section 2. Appropriate Unit. The Exclusive Representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III Section 2 of this Agreement, the PELRA, and by the Minnesota Bureau of Mediation Services “BMS.”

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment. “Terms and conditions of employment” means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer’s personnel policies affecting the working conditions of the employees. “Terms and conditions of employment” is subject to the provisions of the PELRA.

Section 2. Description of Appropriate Unit. For purposes of this Agreement, the term “education assistants and food service employees,” hereinafter referred to as “employees,” shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed 11.20 hours per week (education assistants) or 10.50 hours per week (food service employees), employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any fiscal calendar year unless those positions have already been filled in the same fiscal calendar year and the cumulative number of days in the same position by all employees exceeds sixty-seven (67) calendar days in that year and emergency employees.

Section 3. School District. For purposes of administering this Agreement, the term “School District” shall mean the School Board or its designated representative.

Section 4. Union. For purposes of administering this Agreement, the term “Union” shall mean the Royalton Education Support Professionals or its designated representative.

Section 5. Other Terms. Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV

SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights. The Exclusive Representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities. The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules, and Regulations. The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and School District rules, regulations, directives, and orders, issued by properly designated officials of the School District. The Exclusive Representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights. The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V

EMPLOYEE RIGHTS

Section 1. Right to Views. Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or the employee’s representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative.

Section 2. Right to Join. Pursuant to the PELRA, employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Check-Off. The Exclusive Representative shall be allowed dues check-off for its members, provided that dues check-off and the proceeds thereof shall not be allowed to any Exclusive Representative that has lost its right to dues check-off, pursuant to the PELRA. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in eight (8) equal monthly installments, beginning with the first pay period in October.

Section 4. Time Off. The School District shall permit reasonable time off to elected officers or appointed representatives of the Exclusive Representative to conduct the duties of the Exclusive Representative and, upon request, shall provide for leaves of absence to elected or appointed officials of the Exclusive Representative.

Section 5. Vacancies. When vacancies occur, the position shall be posted, so that current employees may be informed of the School District's needs and apply for the opening if they choose to do so. The School District will post vacancies in each building for five (5) working days before the filling of a position, except in cases of emergency. Working days are defined as all weekdays not designated as holidays by state law. For summer vacancies, written notice of the posting shall also be emailed to the employees. Applicants must submit their application online 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.

ARTICLE VI

HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week. The regular workweek, exclusive of lunch, shall be prescribed by the School District each year for regular employees.

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

Section 3. Part-Time Employees. The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis for time less than that of the regular employees.

Section 4. Shifts and Starting Time. All employees shall 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 5. School Closing. In the event school is closed for the entire day and employees are not required to perform services, employees may elect to use sick leave, earned and accrued personal leave or personal-flex time from their absence bank. Employees' compensation will be reduced accordingly if they elect not to use available leave. If school starts late or dismisses early due to weather, the employee shall be compensated for any lost hours.

Section 6. Overtime. An employee may be required by the School District to perform overtime work. All overtime must be pre-approved by the principal or superintendent.

Section 7. Work Day. All employees shall be granted a paid 15-minute duty free break for every 4 hours worked. All employees shall be granted a 30-minute duty free lunch period if they work more than 6 hours in a day.

Section 8. Field Trips/Off Campus Assignments. Educational Assistants who are assigned to field trips or other off campus activities will be paid for time worked outside of their contact hours and shall not have a thirty (30) minute lunch deduction from hours worked.

ARTICLE VII RATES OF PAY

Section 1. Rates of Pay.

Subd. 1. Period. The wages and salaries reflected in the attached schedules shall be a part of the Agreement for the period commencing July 1, 2025 to June 30, 2027.

Subd. 2. Terms. During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated at the previous year's compensation and step, until a successor Agreement is entered into.

Subd. 3. Salary Increase Withholding. An individual employee's salary advancement is subject to the right of the School District to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure.

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

Section 3. Step Advancement. To be eligible for an increment (step) on July 1 of a given year, the employee must be employed by 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 7 years of seniority in a bargaining unit position in the School District (based on the Board-approved seniority list) may receive longevity pay (non-accumulative) as follows:

0-6 years of seniority=\$0
7-12 years of seniority = \$.50/hour
13-16 years of seniority = \$.75/hour
17-24 years of seniority = \$1.00/hour
25+ years of seniority = \$1.25/hour

Section 5. Pay Methods. Employees shall be paid according to pay period methods established by the School District. Employees carrying timesheets shall be paid two weeks behind.

Section 6. Transfer to Another Position Within the Bargaining Unit.

Subd. 1. Higher Related Position. If transferring into a higher related position within a classification (e.g., media center assistant to computer lab supervisor, kitchen helper to cook, education assistant to media center assistant), employees shall be given one (1) year of experience for every two (2) years of experience, but shall not receive less than their current pay for purposes of step placement on the salary schedule. If their experience places them on a step less than their current rate of pay, employees shall be placed on the step which more nearly approximates their current pay, but which shall not be less than their current pay.

Subd. 2. Equivalent Related Position. If transferring to an equivalent related position within a classification (e.g., kitchen helper to dishwasher), employees shall receive their current pay.

Subd. 3. Lower Related Position. If transferring into a lower related position within a classification (e.g., cook to dishwasher, computer lab supervisor to media center assistant), employees shall be placed on the same step as in their previous position.

Subd. 4. Non-Related Classifications. Experience credit shall not apply to transfers into non-related classifications (e.g., cook to education assistant).

Section 7. Substitute Pay.

Subd. 1. Long-Term Substitute Within the Bargaining Unit. After subbing for ten (10) consecutive workdays in a higher paying position (e.g., kitchen helper to education assistant), employees shall receive their regular pay plus \$.50/hr or the 0 Step of the pay group in which they are subbing, whichever is higher, retroactive to the first day of subbing. If the employee is assigned by the School District to substitute in a lower paying position (e.g., education assistant to kitchen helper), employees shall receive their regular rate of pay.

Subd. 2. Special/Unusual Circumstances. Special/unusual circumstances shall be considered on a case-by-case basis by the School District.

Section 8. Summer School Pay. Employees working in the summer will be paid the same hourly rate they were paid during the school year.

Section 9. Clothing Allowance. Food Service employees who work 12 months a year will receive \$140.00 per year to purchase appropriate clothing for their position. Food Service employees who work less than 12 months during the year will have their clothing allowance prorated based on hours worked per year.

Section 10. Mileage Reimbursement. Employees required to travel between district buildings or to other district -assigned locations during the workday shall be eligible for mileage reimbursement under the following conditions:

Subd. 1. District Transportation Requirement. Prior to using a personal vehicle, the employee shall first request the use of a District van in accordance with established District procedures. The district shall make reasonable efforts to provide a van and, when required, an authorized driver.

Subd 2. Use of Personal Vehicle. If a District van and/or driver is unavailable, the employee may use their personal vehicle for required travel. In such cases, the employee shall be reimbursed for mileage at the IRS-approved rate.

Subd. 3. Verification and Submission. Mileage reimbursement requests shall be submitted on the District's approved form and shall include appropriate documentation confirming that a van request was made and that District transportation was unavailable.

Subd. 4. No Cost to Employee. Employees shall not be required to incur personal transportation expenses when District transportation is available.

ARTICLE VIII 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.

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 full contribution for Royalton Teachers for single coverage or family coverage per the employee selection for coverage. 35 hours per week is considered a full time employee. 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:

2025-2026	Single, not to exceed \$7,000 Family, not to exceed \$14,000
2026-2027	Single, not to exceed \$7,500 Family, not to exceed \$15,000

Section 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 agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 4. 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 contribution shall cease.

Section 5. Eligibility. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Section 6. 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 7. Life Insurance. To participate in the Life Insurance program, an employee must work 20 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 by payroll deduction.

Section 8. Non-Working Months. During non-working months, employees who enroll in School District-provided insurance shall pay the full cost of such insurance, with no School District contribution.

ARTICLE IX

LEAVES OF ABSENCE

Section 1. Sick Leave. All eligible uses of sick time will be governed by Earned Safe and Sick Time as noted in MN Statute 181.940 et. seq.

Subd. 1. Rate Sick Leave is Earned. All full time employees shall earn sick leave at the rate of nine (9) days for each year of service while employed by this School District. The nine (9) days shall be made available to the employee at the beginning of the school year but shall be earned at the rate of 1 day per month from September through May. There shall be deducted from salary due an employee when the employee terminates their services for that year the pay for any days of sick leave used but not earned. 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. Accumulated Sick Days. Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. Upon reaching one hundred twenty (120) days of accumulated sick leave, an employee shall be reimbursed for 25% of the excess days at the employee's daily rate of pay at the end of that school year.

Subd. 3. 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. 4. Deduction Process. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 5. Pay Request Form. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 6. Sick Leave Use for Disability. Sick leave may be utilized during the period of physical disability resulting from a condition of pregnancy. The employee shall provide the School District with a physician's statement certifying the dates of disability.

Section 2. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the

service of the School District and collecting workers' 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.

Section 3. Bereavement Leave.

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

Subd. 2. Bereavement B. Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of a 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. **If no substitute is utilized, the employee shall not be subject to a deduction of substitute pay.**

Subd. 3. Bereavement C. A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of a employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, or 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. **If no substitute is utilized, the employee shall not be subject to a deduction of substitute pay.**

Subd. 4. Bereavement D. For the death of other relatives and friends, a 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 employee is employed for the absent employee. **If no substitute is utilized, the employee shall not be subject to a deduction of substitute pay.**

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 9.70., 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.

Section 6. Personal Leave.

Subd. 1. Accrual. Employees earn personal leave at the rate of two (2) days per year and may accumulate up to three (3) days by banking one (1) day per year. Employees who work fewer than eight (8) hours shall earn pro-rated personal leave. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed three (3) days at any given time.

At the beginning of each school year, each employee shall be credited personal leave based on the years of service to the school district. Personal days accrual will be based on the number of hours assigned to the positions:

0-6 years of service: two (2) days per year, cumulative to three (3) days
7-12 years of service: three (3) days per year, cumulative to four (4) days
13+ years of service: four (4) days per year, cumulative to five (5) days

Subd. 2. Banked Day Use. Banked days can only be used after the regular, allocated days 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.

Subd. 3. Number of Employees on Leave at Same Time. Except in extreme emergencies, personal leave shall be requested on the district's personal leave form 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. 4. Discretion of Employee's Supervisor. The use of personal leave is at the discretion of the School District 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.

Subd. 5. Unused Personal Day Reimbursement. Employees will be reimbursed for any unused personal days in excess of the maximum accumulated days at the substitute rate of pay. Such reimbursement will be paid to the employee on the final paycheck for the school year.

Section 7. Personal-Flex Day. Employees may elect to convert three (3) sick leave days per year to one (1) personal-flex day 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. Personal-flex day payments will be deposited into either the employee's 403B account or their Health Savings Account.

Section 8. 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 9. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed two (2) 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.

Subd 2. 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 3. 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 2, 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 4. 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 5. Eligibility. Employees shall be eligible for leave benefits proportional to the extent of their employment.

Section 10. Military Leave. Military leave shall be granted pursuant to applicable law.

Section 11. Union Leave. Educational Assistants can use up to 30 hours per year of paid leave for union activities. Union agrees to reimburse the School District for the substitute costs. Requests for union leave shall be made by the union president. up to twenty (20) hours of union leave may be used for attendance of medication and/or arbitration meetings called by the mediator or arbitrator for the District without loss of pay. The Union agrees to notify the District in writing at least twenty-four (24) hours prior to the date for the intended use of said leave. No more than two (2) employees may be on union leave at any one time, with the exception of the above stated mediation-arbitration situation.

ARTICLE X

HOLIDAYS

Section 1. Paid Holidays. Employees working a minimum of 20 hours per week shall be granted the following paid holidays:

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Day
- Memorial Day-to be paid to all RESP employees regardless of if their duty year has concluded

Section 2. Weekend Holidays. Holidays that fall on weekends will be observed on a day established by the School District.

Section 3. School in Session. The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof.

Section 4. Application. In order to be eligible for holiday pay, an employee must have worked the regular workday before and after the holiday unless on an excused illness or leave under these provisions.

Section 5. Eligibility. Holiday benefits as defined in this Article shall apply only to employees who work at least 20 hours per week on a regular basis and shall not apply to substitute or temporary employees. Part-time employees who are employed an average of at least 20 hours per week and at least the regular school year shall be eligible for partial benefits proportional to the extent of their employment. Part-time employees employed

less than an average of 20 hours per week or less than the regular school year shall not be eligible for any benefits pursuant to this Article.

ARTICLE XI

DEFERRED MATCHING COMPENSATION

Section 1. Eligibility. All RESP bargaining unit members who have worked at least one year with the School District and work 20 hours a week or more will be eligible to participate in the deferred matching compensation plan in accordance with M.S. 356.24. The School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below. All unit employees 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. All other unit employees may participate in both the severance pay and the deferred matching program. The School District's lifetime maximum contribution to the deferred matching program or a combination of severance pay pursuant to article XI and the deferred matching program shall not exceed \$4,500.

Section 2. Employee Match. The School District's contribution will be \$400 a year. The School District will make the forgoing 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 15th 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, after consultation with the bargaining unit.

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 August 31st, 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 1 to the following August 31. The employee is solely responsible for filing 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.@ 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 XII

SENIORITY/REDUCTION IN FORCE

Section 1. Seniority. Employees shall acquire seniority within their classification upon completion of the probationary period, from their first date of continuous employment in the bargaining unit.

Subd. 1. Continuous Employment. An employee's seniority shall be considered to be continuous, even though an employee does not work over the summer. Seniority continues during continuous service in this bargaining unit and ends when an employee is terminated or resigns.

Subd. 2. Earning Seniority in More than One Classification. If employees work in more than one position, they shall accrue seniority in each position. The seniority date of each position shall be the first date of continuous employment in each position.

Subd. 3. Ties In Seniority. Ties shall be resolved by the School District and shall not be grievable.

Section 2. Layoff.

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

Subd. 2. Displacing a Less Senior Employee. An employee whose total current hours are eliminated or reduced by fifty percent (50%) or more, if qualified, shall have the right to displace the least senior person in the classification in the following order: (1) same position and (2) next related position(s), per Section 3 below. This Section does not apply in those cases where layoffs occur due to a building being closed temporarily (up to a year), equipment breakdown, quarantine, loss of utility, or damages from natural or unnatural disasters.

Subd. 3 Related Positions within Classifications. Displacement shall occur in following related positions and classifications.

Food Service: Cook position-> Dishwasher and Kitchen Helper positions

Technology/Media Center/Education Assistants: Computer Lab Supervisor position->

Media Center Assistant position-> equal Education Assistants positions (AOM, Chapter I, Special Education, Classroom, Study Hall, etc.)

Section 3. Recall. Recall is to any position in the bargaining unit in either building for which an employee is qualified within an employee's classification.

Subd. 1. Duration of Seniority. Employees who have been laid off shall retain their seniority and right to recall in seniority order, for a period of twenty-four (24) months from the date of lay-off.

Subd 2. Notice of Reinstatement. When laid off, an employee shall file his/her name and address with the School District personnel office to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the School District employee mailing such notice to the employee at the last known address shall be sufficient, and it shall be the responsibility of any laid-off employee 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 seniority 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 mailing to accept the re-employment in writing. If the employee declines the position or fails to respond within one (1) week of the date of the mailing of the recall notice, the employee shall lose recall status. The starting date of employment shall be determined by the School District.

Subd. 4. Retaining Service Credit. Layoff shall not be considered a break in service. Employees shall retain all previous service credit, advancing a step the following school year if employed by January 1 of that year.

Subd. 5. 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. Seniority and Probationary List. By February 1 of each year, a seniority list and probationary list shall be provided by the School District and posted in each building.

Section 5. Transfer. When an employee changes classification, the employee shall start accumulating seniority in the new classification at that time. Seniority will transfer only into related positions within a classification.

Section 6. Substitute. A long-term substitute who is continuously employed by the School District and subsequently hired for any position within the same classification shall gain seniority from his/her first date of continuous employment.

Section 7. Special Education. A special education assistant whose total current hours are eliminated or reduced by fifty percent (50%) or more during the school year shall be placed on recall for the reduced hours until the beginning of the next school year or such time an opening occurs for which the employee is qualified, whichever shall occur first. At the beginning of the next school year, the education assistant on recall per this Section shall displace, if qualified, the least senior employee in the same classification per Section 2 of this Article.

ARTICLE XIII

PROBATIONARY PERIOD

Section 1. Probationary Period. An employee under the provisions of this Agreement shall serve a probationary period of one year from his/her first date of continuous employment in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge, or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the agreement alleged to have been violated.

Section 2. Probationary Period; Change of Position/ Classification. In addition to the initial probationary period, an employee transferred or promoted to a different position/classification shall serve a new probationary period of sixty (60) working days in any such new position/classification. During this probationary period, if it is determined by the School District that the employee's performance in the new position/classification is unsatisfactory, the School District shall have the right to reassign the employee to the former position/classification. If the School District reassigns an employee to his/her former position/classification, the employee shall regain his/her seniority in that position/classification.

Section 3. Completion of Probationary Period. An employee who has completed the probationary period may be suspended without pay or discharged only for just cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 4. Long-term Substitutes. Employment as a long-term substitute shall not count toward the employee's probationary period.

ARTICLE XIV

DISCHARGE AND RESIGNATION FROM EMPLOYMENT

Section 1. 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, except those prohibited by law.

ARTICLE XV

SEVERANCE PAY

Section 1. Employees With 20+ Years of Service. Any employee who has completed twenty (20) years of continuous service in a bargaining unit position with the School District and who has attained the minimum age of fifty-five (55) shall receive one-fourth ($\frac{1}{4}$) of their accumulated and unused sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Payment shall be based upon the employee's current rate of pay. The school district will contribute an amount equal to the value of the employee's severance benefit to a qualified 403b plan. The School District will make contributions only to deferred compensation plans offered by vendors selected by the School District.

ARTICLE XVI

RESOLUTION OF DISPUTES

Section 1. Application. Employees who are having a non-contractual dispute with another employee or their supervisor shall 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.

ARTICLE XVII

GRIEVANCE PROCEDURE

Section 1. Grievance Definition. A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative. The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on the party's behalf.

Section 3. Definitions and Interpretation.

Subd. 1. Extension. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark. The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver. A grievance shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the designee of the School District.

Section 5. Adjustments of Grievance. The School District and the employee shall attempt to adjust all grievances that may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level I. If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent or designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent or designee shall issue a decision in writing to the parties involved.

Section 6. School Board Review. The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of the intention to review within ten (10) days after the decision has been rendered. In the event that the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of a Grievance. Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Mediation. Upon mutual agreement, the parties may petition the Bureau of Mediation Services for assistance in the resolution of any grievance prior to arbitration. If the parties so agree, the timelines for such review and appeal to arbitration shall be adjusted by mutual agreement between the parties.

Section 9. Arbitration Procedures. In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner to provide a list of seven (7) arbitrators, pursuant to the PELRA, providing such request is made within twenty (20) days after the request for arbitration. The request shall ask the list of arbitrators be provided within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a list of arbitrators from the Commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing. The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order including findings of fact, which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance that has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the public School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 10. Election of Remedies and Waiver. A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This Section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XVIII

PUBLIC OBLIGATION

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance. The Exclusive Representative agrees, therefore, that during the term of this Agreement, neither the Exclusive Representative nor any individual employee shall engage in any strike. For purposes of this Section, the term “strike” shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation of employment or the rights, privileges, or obligations of employment. The parties agree that this Article shall not be subject to the grievance or arbitration procedure but is enforceable in the Courts.

ARTICLE XIX

DURATION

Section 1. Term and Reopening Negotiations. This Agreement shall remain in full force and effect for a period commencing on its date of execution, through June 30, 2025, and thereafter as provided by the PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than one hundred twenty (120) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect. This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Finality. Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement, except by mutual agreement of both parties.

Section 4. Severability. The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

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

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

Employee Representative

Employee Representative

PAY GROUPS

Pay Group	Position
I	Dishwasher and Kitchen Helper
II	Cook
III	Education Assistant
IV	Media Center Assistant

SCHEDULE A

2025-2026 Wage Schedule

Step	I	II	III	IV
1	14.91	15.94	18.75	17.37
2	15.17	16.21	19.03	17.76
3	15.53	16.49	19.31	18.15
4	16.11	17.40	19.59	18.53
5	16.45	17.75	20.34	19.67
6	17.07	18.09	20.71	20.12
7		18.48	21.38	20.57
				20.89

SCHEDULE B

2026-2027 Wage Schedule

Step	I	II	III	IV
1	15.36	16.42	19.31	17.89
2	15.63	16.70	19.61	18.29
3	16.00	16.99	19.89	18.69
4	16.59	17.92	20.18	19.09
5	16.94	18.28	20.95	20.26
6	17.58	18.63	21.33	20.72
7		19.03	22.02	21.19
				21.52

Longevity Pay

Years 0-6	\$0.00
Years 7-12	\$0.50
Years 13-16	\$0.75
Years 17-24	\$1.00
Year 25+	\$1.25

SUPERINTENDENT CONTRACT 2026-2029

ARTICLE I

PURPOSE

Section 1. Parties. This Contract is entered into between Independent School District No. 485, Royalton, Minnesota, hereinafter referred to as the School District, and Wayne LePard, hereinafter referred to as the Superintendent, a legally qualified and licensed Superintendent who agrees to perform the duties of the Superintendent of the School District.

ARTICLE II

APPLICABLE STATUTE

Section 1. Statute. This Contract is entered into between the School District and the Superintendent in conformance with M.S. 123B.143.

ARTICLE III

LICENSE

Section 1. Appropriate Licensure. The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

ARTICLE IV

DURATIONS, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration. This Contract is for a term of 3 years, commencing on July 1, 2026, and ending on June 30, 2029. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

Section 2. Expiration. This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. 123B.143, Subd. 1.

Section 3. Termination During the Term. The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40 Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under the arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15) day calendar period, they shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent. This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

Section 5. Contingency. If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Superintendent completing the terms of the existing Contract.

ARTICLE V

DUTIES

Section 1. Statute. The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI

DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year. The Superintendent's duty year shall be for the entire twelve (12) month Contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with the School Board administrative policy.

Section 2. Vacation. The Superintendent shall earn 25 working days of annual paid vacation each Contract year with the option of rolling over 12 days of vacation per year, not to exceed a total of 37 days.

Subd. 1. Vacation Payout. At the end of the year, the Superintendent shall be entitled to payment for up to 5 vacation days earned and accrued pursuant to the provisions of this section at the daily rate of pay in effect at the end of the contract; however, if the Superintendent is involuntarily terminated, they shall not be entitled to unused earned and accrued vacation days.

Subd. 2. Voluntary Termination. Upon voluntary termination of employment or retirement, the Superintendent shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section at the daily rate of pay in effect at the time of voluntary termination; however, if the Superintendent is involuntarily terminated, they shall not be entitled to unused earned and accrued vacation days.

Whenever used in this Contract, the phrase “daily rate of pay” shall refer to a number achieved by dividing the Superintendent’s annual base salary, as specified in Article IX, by 260 days.

Section 3. Personal-Flex Day. Two (2) times per year, the Superintendent may elect to convert three (3) sick leave days to one (1) flex day for a total accumulation of two (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 Superintendent’s daily rate of pay and be deposited into either the Superintendent’s choice of their 403B or Health Savings Account.

Section 4. Holidays. The Superintendent shall be entitled to 11 paid holidays as designated by the School Board each Contract year. .

- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve Day
- New Year’s Day
- Good Friday
- Memorial Day
- Juneteenth

Section 5. Sick Leave. The Superintendent shall earn sick leave at the rate of fifteen (15) days for each year of service while employed by the School District. The fifteen (15) days shall be made available to the Superintendent at the beginning of the school year but shall be earned at the rate of 1 2/5 days per month from August through June. The Superintendent shall earn paid sick leave at the rate of 1.25 days each working month, and earned sick leave may accumulate to a maximum of 120 days.

Subd.1. Sick Leave Payout. Upon voluntary termination of employment or retirement, the Superintendent shall be entitled to payment for 50% of any unused sick leave days earned and accrued pursuant to the provisions of this section; however, if the Superintendent is involuntarily terminated, they shall not be entitled to unused earned and accrued sick leave days.

Section 6. Workers’ Compensation. Pursuant to M.S. Chapter 176, the Superintendent injured on the job in the service of the School District and collecting workers’ 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.

Section 7. Bereavement Leave. The Superintendent shall be granted bereavement leave for a death within the Superintendent's immediate family. The time utilized shall be in an amount to be determined after conferring with the School Board Chair. Days utilized will not be deducted from the Superintendent's sick leave. "Immediate family" is defined as the Superintendent's spouse or domestic partner, child/stepchild, parent/step-parent, grand-parent, brother, sister, or the Superintendent's spouse or domestic partner's child/stepchild, parent/step-parent, grand-parent, brother, sister, or other relative who was living in the same household as the Superintendent.

Section 8. Emergency Leave. The Superintendent may be granted paid emergency leave at the discretion of the School Board.

Section 9. Jury Service. The Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 10. Military Leave. Military leave shall be granted pursuant to applicable law.

Section 11. Medical Leave. Pursuant to M.S. 122A.40, Subd. 12., the Superintendent shall have a right to a leave of absence for health reasons.

Section 12. Insurance Application. A Superintendent on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Superintendent 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. In the event the Superintendent is on paid leave from the School District under Section 5 above or supplemented by sick leave pursuant to Section 6 above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Superintendent must pay the entire premium for any insurance retained.

ARTICLE VII

INSURANCE

Section 1. Health and Hospitalization Insurance. The School District will pay 100% of the premium for family coverage. The Superintendent is responsible for any additional costs (deductibles, co-pays, etc.). If the Superintendent decides to use single insurance coverage, then any remaining family insurance coverage dollar value after full payment of single premiums shall be paid into the Superintendent's choice of Health Savings Account and/or school district 403b account.

Section. 2. Health Savings Account. The School District will contribute \$3000 annually to the School Districts designated HSA provider. This amount is separate from the health and hospitalization insurance dollar amount.

Section 3. Life Insurance. The School District shall provide, at its own expense, term life insurance for the Superintendent under the School District's group term life insurance plan in the amount of \$100,000.00 payable to the Superintendent's named beneficiary(ies).

Section 4. Long-Term Disability Insurance. The School District shall provide, at its own expense, long-term disability insurance for the Superintendent under the School District's group long-term disability insurance plan.

Section 5. Eligibility. The eligibility of the Superintendent and the Superintendent's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 6. Errors and Omissions Liability Coverage. The School District shall provide error & omissions liability insurance naming the Superintendent as an insured, in an amount not less than that which is required by law for the School District.

Section 7. Claims against the School District. The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE VIII

OTHER BENEFITS

Section 1. Tax-Sheltered Annuities. The Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15, School District policy, and as otherwise provided by law. The School District will contribute \$3000 annually to an approved Tax-Sheltered Annuity upon matching employee contribution. **This amount is separate from the health and hospitalization insurance dollar amount.**

Section 2. Vehicle. The School District shall reimburse the Superintendent for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Superintendent must provide written documentation on the mileage reimbursement requested.

Section 3. Conferences and Meetings. The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted, and authorized by the School Board. The Superintendent shall report to the School Board relative to all meetings and conferences attended at the next regular school board meeting. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 4. Professional Development. The School District shall provide reimbursement, in an amount not to exceed \$250.00 in each year of the contract, for the purchase of career related publications. The Superintendent must provide receipts for the reimbursement requested.

ARTICLE IX

SALARY

Section 1. Rates of Pay. The Superintendent's shall be paid an annual salary of:

2026-2027	\$139,050.00
2027-2028	\$143,332.50
2028-2029	\$147,519.15

During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in 24 equal installments during the Contract year.

ARTICLE X

EVALUATE PERFORMANCE

Section 1. Performance Evaluation. The School Board shall oversee, direct, and evaluate the Superintendent's performance as the School Board sees fit. Three (3) to six (6) months prior to the expiration of this Contract, at the Superintendent's written request, the School Board shall conduct a performance evaluation of the Superintendent pursuant to M.S. 13D.05, subd.3.

ARTICLE XI

OTHER PROVISIONS

Section 1. Outside Activities. While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, they may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel. In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with their employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues. The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, permitted and approved by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

ARTICLE XII

SEVERABILITY

Section 1. Severability. The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

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

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

Superintendent

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.
 6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
 2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
 3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
 4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
 5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
 6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
 2. Attempt to obtain adequate financial support for the school district's programs.
 3. Insist that business transactions of the school district be ethical and open.
 4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
 2. Give the superintendent authority commensurate with his or her responsibilities.
 3. Assure that the school district will be administered by the best professional personnel available.
 4. Consider the recommendation of the superintendent in hiring all employees.
 5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
 6. Insist the superintendent keep the school board adequately informed at all times.
 7. Offer the superintendent counsel and advice.

8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. 123B.09 (Boards of Independent School Districts)
Minn. Stat. 123B.143, Subd. 1 (Superintendent)

Cross References: None

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 person trained in library collection management.

- 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.

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 person trained in library collection management.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
 - 1. 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.
- B. The person trained in library collection management 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 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 person trained in library collection management. 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 person trained in library collection management, and the building principal. The building principal and the person trained in library collection management shall assume responsibility for processing the request on an informal basis.

2. The building principal and/or the person trained in library collection management 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 and the person trained in library collection management 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 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 person trained in library collection management
 - 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 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 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 by submitting a written appeal to the superintendent within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent 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 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;

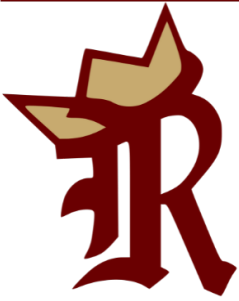
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

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 Public Schools Policy 524 (Internet Acceptable Use and Safety Policy)
Royalton Public Schools Policy 606 (Textbooks and Instructional Materials)



ROYALTON PUBLIC SCHOOLS

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Formal Request for Reconsideration of Specific Library Collection Material

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

A Royalton School District school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness.

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

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

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

Office of the Superintendent, 120 S Hawthorn St. Royalton, MN 56373

_____ Date _____ Name of Requestor

_____ Address of Requestor

_____ Phone _____ Email

Type of Library Material (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	

Audio Recording	
Digital Resource	
App	
Streaming Media	
Other	

Title: _____

Author/Producer: _____

Please explain the concern you have concerning this Library Material.

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

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

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

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

Please set forth the resolution that you seek.

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

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

V. ASSESSMENT GRADUATION REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor

students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

2. Consistent with this paragraph and Minnesota Statutes, section 120B.125, age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124F.08, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

- C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;

3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;
4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;
6. Credit sufficient to satisfy the state standards in physical education; and
7. A minimum of seven elective credits.
8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

B. Credit Equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph A.4, above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3, above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph A.3, above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or Paragraph A.5, above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A.2, above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit

requirement under Paragraph A.2 or Paragraph A.3, above, if the credit meets the state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis. * A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;

- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Royalton School District Policy 601 (School District Curriculum and Instruction Goals)
Royalton School District Policy 616 (School District System Accountability)

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes, section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes, section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of Minnesota Statutes, section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic

that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes, section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

- c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.
- C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes, section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes, section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data

1. The school district will charge for copies provided as follows:
 - a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.
 - b. More than one hundred (100) pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for **in cash or by check** in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule, 1205.0300, subpart 4, the school district determines

that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Superintendent Wayne LePard
120 S Hawthorn St. Royalton, MN 56373
320-584-4250; wayne.lepard@isd485.org

Data Practices Compliance Official:

Cherie Hanson
120 S Hawthorn St. Royalton, MN 56373
320-584-4004, Cherie.hanson@isd485.org

Data Practices Designee(s):

Cherie Hanson
120 S Hawthorn St. Royalton, MN 56373
320-584-4004, Cherie.hanson@isd485.org

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

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

Resources:

MN Department of Administration: [Actual Cost](#)
MN Department of Administration: [Copy Costs](#)
MN Department of Administration: [Education Data](#)

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.

B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes, chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours or at any facility or other place where the alleged victim or other children might be found or the child may be transported to, and the interview may be conducted at a place appropriate for the interview of a child designated by the local welfare agency or law enforcement agency. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.

B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should

take place on school district property, school district officials must receive written notification of intent to interview the child on school district property before the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. For an interview conducted by the local welfare agency, the notification shall be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than twenty-four (24) hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: Royalton School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Royalton School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Royalton School District Policy 515 (Protection and Privacy of Pupil Records)

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes, section 152.02 and "marijuana" as defined in Minnesota Statutes, section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.

- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

- A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

- B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

- C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in Paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

- D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes, section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace.

2. The school district's policy of maintaining a drug-free workplace.
 3. Available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: Royalton School District Policy 418 (Drug-Free Workplace/Drug Free School)
Royalton School District Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
Royalton School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Royalton School District Policy 506 (Student Discipline)
Royalton School District Policy 515 (Protection and Privacy of Pupil Records)
Royalton School District Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with comprehensive achievement and civic readiness.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to strive for comprehensive achievement and civic readiness in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist" means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Comprehensive Achievement and Civic Readiness" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; have all students graduate from high school; and prepare students to be lifelong learners.
- E. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- F. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- G. "Ethnic studies" as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- H. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- I. "Institutional racism" means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous,

and People of Color.

- J. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.
- K. "Performance measures" are measures to determine school district and school site progress in striving for comprehensive achievement and civic readiness and must include at least the following:
 - 1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2. student performance on the Minnesota Comprehensive Assessments;
 - 3. high school graduation rates; and
 - 4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with striving for comprehensive achievement and civic readiness and includes the following:
 - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.35, subdivision 3, paragraph (b)(2);
 - 2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section 120B.15 and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to comprehensive achievement and civic readiness;
 - 3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, subdivision 3, students' access to effective teachers who are members of populations underrepresented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes, section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes, section 122A.40, subdivision 8, or 122A.41, subdivision 5;
 - 4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
 6. education effectiveness practices that
 - a. integrate high-quality instruction, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;
 - b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;
 - c. provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and
 7. an annual budget for continuing to implement the school district plan; and
 8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.
- B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.
- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to the school district's Literacy and the Read Act Policy.

Legal References: Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
 Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
 Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
 Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. § 123B.147, Subd. 3 (Principals)
 Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)
 20 U.S.C. § 5801, *et seq.* (National Education Goals)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 616 (School District System Accountability)
 MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Comprehensive achievement and civic readiness" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school; and prepare students to be lifelong learners.
- B. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
 - 1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Strategic Planning Committee.
 - 2. The Strategic Planning Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
 - 3. The school district-wide improvement goals should address recommendations identified through the Strategic Planning Committee process. The school district's goal setting process will include consideration of individual site goals.

School district goals may also be developed through an education effectiveness program or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum

Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, and teacher evaluations under Minnesota Statutes, section 122A.40 or 122A.41.

C. Implementation of Graduation Requirements

1. The Strategic Planning Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Strategic Planning Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations, the Strategic Planning Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Strategic Planning Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. Annually, the Strategic Planning Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Strategic Planning Committee, shall meet the following criteria:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;

- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
 - d. Advising the school board about development of the annual budget.
3. The Strategic Planning Committee shall meet the following criteria:
- a. The Strategic Planning Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Strategic Planning Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Strategic Planning Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. Translation services should be provided to the extent appropriate and practicable.

E. Reporting

1. Consistent with Minnesota Statutes, section 120B.36, subdivision. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to comprehensive achievement and civic readiness. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the Commissioner in the form and manner specified by the Commissioner.
4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
 Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
 Minn. Stat. § 120B.36 (School Accountability)
 Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
 Minn. Stat. § 123B.147 (Principals)
 Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
 Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

Royalton School District Policy 601 (School District Curriculum and Instruction Goals)
 Royalton School District Policy 613 (Graduation Requirements)
 Royalton School District Policy 618 (Assessment of Student Achievement)
 Royalton School District Policy 620 (Credit for Learning)

621 LITERACY AND THE READ ACT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

- G. "Oral language," also called "expressive language" or "receptive language," includes speaking and listening, and consists of five (5) components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

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

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

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

V. IDENTIFICATION AND REPORT

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

- C. For students enrolled in dual language immersion programs:
1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under Paragraph A above;
 2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;
 3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;
 4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and
 5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.
- D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.
- F. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under Minnesota Statutes, section 120B.12, subdivision 2, paragraph (a), the report must include:
1. a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;
 2. the number of students universally screened for that reporting year;
 3. the number of students demonstrating characteristics of dyslexia for that year; and

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

VI. INTERVENTION

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

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;
 7. a statement of whether the school district has adopted an MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 9. the number of teachers and other staff that have completed training approved by the department;
 10. the number of teachers and other staff proposed for training in structured literacy;
 11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;
 12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; and
 13. beginning on December 31, 2025, for a district with a dual language immersion program:
 - a. the program's partner language;
 - b. grade levels included in the program;

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

VIII. STAFF TRAINING

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

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

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

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with Minnesota Statutes, section 120B.12, subdivision 1, paragraphs (b) and (c). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
 - 1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 - 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 - 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 - 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy; and
 - 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

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

X. LITERACY AID USES

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

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

Cross References: None

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the

laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received the active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received the active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school
- c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school

after the second week of school and have not received the appropriate active transportation safety training in their previous district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.

- d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the

street.

- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1)

1st offense- warning
2nd offense- 2 school day suspension from riding the bus
3rd offense- 5 school day suspension from riding the bus
4th offense- at least 8 school day suspension from riding the bus

Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;

5. Have their children to the bus stop five (5) minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic

control, other than a parking violation, shall notify the person's employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

- 1. Safely operate the type of school bus the driver will be driving;
- 2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Program.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or

less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher

A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit

A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location

of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pre-trip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

- (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with Paragraph V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for

surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

- i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints

as set forth in the National Highway Traffic Safety Administration's *Guideline for the Safe Transportation of Pre-school Age Children in School Buses*, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.

- g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Program. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 Minn. Stat. § 123B.03 (Background Check)
 Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 Minn. Stat. § 123B.90 (School Bus Safety Training)
 Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 Minn. Stat. § 123B.935 (Active Transportation Safety Training)
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)

Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: Royalton School District Policy 506 (Student Discipline)
Royalton School District Policy 515 (Protection and Privacy of Pupil Records)
Royalton School District Policy 707 (Transportation of Public Students)
Royalton School District Policy 710 (Extracurricular Transportation)

Resources: Minnesota Department of Public Safety: [School Bus Resources](#) (accessed 10/12/25)
National Highway Traffic Safety Administration: [Guideline for the Safe Transportation of Pre-school Age Children in School Buses](#) (Feb. 1999) (accessed 10/12/25)

712 VIDEO RECORDING OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video recording systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video recording may occur in any school district building or on any school district property.
3. Video recording will normally not be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same sex as the occupants of the bathrooms or locker rooms.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

Royalton School District Policy 406 (Public and Private Personnel Data)
Royalton School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Royalton School District Policy 506 (Student Discipline)
Royalton School District Policy 515 (Protection and Privacy of Pupil Records)
Royalton School District Policy 709 (Student Transportation Safety Policy)
Royalton School District Policy 711 (Video Recording on School Buses)

Resources:

U.S. Department of Education: [FAQs on Photos and Videos under FERPA](#)
(Accessed 10/12/25)



Annual Compliance Overview

[Minnesota Statutes 2024, section 124D.78](#) requires Minnesota districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the Statutes cite that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

Districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for AIPAC members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

Parent Committees receive data from the district on whether or not the district has met the needs of American Indian students using the goals from the program plan submitted and approved by MDE. The AIPAC votes on how the district is achieving and accountable to the goals. The AIPAC should work with administration to fill out the Program Plan Review. This vote is formally reflected on the annual compliance documents. Members of the AIPAC present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to OAIE.

Completing and Submitting the Documents

The Following Items are Required When Submitting Annual Compliance

- Annual Compliance/Vote of Concurrence or Nonconcurrence document
- AIPAC Roster and District Employee Sign-In Sheet
- American Indian Education Aid Program Plan Review
- AIPAC minutes indicating they have received data on how students are faring

When Completing the Fillable PDF Forms, Remember To:

- Include the district, charter school, cooperative, Tribally controlled school name and identifying number.
- Place a checkmark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required, digital signatures are accepted.
- Use the drop-down menu in the roster to select the appropriate committee member options.
- Do not modify this form in any way except to add text directly into the areas designated for narrative text or to fill a check box.
- Documents must be received at MDE in Portable Document Format (PDF) format.

The District, Charter School, Cooperative, Tribally Controlled School Does Not Have an AIPAC

All educational entities with more than 10 American Indian students that do not have an AIPAC, are still required to complete this paperwork. Tribally Controlled schools may use their School Board as their AIPAC.

Place a checkmark or X next to “Does Not Have an AIPAC.”

Obtain the signature of the superintendent or charter school/Tribally controlled school director and the school board chair.

Submission Deadline

Email all required items by **March 1** to the [Office of American Indian Education](mailto:mde.aiea@state.mn.us) (mde.aiea@state.mn.us).

Annual Compliance (Vote of Concurrence or Nonconcurrence)

District, Charter School, Cooperative, or Tribally Controlled School Name

School Year

American Indian Parent Advisory Committee (AIPAC) Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote

Date the AIPAC Presented to the School Board

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of American Indian Education (OAIE).

Date of Nonconcurrent Vote

Date the AIPAC Presented to the School Board

Date the Written Response from the School Board is Due

The District, Charter School, Cooperative, or Tribally Controlled School Does Not Have an AIPAC

The district or school does not yet have an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes 2024, section 124D.78. By signing below, district, charter school, cooperative, or Tribally controlled school leadership commits to working with the Office of American Indian Education on committee formation.

Required Signatures

School Board Chairperson

Superintendent or Charter School/Tribally Controlled School Director

AIPAC Chairperson

Date

Date

Date

American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district or school is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education (OAIE) at the Minnesota Department of Education. This document is necessary to submit to be eligible for American Indian Education Aid next year.

Under [Minnesota Statutes 2024, section 124D.81, subdivision 3](#), districts and schools should be identifying American Indian students and tracking their data and progress towards positive educational experiences.

Directions

This document should be completed with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation. The resolution must be accompanied by Parent Advisory Committee meeting minutes that show they have been appraised by the district or school on the goals of the Indian Education Program Plan and the measurement of progress toward those goals as required by [Minnesota Statutes 2024, 124D.78, subdivision 2](#).

Using the approved American Indian Education Aid application that was submitted, communicate how the district or school has progressed towards all the goals outlined within each narrative for areas 1-6. Data should be shared with the AIPAC in order to concur with the district plan. Additionally, the [Self-Assessment Rubric](#) is another useful tool for AIPACs to understand programming and to vote on concurrence.

Measurable Goals

These program details must align to [Minnesota Statutes 2024, section 124D.81, subdivision 2](#).

Focus Area 1: Support postsecondary preparation for pupils

Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus Area 6: Supplement, not supplant, state and federal educational and co-curricular programs

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Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus Area 6: Supplement, not supplant, state and federal educational and co-curricular programs

Focus Area	Measurable Goal from Approved Plan	Progress Toward Goal using District Data	Is Progress Sufficient for Concurrence
Post Secondary Prep	90% of all American Indian students will graduate.	In Progress	Yes
Support Academic Achievement of American Indian Students	High School American Indian students will be given the opportunity for career planning classes, career counselor guidance, college visits for American Indian high school students and families, college financial aid planning support.	In Progress	Yes
Make Curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils	Cultural awareness programs provided to the community, staff and students. Dance and song programming- will provide lyceums for our school community.	In Progress	Yes
Provide Positive reinforcement of the self image of American Indian pupils	American Indian support with winter clothing needs and school supplies.	In Progress	Yes
Develop Intercultural Awareness among Pupils, Parents and Staff	Consultation planning with American Indian programmers at area school districts. Quarterly check-in meetings will be scheduled.	In Progress	Yes
Supplement (not supplant) State and Federal Educational and Co-Curricular Programs	Career Planning <ul style="list-style-type: none"> ● Graduation Achievement ● College Visits ● Career Recruitment 	In Progress	Yes

District Requirements Under Minnesota Statutes

Coordinator

Any district or participating school that conducts American Indian education programs with 100 or more state-identified American Indian students are to have a coordinator dedicated to State Indian Education programming.

[Minnesota Statutes 2023, section 124D.76, Dedicated American Indian Education Coordinator](#)

- No, we do not have 100 or more state identified American Indian students
- Yes, we have 100 or more state identified American Indian students
- We have a dedicated American Indian Education Coordinator
 - We do not have a dedicated American Indian Education Coordinator

Culture and Language Classes

Any district or participating school that conducts American Indian education programs with five percent or 100 or more state-identified American Indian students must provide American Indian culture and language classes.

[Minnesota Statutes 2024, section 124D.71, subdivision 7](#)

- Yes, we provide American Indian culture and language classes for all American Indian students eligible for American Indian Education Aid
- No, we do not have at least five percent; or 100 or more American Indian students

Signatures

Lanissa Cnst

1-20-26

AIPAC Chairperson

Wayne U'Paul

Date
1/20/2026

Director of American Indian Education

Date

For more information, please visit the [Office of American Indian Education's website](#).

Please submit this documentation to the [Office of American Indian Education](#) (mde.aiea@state.mn.us).



The American Indian Parent Advisory Committee (AIPAC) Roster

About Membership

Per [Minnesota Statutes 2024, section 124D.78, subdivisions 3](#), The American Indian Parent Advisory Committee must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; American Indian district employees; American Indian counselors; adult American Indian people enrolled in educational programs; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.

About the Roster and Sign-In Sheet

The AIPAC roster is for committee members only. This form is electronic and fillable. You must include the committee member's name, email, and phone number in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district, charter school, cooperative, and Tribally controlled school sign-in sheet.

Submission

The first submission is with your American Indian Education Aid program plan, the second submission is with your annual compliance documents.

Submit completed rosters to the [Office of American Indian Education](#) (mde.aiea@state.mn.us).

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Larissa Crist 612-358-1612	Yes	Chair	Parent/Guardian of an American Indian Student
Joan Novak 320-360-5387	No	General Member	Parent/Guardian of an American Indian Student
Benjamin Novak 320-360-5387	Yes	General Member	American Indian Student
Aydrien Crist 612-358-1612	Yes	General Member	American Indian Student
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

District, Charter, or Tribally Controlled School Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
Wayne LePard wayne.lepard@isd485.org 320-584-4250	Superintendent
Mandy Sadlo mandy.sadlo@isd485.org 320-584-4249	Executive Assistant

ROYALTON DISTRICT CALENDAR 2026-2027

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Open House MS/HS-Aug. 26 - 5:30-7:30 pm
ES Parent/Teacher Conf.-Aug. 27 - 12:00-7:45 pm

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

1st Day of School Grades 6-8 - Sept. 1
1st Day of School Grades K-5 & 9-12 - Sept. 2
ES/Parent Teacher Conferences - Sept. 2 8:00-4:00 pm

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MS/HS Conferences Oct. 22 & 29 - 4:30-8:00 pm
ES Conferences Oct. 28 & 30 - 4:00-7:30 pm
ES End of 1st Quarter - Oct. 31
HS Mid-Semester 1 - Oct. 31

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

ES End of 2nd Quarter - Jan. 16
MS/HS End of Semester - Jan. 15

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MS/HS Conferences Feb. 19 - 5:00-8:30 pm
MS/HS Conferences Feb. 23 - 1:00-8:30 pm

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

ES End of 3rd Quarter - March 27
ES Conferences March 3 & 5 - 4:00-7:30 pm
HS Mid-Semester 2 - March 27

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Graduation - May 28
Student's Last Day - May 28

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- Teacher Day - No School
- Comp Day - No School
- No School

Semester Length:
1st Semester
September 1-January 15
2nd Semester
January 19-May 28

School Days	STUD	TCHR
August	0	6
September	20	20
October	20	20
November	17	19
December	16	16
January	19	20
February	17	18
March	20	21
April	21	22
May	20	20
June	0	1
	170	183

August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
		TEACHER INSERVICE	TEACHER INSERVICE			
23	24	25	26	27	28	29
TEACHER WKSP & INSERVICE	TEACHER WORKSHOP	TEACHER WORKSHOP	TEACHER WORKSHOP OPEN HOUSE	1/2 DAY WORKSHOP		
30	31					
	No School					

November 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

45

44

43

42

41

No SCHOOL - IN SERVICE

49

48

47

46

54

53

52

51

50

No SCHOOL THANKSGIVING

No SCHOOL CONF. ADJ.

56

55

57

January 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 No SCHOOL - XMAS BREAK	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	No SCHOOL - INSERVICE					
24	25	26	27	28	29	30
31						

February 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	(93) 8	(94) 9	(95) 10	(96) 11	(97) 12	13
7					No School -	
	(98) 15	(99) 16	(100) 17	(101) 18	19	20
14	No School - Pres. Day					
		(102) 23	(103) 24	(104) 25	(105) 26	27
21	No School - INSERVICE					
28		(106) 28	(107) 29	(108) 30	(109) 31	

March 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 (110)	9 (111)	10 (112)	11 (113)	12 (114) No SCHOOL - CONF. ADJ.	13
14	15 (115)	16 (116)	17 (117)	18 (118)	19	20
21	22 (119)	23 (120)	24 (121)	25 (122)	26 (123) No SCHOOL - EASTER BREAK	27
28	29 (124) No SCHOOL - EASTER BREAK	30 (125)	31 (126)	(127)		
		(128)	(129)			

April 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				(130) 8	(131) 9	10
	4	5	6	7		
		(132) 12	(133) 13	(134) 14	(135) 15	16
11	No SCHOOL					17
18	INSERVICE	(137) 20	(138) 21	(139) 22	(140) 23	24
		19				
		(141) 26	(142) 27	(143) 28	(144) 29	(145) 30
25						
		(146) 14	(147) 15	(148) 16	(149) 17	(150) 18

May 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	No School - MEMORIAL DAY				LAST DAY OF SCHOOL GRADUATION 7:00	

June 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 No SCHOOL - TEACHER WORKSHOP	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

"Performance at Sea"

Destination: Nassau & Perfect Day at CocoCay, Bahamas | Ship: Royal Caribbean Utopia of the Seas

Dates: Sunday, March 21 – Friday, March 26, 2027

Group: High School Band & Choir (Grades 9-12)

Price: \$1785 per person – Price could come down depending on Airfare

1. Learning Objectives (The "Why")

- **THE MISSION IS RECRUITMENT, and RETENTION:** Students need to not only have a reward for doing exceptional work but also must be able to experience the exceptional work of other musicians.
- **Professional Performance:** Students will adapt their performance technique to a non-traditional, professional venue (ship theater or atrium), managing unique acoustics and logistics.
- **Critical Analysis:** Students will analyze professional musicianship by attending Broadway-style productions and live set performances, critiquing staging, balance, and endurance.
- **Cultural Connection:** Students will identify Caribbean musical influences (Junkanoo, Calypso/Soca) during port visits to Nassau and CocoCay.

Field Trip Operations Plan: *Utopia of the Seas*

Group: High School Band & Choir (Grades 9-12) **Dates:** March 21 – March 26, 2027

MR. COPPICUS'S STUDENT REQUIREMENTS:

- A) Student must be in Band and/or Choir during the entire 2026/2027 School year.
- B) Student must have no academic or chemical violations from the initial deposit through the leaving date of the trip.
- C) Students must be on track to graduate.

Itinerary

Sunday, March 21: The Launch Phase

- **Arrival:** Fly into MCO, transfer to Port Canaveral group hotel.
- **4:00 PM - 6:00 PM: Final Preparatory Rehearsal.** Final run-through for Band and Choir.
- **7:00 PM: Mandatory Group Dinner & "Safety at Sea" Briefing.** Review rules regarding stateroom conduct, "Rule of Three," and the curfew system.

Monday, March 22: Embarkation Day & Orientation

- **10:30 AM:** Boarding at Terminal 1.
- **12:00 PM:** Buffet Lunch at Windjammer.
- **1:30 PM: "Utopia Quest" Orientation Scavenger Hunt.** Students move in buddy groups of 3+ to find and photograph:
 - The Band Performance Venue (Royal Theater/Lounge).
 - The Central Park performance location (Choir check-in).
 - The Medical Center (Deck 2).
 - The designated "Emergency Group Meeting Hub" (usually Deck 4 or 5).
- **4:00 PM:** Mandatory Muster Drill.
- **8:00 PM:** Dinner in the Main Dining Hall
- **Evening:** Attend the Broadway-caliber production (e.g., *All In!* or the touring production show).
 - *Assignment:* Observe the professional musicians in the pit/orchestra for technical skill and endurance.

Tuesday, March 23: Sea Day (The Big Performances)

- **9:30 AM: Band Performance.** Most likely in the Royal Theater or Star Lounge. Focus on sound projection and stage presence.
- **11:30 AM:** Post-performance celebration/lunch.
- **2:00 PM: Choir Performance in Central Park.** * *Atmospheric Challenge:* Students must perform in an outdoor, ambient environment (acoustics are more "open"). Focus on vocal clarity and blend against the ship's white noise.
- **4:00 PM:** Group Q&A session with a ship entertainment technician (if available) or individual reflection time.
- **6:00PM:** Take in the Aqua Show
- **8:00 PM: Main Dining Room Formal Dinner.** Celebrate the successful performance day as a full department.

Wednesday, March 24: Perfect Day at CocoCay (Island Vibe)

- **9:00 AM:** Full beach day on the private island.
- **Assignment:** Watch the "Junkanoo" parade or live island musicians.
- **4:30 PM:** Re-board the ship.
- **8:00 PM:** Dinner in Main Dining Hall
- **9:00 PM:** Themed deck party or movie night.

Thursday, March 25: Nassau, Bahamas (Culture & Heritage)

- **8:00 AM:** Dock in Nassau.
- **9:00 PM – 2:00 PM: Excursion/Field Study.**
- **Suggestion:**
 - **National Art Gallery of the Bahamas**
 - **Junkanoo Museum** tour to understand the rhythmic roots of Bahamian music.
 - **Junkanoo Museum Heritage Tour** Hands-on study of Caribbean rhythm and drum history.
 - **Pearl Island** – History of the island, culture, and music, along with opportunity to snorkel and experience Caribbean aquatic life
- **2:00 PM:** Return to ship for supervised free time/packing.
- **6:00 PM:** Dinner in Main Dining Hall
- **8:00 PM:** Final Ship performance
- **10:00 PM:** Final Room Checks & Suitcase Departure.

Friday, March 26: Departure

- **7:30 AM:** Breakfast & Customs.
 - **11:00 AM:** Bus transfer to Orlando (MCO).
-



Royal Caribbean's
Utopia of the Seas
March 22-26, 2027
4 Night Bahamas Cruise
From Port Canaveral, FL



ROYALTON HIGH SCHOOL BAND

DAY/DATE	PORT	ARRIVE	DEPART
Sunday	Fly to Orlando/Hotel		
Monday	Port Canaveral, FL		4:00 PM
Tuesday	Cruising – Day at Sea		
Wednesday	Perfect Day at CocoCay	7:00 AM	5:00 PM
Thursday	Nassau, Bahamas		
Friday	Port Canaveral, FL	6:30 AM	

PACKAGE INCLUDES:

- * 4 night cruise aboard the Royal Caribbean Cruise Line's *Utopia of the Seas*
- * Roundtrip flight from Minneapolis to Orlando- 3/21-3/26/2027
- * Motorcoach transfers from Orlando Airport to hotel, hotel to port and port to hotel
- * Overnight hotel in the Orlando area w/ pizza dinner on arrival and breakfast the next morning
- * Complimentary cruise package for staff/chaperones in double occupancy based on 1 free per every 16 paid travelers (17th pax free)
- * All meals are included on the ship along with all of the entertainment and activities
- * A visit to Perfect Day CocoCay, RCCL's private island with swimming, sun bathing, water park, zip lining, beach bar-b-que
- * A full-size swimming pool, mini-golf, basketball court, fitness center, sauna, spas, a walking track & rock climbing wall
- * Package includes the cruise fare, port charges, taxes and pre-paid gratuities
- * Accommodations in double, quad or triple occupancy for students and double occupancy for adults
- * Director's gifts include a specially engraved photo plaque with a photo of the ship for each staff person
 - * Public performances can be arranged on the ship or you can select the Festival Adjudication
 - * Adjudication - Rating and Comments (conditions apply)
- * Clinic/Workshop by Nationally recognized Music Educators • * Awards Ceremony * Trophies & Awards
 - * Director's Gift *Cruise Festivals Lanyard for each participant * Baggage Tags
- * CRUISE FESTIVALS staff on cruise to coordinate all aspects of the cruise and performances

NOTE: The following prices are estimated and a final cost can be calculated once flight schedules are available

CABIN CATEGORY	QUAD	TRIPLE	DOUBLE	SINGLE
INTERIOR	\$1,785 pp	\$1,890 pp	\$1,908 pp	\$2,872 pp





ISD #485

February 17, 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
Royalton Fireman	\$4,000	Pickleball/Tennis Courts
STC Optimist Club	\$1,000	Care Closet
T-Mobile	\$30,000	Football Field
Royalton Student Council	\$1,500	Care Closet
Rice Area Sportsman	\$1,500	Deep Portage
St Cloud Optimist Club	\$1,500	Robotics

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

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

thereof: _____

And the following voted against the same: _____

Abstained: _____.

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

By: _____

Chair

By: _____

Clerk

102 EQUAL EDUCATIONAL OPPORTUNITY

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

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodation for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all

racess and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Royalton School Board Policy 413 (Harassment and Violence)
Royalton School Board Policy 521 (Student Disability Nondiscrimination)
Royalton School Board Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: *Royalton School District* Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Royalton School District Policy 413 (Harassment and Violence)

Royalton School District Policy 514 (Bullying Prohibition)

MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

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

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

IV. RIGHTS TO PRIVACY

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

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

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

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

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda Items

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

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

B. Complaints

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

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

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

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

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

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the charter school.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

For expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- D. "Minor" means any person under the age of eighteen (18).

- E. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- F. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Students and employees of the charter school have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on charter school property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the charter school's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of charter school staff, use of charter school equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
 - C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
 - D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the executive director. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the executive director to verify that the lack of response is not due to an inability to locate the person.
 - E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the charter school's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, charter school policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The charter school administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee’s Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

Cross References: Royalton School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Royalton School District Policy 506 (Student Discipline)

Royalton School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 507.5

Orig. 2024

Revised: _____

Rev. 2025

507.5 SCHOOL RESOURCE OFFICERS

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I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School resource officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer's contractual duties with the school district shall include:
 - 1. fostering a positive school climate through relationship building and open communication;
 - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 3. serving as a liaison from law enforcement to school officials;
 - 4. providing advice on safety drills;
 - 5. identifying vulnerabilities in school facilities and safety protocols;
 - 6. educating and advising students and staff on law enforcement topics; and,
 - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in Paragraph IV.A.
- C. A school resource officer must not use force or the authority of their office solely to

enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in Paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under Paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than sixty (60) student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
Minn. Stat. § 123B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: Royalton School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Royalton School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Royalton School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Royalton School District Policy 506 (Student Discipline)

Resources:

MN House of Representatives: [School Resource Officers](#) (accessed 10/02/25)

MN Department of Public Safety: [School Resource Officer Training](#) (accessed 10/02/25)

MN Department of Public Safety: [FAQs for Mandated School Resource Officer \(SRO\) Requirements](#) (accessed 10/02/25)

U.S. Department of Education: [FAQs on Photos and Videos under FERPA](#) (accessed 10/02/25)

U.S. Department of Education: [School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\)](#) (accessed 10/02/25)

U.S. Department of Education: [Does FERPA distinguish between School Resource Officers \(SROs\) and other local police officers who work in a school?](#) (accessed 10/02/25)

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass)

Cross References: None