

The regular school board meeting of the ISD #2902 (Russell-Tyler-Ruthton) School Board will be held on Wednesday, July 12, 2023 at 7:00 pm, RTR Public School Boardroom, 111 County Road 8, Tyler, MN.

**RTR Public Schools ISD #2902
Board Meeting Agenda
July 12, 2023 – RTR Public School Boardroom - 7:00 pm**

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Public Forum
4. Approve the Agenda– (action)

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

5. Consent Agenda – (Action)

- a. Approval of Minutes from Regular School Board Meeting on June 14, 2023
- b. Approval of .8 FTE Elementary PE/DAPE Teacher – Sawyer Hansen
- c. Approval of .2 FTE Elementary Para-professional Student Assistant – Sawyer Hansen
- d. Approval of Resignation of Assistant Custodian – Nancy Rons
- e. Approval of Volunteer Assistant Football Coach – Curt Gosser

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

6. Approval of Bills (action)

- a. Expenditures Report - \$809,890.28
 - b. Manual Checks - \$ 25,118.44
 - c. Payroll Report - \$450,080.65
- \$1,285,089.37**

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

7. Approval of Treasurer’s Report (action)

- a. Treasurers Report
- b. Revenue vs. Disbursement Report

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

8. Reports and/or Presentations (information)

- a. Superintendent, David Marlette

9. Approval of 2023 – 2024 Admission Prices. (Action)

2022-2023 Admission Prices		2023-2024 Admission Prices	
Adults:	\$7.00	Adults:	\$7.00
Students (grades 1 – 12):	\$5.00	Students (grades 1 – 12):	\$5.00
Adult Ticket Book:	\$50.00/10 tickets	Adult Ticket Book:	\$50.00/10 tickets
Seniors (65+) Ticket Book:	\$25.00/10 tickets	Seniors (65+) Ticket Book:	\$25.00/10 tickets
Student Activity Ticket:	\$40/year	Student Activity Ticket:	\$40/year
Adult Activity Ticket:	\$90/year	Adult Activity Ticket:	\$90/year
Seniors (65+) Activity Ticket:	N/A	Seniors (65+) Activity Ticket:	\$75/year
Prom – Grand March:	\$2.00	Prom – Grand March:	\$2.00

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

10. Approval of 2023-2024 Substitute Teacher Pay. (action)

2022-2023 Sub Teacher Pay: \$150.00 per day 2023-2024 Sub Teacher Pay: \$170.00 per day

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

11. Approval of 2023– 2024 Activity Fees. (Action)

HIGH SCHOOL ACTIVITIES			
2022-2023 ACTIVITY FEES		2023-2024 ACTIVITY FEES	
Boys Basketball:	\$80	Boys Basketball:	\$80
Girls Basketball:	\$80	Girls Basketball:	\$80
Volleyball:	\$80	Volleyball:	\$80
Football:	\$80	Football:	\$80
Track:	\$80	Track:	\$80
Golf:	\$80	Golf:	\$80
Baseball:	\$80	Baseball:	\$80
Softball:	\$80	Softball:	\$80
Speech:	\$80	Speech:	\$80
Wrestling:	\$80	Wrestling:	\$80
Football Cheerleading:	\$80	Football Cheerleading:	\$80
Cross-Country:	\$80	Cross-Country:	\$80
Drama (One Acts/Spring Play):	\$80	Drama (One Acts/Spring Play):	\$80
Band Instrument Rental:*	\$60	Band Instrument Rental:*	\$60
HS Individual Maximum:	\$200	HS Individual Maximum:	\$200
Annual Family Maximum:**	\$500	Annual Family Maximum:**	\$500
*Fee does not qualify toward Individual or Family Maximum			
**Combination of MS & HS Activities (excludes senior fee and/or prom fee)			
***Juniors are expected to work the concession stand to raise funds for prom and graduation expenses. These fees will be imposed on those that choose to not work. Students who work the required amount will have the fees waived. The Principal will work with the Junior Class Advisors to determine what fees should be assessed.		***Juniors are expected to work the concession stand to raise funds for prom and graduation expenses. These fees will be imposed on those that choose to not work. Students who work the required amount will have the fees waived. The Principal will work with the Junior Class Advisors to determine what fees should be assessed.	
Senior Fee:***	\$50	Senior Fee:***	\$50
Prom Fee for Attendance at Prom:***	\$100	Prom Fee for Attendance at Prom:***	\$100
MIDDLE SCHOOL ACTIVITIES			
2022-2023 ACTIVITY FEES		2023-2024 ACTIVITY FEES	
Boys Basketball:	\$40	Boys Basketball:	\$40
Girls Basketball:	\$40	Girls Basketball:	\$40
Volleyball:	\$40	Volleyball:	\$40
Football:	\$40	Football:	\$40
Track:	\$40	Track:	\$40
Golf:	\$40	Golf:	\$40
Baseball:	\$40	Baseball:	\$40
Softball:	\$40	Softball:	\$40
Speech:	\$40	Speech:	\$40
Wrestling:	\$40	Wrestling:	\$40
Football Cheerleading:	\$40	Football Cheerleading:	\$40
Cross-Country:	\$40	Cross-Country:	\$40
Band Instrument Rental:**	\$55	Band Instrument Rental:**	\$55
MS Individual Maximum:	\$100	MS Individual Maximum:	\$100
**Fee does not qualify toward Individual or Family Maximum			

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

12. Approval of 2023-2024 Fall & Winter Coaches:

Football

Head Coach Darren Baartman
 Assistant Coach Ted Kern
 Assistant Coach Carter Hansen
 Assistant Coach Payton Hess
 Middle School Coach Jonah Johnson
 Middle School Coach Corey Castell

Boys Basketball

Head Coach Daren Gravley
 Assistant Coach Ted Kern
 9th Grade Coach Brett Peterson
 Middle School Coach Garrett Kern
 Middle School Coach Jonah Johnson

Volleyball

Head Coach Daynica Brown
 Assistant Coach Neil Witte
 9th Grade Coach Ashlei Hoffmann
 Middle School Coach Miranda Gravley
 Middle School Coach TBD

Girls Basketball

Head Coach Steve Hesse
 Assistant Coach Carter Hansen
 9th Grade Coach Bobbi Werkman
 Middle School Coach Jeff Carpenter
 Middle School Coach Sandy Carpenter

Cross Country

Head Coach Kristi Dwire
 Assistant Coach Madison Johnson

Cheerleading

Head Coach Sandy Carpenter

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

13. Approval of MN Legislative Updates to the following MSBA Policies. Copies of the revised policies will be available at the board meeting. (action)

Policy #	Policy Title
102	Equal Educational Opportunity
418	Drug-Free Workplace Drug-Free School
419	Tobacco-Free Environment
424	License Status
425	Staff Development
514	Bullying Prohibition Policy
515	Protection and Privacy of Pupil Records
532	Use of Peace Officers and Crisis Teams
534	School Meals Policy
601	School District Curriculum & Instruction Goals
602	Organizing the School Calendar and Day
603	Curriculum Development
613	Graduation Requirements
616	School District System Accountability
620	Credit for Learning
709	Student Transportation Safety Policy

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

14. Approval of MSBA Mandatory Policy # 516.5 Overdose Medication. (action)

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

15. Approval of Application for Dissolution of Cooperative Sponsorship with Tracy-Milroy-Balaton School for Dance High Kick & Jazz beginning with the 2023 – 2024 school year. (action)

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

16. Approval of Resolution Approving School District # 2902 Long-Term Facility Maintenance Ten Year Plan: (action)

BE IT RESOLVED by the School Board of District No. 2902, State of Minnesota, as follows:

The School Board of School District No. 2902 has approved the Long-Term Facility Maintenance Ten Year Plan for its facilities for 2023-2033. (See Attached Spreadsheet) (action)

Motion Made by: _____ Motion Second by: _____ Roll Call Vote On Motion: _____

17. Approval of Election Process Stipend of \$5,000 for Robin Knudsen to be paid in December 2023. (action)

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

18. Adjourn (Action)

Motion Made by: _____ Motion Second by: _____ Vote On Motion: _____

Next Meeting:

August 9, 2023 @ 7:00 p.m.
RTR Public School Boardroom
111 County Road 8
Tyler, MN 56178

RTR Public Schools ISD # 2902
School Board Minutes
June 14, 2023
RTR Public School in Tyler, MN – 7:00 p.m.

School Board Attendance: Chandler, Dunblazier, Dybdahl, Hansen, Hess, Johansen, Kerkaert
Administration Attendance: Marlette

Chair Hansen called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited by those in attendance.

Russ Pilegaard addressed the Board during the Public Forum regarding the expansion of RTR facilities.

M/S/C Dybdahl, Kerkaert to approve the agenda. (7-0 vote)

M/S/C Johansen, Chandler to approve the consent agenda. (7-0 vote)

- a. Approval of Minutes from Regular School Board Meeting on May 10, 2023
- b. Approval of Summer Custodial Helper – Brayden Appel
- c. Approval of Summer Custodial Helper – Luke Schreurs
- d. Approval of Summer Custodial Helper – Elijah Determan
- e. Approval of Summer Custodial Helper – Colton Appel
- f. Approval of Resignation of Kindergarten Teacher – Melinda Pahl
- g. Approval of Resignation of Para-Professional & MS Yearbook Advisor – Adelle Kallemeyn
- h. Approval of Resignation of Middle School Yearbook Advisor – Cerrisa Gile
- i. Approval of Resignation of Assistant Cook – Mary Powell
- j. Approval of Resignation of H&PE Teacher & Para-Professional – Jason Boe
- k. Approval of Resignation of Para-Professional Student Assistant – Alicia Hassing
- l. Approval of the FY23 RTR ISD 2902 Donations in the amount of (\$31,404.90). See Attachment A

M/S/C Kerkaert, Dybdahl to approve the bills. – Attachment B (7-0 vote)

- a. Expenditures Report - \$ 198,334.49
- b. Manual Checks - \$ 11,116.47
- c. Payroll Report - \$ 513,383.23
\$ 722,834.19

M/S/C Chandler, Kerkaert to approve the Treasurer's Report. – Attachment C (7-0 vote)

Administrative reports were presented.

M/S/C Dybdahl, Chandler to approve the contract for Jay Trenhaile to provide FY24 RTR Psychological Services at a cost of \$15,975. (7-0 vote)

M/S/C Hess, Kerkaert to approve the 2023-2024 ISD #2902 Preliminary Budget, as per Attachment D. (7-0 vote)

M/S/C Dybdahl, Johansen to approve moving the following probationary teachers to the tenure status:
Cristy Olsen, Rick Gossen, Jennifer Christensen, Amanda Inouye, and Kristi Wiese. (7-0 vote)

M/S/C Dunblazier, Johansen to approve the 2023-2024 Insurance and Property Risk Management Contract with Vaaler Insurance Company at a cost of \$94,142. (7-0 vote)

M/S/C Hess, Kerkaert to approve the 2023-2024 Avera PACE/Prairie Farms Dairy Bid. (7-0 vote)

M/S/C Dybdahl, Johansen to approve the 2023-2024 Resolution for Membership in the Minnesota State High School League. (7-0 roll call vote)

M/S/C Kerkaert, Johansen to approve the 2023-2025 Certified Staff Master Agreement tentative agreement settlement between the ISD #2902 and the Russell-Tyler-Ruthton Education Association (RTREA). (7-0 vote)

M/S/C Dybdahl, Chandler to approve the resolution calling for a \$15,000,000 bond election to be held on Tuesday, November 7, 2023 for the purpose of constructing sixteen (16) classrooms, storage, bathrooms, gym w/storm shelter and expanded fitness room. (7-0 roll call vote)

M/S/C Kerkaert, Johansen to adjourn at 8:24 p.m. (7-0 vote)

Peggy Dunblazier Clerk

All pertinent information, including schedules, is on file in the District Office.

ISD #2902 - RTR Public Schools													
June, 2023 Manual Checks													
Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Cr	Fin	Obj	
REGION 3A	38313	1	2,314.00	2,314.00	5/27/23 Ticket Sales	202312	01	300	294	217	000	305	
REGION 3A Total				2,314.00									
FIRST INDEPENDENT BANK	38312	1	963.00	963.00	State Golf Food Visa Cards	202312	01	300	292	225	000	366	
FIRST INDEPENDENT BANK Total				963.00									
TILL360, LLC	38342	1	1,650.00	1,650.00	Student Speaking Event	202312	01	100	203	000	000	305	
TILL360, LLC	38342	1	3,300.00	3,300.00	Student Speaking Event	202312	01	300	211	000	000	305	
TILL360, LLC Total				4,950.00									
S & K AUTO REPAIR	38340	1	204.99	204.99	Pickup Battery	202312	01	005	760	190	720	350	
S & K AUTO REPAIR Total				204.99									
S & K AUTO REPAIR	38339	1	76.06	76.06	22.38 Gal	202312	01	005	760	190	733	440	
S & K AUTO REPAIR Total				76.06									
VISA	38365	1	43.67	43.67	Retirement Party Lemonade/Coffee	202312	01	005	010	000	000	401	
VISA	38364	1	2,815.40	2,815.40	DM Conference Lodging/Flights	202312	01	005	020	000	000	366	
VISA Total				2,859.07									
VISA	38363	1	924.00	924.00	FCCLA Nat'l Conv Flights (Chaperones)	202312	01	300	291	208	000	369	
VISA	38363	1	5,186.00	5,186.00	FCCLA Nat'l Conv Flights	202312	01	300	291	208	000	366	
VISA Total				6,110.00									
S & K AUTO REPAIR	38339	1	76.06	76.06	22.38 Gal	202312	01	005	760	190	733	440	
S & K AUTO REPAIR Total				76.06									
DETERMAN, CHRIS	38366	1	2,829.34	2,829.34	Strength & Conditioning Program Supplies	202312	01	300	292	102	000	401	
DETERMAN, CHRIS Total				2,829.34									
VISA	38367	1	44.99	44.99	iPad App Family Plan Subscription	202312	01	300	420	000	740	401	
VISA	38367	1	78.01	78.01	Youtube TV Subscription	202312	01	005	630	000	000	406	
VISA	38369	1	3,395.71	3,395.71	State Golf Lodging	202312	01	300	292	225	000	366	
VISA	38368	1	453.54	453.54	CG/TS JMC Summer Conference	202312	01	300	640	000	306	366	
VISA	38383	1	319.50	319.50	State Golf Banquet Tickets	202312	01	300	292	225	000	369	
VISA	38383	1	248.50	248.50	State Golf Banquet Tickets	202312	01	300	292	225	000	366	
VISA	38383	1	195.67	195.67	Reading Award Supplies	202312	01	100	050	000	000	401	
VISA Total				4,735.92									
Grand Total				25,118.44									
ISD #2902 - RTR Public Schools													
July 12th, 2023													
Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Cr	Fin	Obj	
A & B BUSINESS, INC.	38394	1	1,076.72	1,076.72	Copies	202401	01	300	211	000	000	560	
A & B BUSINESS, INC.	38394	1	433.31	433.31	Copies	202401	01	100	203	000	000	560	
A & B BUSINESS, INC.	38394	1	541.84	541.84	Copies	202401	01	300	050	000	000	560	

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
A & B BUSINESS, INC.	38394	1	190.01	190.01	Copies	202401	01	005	110	000	000	560
A & B BUSINESS, INC.	38394	1	180.02	180.02	Copies	202401	01	005	020	000	000	560
A & B BUSINESS, INC.	38394	1	618.14	618.14	Copies	202401	01	100	050	000	000	560
A & B BUSINESS, INC. Total			3,040.04	3,040.04								
ACTIVE INTERNET TECHNOLOGIES	38395	1	2,842.00	2,842.00	Web Site	202401	01	005	630	000	000	406
ACTIVE INTERNET TECHNOLOGIES Total			2,842.00	2,842.00								
AFFINITECH, INC.	38384	1	2,590.70	2,590.70	Trolley Cart/Viewboard Display/Supplies	202312	01	005	630	012	160	466
AFFINITECH, INC. Total			2,590.70	2,590.70								
AMALGAMATED BANK OF CHICAGO	38396	1	560,775.00	560,775.00	Bond Interest	202401	07	005	910	000	000	720
AMALGAMATED BANK OF CHICAGO Total			560,775.00	560,775.00								
AMAZON CAPITAL SERVICES	38391	1	89.19	89.19	Shredder Lubricating Oil	202312	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	38387	1	113.87	113.87	Books/Crates/Candy	202312	01	300	230	000	000	430
AMAZON CAPITAL SERVICES	38390	1	329.00	329.00	Document Camera	202312	01	005	630	012	160	466
AMAZON CAPITAL SERVICES	38385	1	14.98	14.98	Pens	202312	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	38389	1	35.39	35.39	Dry Erase Board	202312	01	300	050	000	000	401
AMAZON CAPITAL SERVICES	38388	1	214.42	214.42	Dodgeball/Pickleballs/Supplies	202312	01	300	240	000	000	430
AMAZON CAPITAL SERVICES	38386	1	39.98	39.98	Baby Gate	202312	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38397	1	351.99	351.99	Textbooks	202401	01	300	256	000	000	460
AMAZON CAPITAL SERVICES Total			1,188.82	1,188.82								
ANDERSON ENGINEERING OF NEW PRAGUE, INC.	38392	1	3,151.25	3,151.25	Make Greenhouse Panel MN Electrical Code Compliant	202312	01	005	865	000	370	350
ANDERSON ENGINEERING OF NEW PRAGUE, INC. Total			3,151.25	3,151.25								
AVERA MARSHALL	38393	1	4,555.00	4,555.00	Athletic Training	202312	01	300	292	000	000	305
AVERA MARSHALL Total			4,555.00	4,555.00								
BAARTMAN, BRIAN	38398	1	374.72	374.72	Wrist Coach Playbooks/Helmets/Bag	202312	01	300	294	217	000	401
BAARTMAN, BRIAN Total			374.72	374.72								
BFG SUPPLY COMPANY	38399	1	5,414.29	5,414.29	Plants/Supplies (FFA)	202312	01	300	291	207	000	619
BFG SUPPLY COMPANY Total			5,414.29	5,414.29								
BIMBO BAKERIES USA	38400	1	488.74	488.74	Bread	202312	02	005	770	000	701	490
BIMBO BAKERIES USA Total			488.74	488.74								
BLAGDON, SARAH	38401	1	35.37	35.37	54 Miles	202312	02	005	770	000	701	366
BLAGDON, SARAH Total			35.37	35.37								
BORCH'S SPORTING GOODS, INC.	38403	1	350.00	350.00	T-Shirts	202312	01	300	296	217	000	619
BORCH'S SPORTING GOODS, INC.	38402	1	43.98	43.98	Baseballs	202312	01	300	294	217	000	401
BORCH'S SPORTING GOODS, INC. Total			393.98	393.98								
BORMAN, TAMMY	38404	1	155.00	155.00	Freeze Pops (FCCLA)	202312	01	300	291	208	000	619
BORMAN, TAMMY Total			155.00	155.00								
BRINKMEYER, MATT	38405	1	200.00	200.00	Std Lunch Refund	202312	02	005	000	000	701	601
BRINKMEYER, MATT Total			200.00	200.00								
BRUENDER'S CORNER MART, INC	38406	1	119.44	119.44	30.63 Gal	202312	01	005	760	190	733	440
BRUENDER'S CORNER MART, INC Total			119.44	119.44								
CDW GOVERNMENT, INC	38407	1	190.50	190.50	Adobe Photoshop (Yearbook)	202312	01	300	291	205	000	401

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
SW/WC SERVICE COOPERATIVES	38457	1	1,708.27	1,708.27	Laptop/Docking Station	202312	01	005	630	012	160	466
SW/WC SERVICE COOPERATIVES	38456	1	4,674.94	4,674.94	ALC/STARRS Online Tuition	202312	01	300	211	000	000	390
SW/WC SERVICE COOPERATIVES	38456	1	4,200.00	4,200.00	Remote Backup Storage	202312	01	005	630	000	000	305
SW/WC SERVICE COOPERATIVES	38456	1	525.00	525.00	Project Discovery	202312	01	300	211	000	000	366
SW/WC SERVICE COOPERATIVES	38456	1	1,950.00	1,950.00	22-23 E-Rate Contract	202312	01	005	680	000	311	320
SW/WC SERVICE COOPERATIVES	38456	1	11,488.92	11,488.92	Wide Area Network/Content Filtering	202312	01	005	680	000	311	320
SW/WC SERVICE COOPERATIVES	38456	1	265.00	265.00	ACA Submission/Transmission	202312	01	005	110	000	000	316
SW/WC SERVICE COOPERATIVES	38456	1	1,305.00	1,305.00	April Business Services	202312	01	005	110	000	000	316
SW/WC SERVICE COOPERATIVES	38456	1	6,323.50	6,323.50	April Tech Support	202312	01	005	630	000	000	316
SW/WC SERVICE COOPERATIVES Total			32,440.63	32,440.63								
TIMECLOCK PLUS, LLC	38466	1	3,920.00	3,920.00	Time Clock Software	202401	01	005	110	000	000	315
TIMECLOCK PLUS, LLC Total			3,920.00	3,920.00								
TYLER BUS SERVICE, INC.	38483	1	20,337.18	20,337.18	Contracted Transportation	202312	01	005	760	000	720	360
TYLER BUS SERVICE, INC. Total			20,337.18	20,337.18								
TYLER CITY OF	38462	1	69.00	69.00	May Garbage	202312	01	005	810	186	000	330
TYLER CITY OF	38462	1	248.00	248.00	May Sewer	202312	01	005	810	183	000	330
TYLER CITY OF	38462	1	740.82	740.82	May Water	202312	01	005	810	183	000	330
TYLER CITY OF	38462	1	1,392.91	1,392.91	May Gas	202312	01	005	810	000	000	440
TYLER CITY OF	38462	1	13,340.00	13,340.00	May Electric	202312	01	005	810	184	000	330
TYLER CITY OF Total			15,790.73	15,790.73								
TYLER HARDWARE HANK	38463	1	6.98	6.98	Brush	202312	02	005	770	000	701	401
TYLER HARDWARE HANK	38463	1	18.48	18.48	Tape/Screwdriver	202312	01	005	630	000	000	456
TYLER HARDWARE HANK	38463	1	1,225.58	1,225.58	Weed Killer/Caulk/Hose Kit/Supplies	202312	01	005	810	000	000	401
TYLER HARDWARE HANK Total			1,251.04	1,251.04								
TYLER LUMBER COMPANY	38464	1	76.96	76.96	Bell Tower Supplies	202312	01	300	301	000	830	433
TYLER LUMBER COMPANY	38481	1	8.29	8.29	Concrete (FFA)	202312	01	300	291	207	000	619
TYLER LUMBER COMPANY	38480	1	31.60	31.60	Masonite/Biscuits	202312	01	300	301	000	830	433
TYLER LUMBER COMPANY Total			116.85	116.85								
TYLER PETTY CASH	38465	1	100.00	100.00	Track Meets	202312	01	300	292	219	000	369
TYLER PETTY CASH	38465	1	75.00	75.00	Softball Tournament	202312	01	300	296	217	000	369
TYLER PETTY CASH	38465	1	315.00	315.00	Golf Meets	202312	01	300	292	225	000	369
TYLER PETTY CASH	38465	1	69.75	69.75	Postage	202312	01	300	211	000	000	329
TYLER PETTY CASH Total			559.75	559.75								
UMB BANK, N.A.	38467	1	24,825.00	24,825.00	Series 2021 B Bond Interest	202401	01	005	850	000	000	581
UMB BANK, N.A.	38467	1	8,027.50	8,027.50	Series 2021 A Bond Interest	202401	07	005	910	000	000	720
UMB BANK, N.A. Total			32,852.50	32,852.50								
WASTE MANAGEMENT OF MN, INC.	38477	1	984.91	984.91	July Garbage	202312	01	005	810	183	000	330
WASTE MANAGEMENT OF MN, INC. Total			984.91	984.91								
WELGRAVEN, KEITH	38472	1	189.75	189.75	Std Lunch Refund	202312	02	005	000	000	701	601
WELGRAVEN, KEITH Total			189.75	189.75								
WEX	38478	1	97.25	97.25	June Participant Fees	202312	01	005	010	000	000	305

Presented by Alex Rott, District Treasurer	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Treasurer's Report				2022-2023 June 2023
TYPE OF FUND	MONTHLY STARTING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	MONTHLY ADJUSTMENTS	MONTHLY ENDING BALANCE
GENERAL FUND 01*	\$ 3,918,583.12	\$ 560,909.03	\$ 628,875.94	\$ 0.00	\$ 3,850,616.21
FOOD SERVICE FUND 02*	\$ 232,542.30	\$ 19,148.21	\$ 15,591.58	\$ 0.00	\$ 236,098.93
COMM. SERVICE FUND 04*	\$ 144,203.41	\$ 12,652.23	\$ 15,393.16	\$ 0.00	\$ 141,462.48
Building Fund 06*	\$ 89,671.11	\$ -	\$ -	\$ 0.00	\$ 89,671.11
DEBT REDUCTION FUND 07*	\$ 882,713.18	\$ 3,786.37	\$ -	\$ 0.00	\$ 886,499.55
Agency 09*	\$ 831.73	\$ -	\$ -	\$ 0.00	\$ 831.73
FY 23 DISTRICT TOTALS FUNDS (01* - 09*)	\$ 5,268,544.85	\$ 596,495.84	\$ 659,860.68	\$ 0.00	\$ 5,205,180.01
FY22 Comparisons	\$ 4,695,033.97	\$ 1,451,995.98	\$ 466,900.84	\$ 0.00	\$ 5,680,129.11
FY23 Difference	\$ 573,510.88	\$ (855,500.14)	\$ 192,959.84	\$ 0.00	\$ (474,949.10)
ACCOUNT BALANCES	BALANCE PER FY22 ACCOUNT BOOKS	FY23 - FY22 ACCOUNT DIFFERENCE	NAME AND TYPES OF ACCOUNTS		BALANCE PER FY23 ACCOUNT BOOKS
RTR FINANCIAL ACCOUNT BALANCES	\$ 660,847.87	\$ (374,205.85)	DISTRICT CHECKING ACCOUNTS		\$ 286,642.02
	\$ 561,756.77	\$ 1,369.41	INVESTMENTS/CD's		\$ 563,126.18
	\$ 2,567,219.03	\$ 1,043,127.48	MN LIQUID ASSET FUND ACCOUNT		\$ 3,610,346.51
	\$ 1,345,678.01	\$ (754,359.41)	INVESTMENTS/PMA/UMB FINANCIAL NETWORK		\$ 591,318.60
	\$ 5,135,501.68	\$ (84,068.37)	DISTRICT TOTALS:		\$ 5,051,433.31
BANK STATEMENT	FY22 ACCOUNT TOTALS:	FY23 BALANCE PER BANK STATEMENT	FY23 OUTSTANDING CHECKS PER	FY23 RATE OF INTEREST AND	FY23 BALANCE PER TREASURER'S BOOKS
First Independent Bank	0.05%			0.25%	
Checking	\$ 660,847.87	\$ 325,273.24	\$ (38,667.66)	\$ 36.44	\$ 286,642.02
FIB/PMA	0.20%			4.98%	
Public Investment	\$ 551,340.71	\$ 552,698.58	\$ -	\$ 11.54	\$ 552,710.12
First Independent Bank	.5% AND 2.00%			0.5% AND 2.00%	
CD's, Voice of Democracy	\$ 10,416.06	\$ 10,416.06	\$ -	\$ -	\$ 10,416.06
MN Liquid Asset Fund	1.02%			4.88%	
Liquid	\$ 236,585.12	\$ 509,914.51	\$ -	\$ 808.53	\$ 510,723.04
MN Liquid Asset Fund	0.95%			5.00%	
Maximum	\$ 3,502,996.56	\$ 3,088,118.63	\$ -	\$ 11,504.84	\$ 3,099,623.47
PMA Financial Network	50.00%			4.98%	
Construction Financing	\$ 2,197.97	\$ 590,837.03	\$ -	\$ 481.57	\$ 591,318.60
TOTALS	\$ 4,964,384.29	\$ 5,077,258.05	\$ (38,667.66)	\$ 12,842.92	\$ 5,051,433.31
				FY23 DIFFERENCE	\$ 87,049.02

MONTH ENDING	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Revenue vs. Disbursement Report						Presented by Alex Rott, RTR Treasurer	
June, 2023								
TYPE OF FUND	FY23 YTD REVENUES	FY23 BUDGET REVENUES	%	FY23 YTD EXPENSES	FY23 BUDGET EXPENSES	%	YTD REVENUES MINUS EXPENSES	%
01* - GENERAL FUND (WITH TRANS & CAPITAL)	\$ 7,601,894	\$ 7,833,712	97.04%	\$ 8,175,972	\$ 8,803,809	92.87%	\$ (574,078)	4.17%
FY22 COMPARISON	\$ 8,183,683	\$ 8,083,034	101.25%	\$ 8,577,840	\$ 8,794,313	97.54%	\$ (394,158)	3.71%
YEARS DIFFERENCE	\$ (581,789)	\$ (249,322)	-4.20%	\$ (401,869)	\$ 9,496	-4.67%	\$ (179,921)	0.47%
02* - FOOD SERVICE FUND	\$ 515,664	\$ 539,500	95.58%	\$ 421,766	\$ 483,110	87.30%	\$ 93,898	8.28%
FY22 COMPARISON	\$ 557,439	\$ 385,404	144.64%	\$ 437,451	\$ 397,111	110.16%	\$ 119,988	34.48%
YEARS DIFFERENCE	\$ 80,044	\$ 154,096	-49.06%	\$ (15,685)	\$ 85,999	-22.86%	\$ (26,090)	-26.20%
04* - COMMUNITY SERVICE FUND	\$ 152,722	\$ 233,898	65.29%	\$ 146,816	\$ 188,703	77.80%	\$ 5,907	-12.51%
FY22 COMPARISON	\$ 323,319	\$ 141,032	229.25%	\$ 231,551	\$ 298,566	77.55%	\$ 91,768	151.7%
YEARS DIFFERENCE	\$ (170,597)	\$ 92,866	-164.0%	\$ (84,735)	\$ (109,863)	0.25%	\$ (85,862)	-164.2%
07* - DEBT REDEMPTION FUND	\$ 2,212,890	\$ 2,445,503	90.49%	\$ 2,433,060	\$ 2,433,568	99.98%	\$ (220,170)	-9.49%
FY22 COMPARISON	\$ 2,468,784	\$ 2,445,240	100.96%	\$ 2,336,584	\$ 2,378,667	98.23%	\$ 132,200	2.73%
YEARS DIFFERENCE	\$ (255,894)	\$ 263	0.00%	\$ 96,476	\$ 54,901	1.75%	\$ (352,370)	-1.75%
2022 - 2023 TOTALS	\$ 10,483,170	\$ 11,052,613	94.85%	\$ 11,177,613	\$ 11,909,190	93.86%	\$ (694,444)	0.99%
2021 - 2022 TOTALS	\$ 11,533,225	\$ 11,054,710	104.33%	\$ 11,583,426	\$ 11,868,657	97.60%	\$ (50,201)	6.73%
FY23 DIFFERENCE	\$ (1,050,055)	\$ (2,097)	-9.48%	\$ (405,813)	\$ 40,533	-3.74%	\$ (644,242)	-5.74%
06* - BUILDING CONSTRUCTION FUND	\$ 19,216	\$ 16,785	114.48%	\$ 215,046	\$ 825,000	26.07%	\$ (195,830)	88.41%
FY23 YTD REVENUES	Our FY23 Revenues at this time are lower than last year by \$1,050,055 , with one month yet to go in the State providing our last funding for this year. The State is slower this year in getting out our balance of funding.							
FY23 YTD EXPENSES	Our FY23 Expenses, at this time, are lower than last year by \$405,813 . There are still some expenses being added into this years budget.							

RTR Public Schools
Petty Cash – Check Book Reimbursement
July 12, 2023

CHECK #	VENDOR	DESCRIPTION	AMOUNT
13705	Lakeview Public School	Track Meet	100.00
13717	Pipestone Area School	Softball Tournament	75.00
13720	Minneota Public School	Golf Meet	75.00
13725	Worthington Golf	Golf Meet	240.00
13726	Postmaster	Postage	69.75
		TOTAL	559.75

Activity	June 1st Balance	Revenue	Expense	June 30th Balance
FFA	10,409.85	2,259.21	320.40	12,348.66
Yearbook	2,859.20	754.02	153.98	3,459.24
Student Council	2,768.23	0.00	0.00	2,768.23
FCCLA	1,916.73	5,494.04	1,504.00	5,906.77
Drumline	1,940.07	0.00	0.00	1,940.07
Football	0.00	0.00	0.00	0.00
Volleyball	3,768.41	4,863.40	0.00	8,631.81
Cheer	6,691.76	0.00	0.00	6,691.76
Baseball	3,846.50	0.00	0.00	3,846.50
MS Basketball	328.01	0.00	0.00	328.01
Caring is Sharing	3,049.14	0.00	0.00	3,049.14

RTR Public Schools #2902
Exp Detail - Fd, Org, Pro
Period Ending June 30, 2023

Sequence: Fd, Org, Pro

										23RVSDBUD				% YTD	Remaining			
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202312	Year To Date	% YTD	Encumbrances	+ Enc	Balance		
01	General																	
	005	Districtwide																
		810	Operations & Maint.															
E	01	005	810	000	000	170	422	00	Custodial Salary	293,034.00	12,485.13	266,004.38	91%	14,680.76	96%	12,348.86		
E	01	005	810	000	000	199	422	00	Custodial Cash in Lieu	841.00	57.52	866.86	103%	57.50	110%	(83.36)		
E	01	005	810	000	000	210	422	00	Custodial FICA	22,166.00	938.30	20,091.12	91%	1,106.29	96%	968.59		
E	01	005	810	000	000	214	422	00	Custodial PERA	19,855.00	934.06	18,930.40	95%	876.50	100%	48.10		
E	01	005	810	000	000	220	422	00	Custodial Health Insurances	48,368.00	2,389.39	48,277.47	100%	2,389.39	105%	(2,298.86)		
E	01	005	810	000	000	230	422	00	Custodial Life Ins	140.00	6.37	140.70	101%	6.37	105%	(7.07)		
E	01	005	810	000	000	401	422	00	Custodial Sup/Mat	45,000.00	2,920.35	58,909.17	131%	1,548.22	134%	(15,457.39)		
E	01	005	810	000	000	440	422	00	Natural Gas	70,000.00	3,416.73	57,451.47	82%	1,392.91	84%	11,155.62		
E	01	005	810	000	302	530	424	00	Cust Equipment Purchased	16,800.00	0.00	0.00	0%	0.00	0%	16,800.00		
E	01	005	810	000	302	550	424	00	Veh Leased/Purchased	3,200.00	0.00	3,443.00	108%	0.00	108%	(243.00)		
E	01	005	810	000	733	365	422	00	Custodial Chargeback	120.00	0.00	0.00	0%	0.00	0%	120.00		
E	01	005	810	000	000	270	422	00	Custodial Workers Compens	6,000.00	0.00	5,488.46	91%	0.00	91%	511.54		
E	01	005	810	000	000	305	422	00	Custodial Fees For Svc	14,000.00	45.00	31,933.79	228%	15.00	228%	(17,948.79)		
E	01	005	810	000	000	350	422	00	Custodial Repair & Maint Sei	85,300.00	1,911.91	22,738.77	27%	870.37	28%	61,690.86		
E	01	005	810	000	000	366	422	00	Custodial Travel	300.00	0.00	120.62	40%	0.00	40%	179.38		
E	01	005	810	102	000	401	422	00	Oper & Maint Sup/Mat Non-I	8,700.00	0.00	8,700.00	100%	0.00	100%	0.00		
E	01	005	810	183	000	330	422	00	Water/Sewer	8,500.00	1,882.01	13,869.22	163%	988.82	175%	(6,358.04)		
E	01	005	810	184	000	330	422	00	Electricity Services	131,950.00	9,311.00	118,373.00	90%	13,340.00	100%	237.00		
E	01	005	810	186	000	330	422	00	Garbage Services	33,000.00	80.73	12,243.51	37%	69.00	37%	20,687.49		
E	01	005	810	191	000	440	422	00	Fuels-Custodial	0.00	0.00	2,393.77	0%	0.00	0%	(2,393.77)		
		810	Operations & Maint.									807,274.00	36,378.50	689,975.71	85%	37,341.13	90%	79,957.16
		850	Capital Facilities															
E	01	005	850	000	000	305	422	00	Construction Fees	500,000.00	0.00	0.00	0%	0.00	0%	500,000.00		
E	01	005	850	801	000	398	422	00	Interdept Misc Svcs	0.00	0.00	750,000.00	0%	0.00	0%	(750,000.00)		
E	01	005	850	000	000	390	422	00	Levy Allocation	10,540.00	0.00	8,616.00	82%	0.00	82%	1,924.00		
E	01	005	850	000	000	580	422	00	Principal Ctf of Part	110,000.00	0.00	110,000.00	100%	0.00	100%	0.00		
E	01	005	850	000	000	581	422	00	Interest Ctf of Part.	52,950.00	0.00	52,950.00	100%	0.00	100%	0.00		
E	01	005	850	000	302	530	424	00	Fac. Equipment Purchased	2,600.00	0.00	0.00	0%	0.00	0%	2,600.00		
E	01	005	850	000	302	896	424	00	Taxes & Special Assessment	460.00	0.00	18.00	4%	0.00	4%	442.00		
		850	Capital Facilities									676,550.00	0.00	921,584.00	136%	0.00	136%	(245,034.00)
		865	Long Term Facility Maint															
E	01	005	865	000	347	305	467	00	FS Inspection	500.00	0.00	290.00	58%	0.00	58%	210.00		
E	01	005	865	000	349	305	467	00	Haz Chem Inv Fee/Bulb Rec	700.00	0.00	2,773.69	396%	0.00	396%	(2,073.69)		
E	01	005	865	000	352	305	467	00	H/S Contract	7,643.00	0.00	11,552.02	151%	0.00	151%	(3,909.02)		

RTR Public Schools #2902
Exp Detail - Fd, Org, Pro
Period Ending June 30, 2023

Sequence: Fd, Org, Pro

										23RVSDBUD				% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202312	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
01	General																
	005	Districtwide															
		865	Long Term Facility Maint														
E	01	005	865	000	352	401	467	00	H/S Supplies	0.00	5,582.52	5,582.52	0%	0.00	0%	(5,582.52)	
E	01	005	865	000	379	350	467	00	Interior Surfaces Repair & M	0.00	0.00	6,081.32	0%	0.00	0%	(6,081.32)	
E	01	005	865	000	380	350	467	00	Mechanical Sys-Repair & Ma	0.00	0.00	5,221.53	0%	0.00	0%	(5,221.53)	
E	01	005	865	000	384	350	467	00	Site Proj Repair & Maint Sen	0.00	0.00	4,992.00	0%	0.00	0%	(4,992.00)	
E	01	005	865	000	363	305	467	00	Fire Safety Fees for Service	2,000.00	0.00	7,370.00	369%	0.00	369%	(5,370.00)	
E	01	005	865	000	363	350	467	00	Fire Safety Repair & Maint L	4,000.00	0.00	188.00	5%	0.00	5%	3,812.00	
E	01	005	865	000	363	401	467	00	Fire Safety General Supplies	0.00	0.00	5,700.00	0%	0.00	0%	(5,700.00)	
E	01	005	865	000	370	350	467	00	LTFM Electrical Repair	1,000.00	0.00	0.00	0%	3,151.25	315%	(2,151.25)	
		865	Long Term Facility Maint								15,843.00	5,582.52	49,751.08	314%	3,151.25	334%	(37,059.33)
	005	Districtwide								1,499,667.00	41,961.02	1,661,310.79	111%	40,492.38	113%	(202,136.17)	
	100	Elementary															
		810	Operations & Maint.														
E	01	100	810	184	000	330	422	00	Electricity Services	0.00	0.00	203.75	0%	0.00	0%	(203.75)	
		810	Operations & Maint.								0.00	0.00	203.75	0%	0.00	0%	(203.75)
		850	Capital Facilities														
E	01	100	850	000	302	896	424	00	Building Repair & Maintenan	0.00	0.00	81.00	0%	0.00	0%	(81.00)	
		850	Capital Facilities								0.00	0.00	81.00	0%	0.00	0%	(81.00)
	100	Elementary								0.00	0.00	284.75	0%	0.00	0%	(284.75)	
	200	Budget Learning Site															
		810	Operations & Maint.														
E	01	200	810	184	000	330	422	00	Electricity Services	0.00	(45.34)	12.68	0%	0.00	0%	(12.68)	
		810	Operations & Maint.								0.00	(45.34)	12.68	0%	0.00	0%	(12.68)
	200	Budget Learning Site								0.00	(45.34)	12.68	0%	0.00	0%	(12.68)	
	300	High School															
		810	Operations & Maint.														
E	01	300	810	000	000	305	422	00	Custodial Fees for Services	0.00	0.00	1,100.00	0%	0.00	0%	(1,100.00)	
		810	Operations & Maint.								0.00	0.00	1,100.00	0%	0.00	0%	(1,100.00)
		850	Capital Facilities														
E	01	300	850	000	302	896	424	00	Taxes & Special Assessment	0.00	0.00	1,517.80	0%	0.00	0%	(1,517.80)	
		850	Capital Facilities								0.00	0.00	1,517.80	0%	0.00	0%	(1,517.80)

RTR Public Schools #2902
Exp Detail - Fd, Org, Pro
Period Ending June 30, 2023

Sequence: Fd, Org, Pro

										23RVSDBUD				% YTD	Remaining			
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202312	Year To Date	% YTD	Encumbrances	+ Enc	Balance		
01	General																	
	300	High School																
		865	Long Term Facility Maint															
E	01	300	865	000	370	350	467	00	LTFM Electrical Repair	0.00	0.00	700.00	0%	0.00	0%	(700.00)		
		865	Long Term Facility Maint									0.00	0.00	700.00	0%	0.00	0%	(700.00)
	300	High School									0.00	0.00	3,317.80	0%	0.00	0%	(3,317.80)	
01	General									1,499,667.00	41,915.68	1,664,926.02	111%	40,492.38	114%	(205,751.40)		

RTR Public Schools #2902
Exp Detail - Fd, Org, Pro
Period Ending June 30, 2023

Sequence: Fd, Org, Pro

										23RVSDBUD				% YTD		Remaining
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202312	Year To Date	% YTD	Encumbrances	+ Enc	Balance
06	Building Construction															
	005 Districtwide															
	870 Bldg Construction															
E	06	005	870	801	000	401	464	801	Supplies-Athletic Complex	0.00	0.00	2,690.00	0%	0.00	0%	(2,690.00)
E	06	005	870	801	000	520	464	801	Bldgs Acquisition & Impr-Ath	75,000.00	0.00	92,535.90	123%	0.00	123%	(17,535.90)
E	06	005	870	000	000	520	464	000	Bldgs Acquisition & Improver	750,000.00	0.00	661,032.09	88%	0.00	88%	88,967.91
E	06	005	870	000	000	530	464	000	Equipment Purchased	0.00	0.00	24,664.82	0%	0.00	0%	(24,664.82)
E	06	005	870	801	000	305	464	801	Consult/Fees For Svc-Athl C	0.00	0.00	20,125.00	0%	0.00	0%	(20,125.00)
E	06	005	870	801	000	398	464	801	Interdept Misc Svcs	0.00	0.00	(750,000.00)	0%	0.00	0%	750,000.00
E	06	005	870	000	000	305	464	000	Consult/Fees For Svc	0.00	0.00	151,342.95	0%	0.00	0%	(151,342.95)
E	06	005	870	000	000	401	464	000	Construction Supplies	0.00	0.00	12,654.86	0%	0.00	0%	(12,654.86)
	870 Bldg Construction									825,000.00	0.00	215,045.62	26%	0.00	26%	609,954.38
	005 Districtwide									825,000.00	0.00	215,045.62	26%	0.00	26%	609,954.38
06	Building Construction									825,000.00	0.00	215,045.62	26%	0.00	26%	609,954.38
Report Totals:										2,324,667.00	41,915.68	1,879,971.64	81%	40,492.38	83%	404,202.98

Adopted: _____

MSBA/MASA Model Policy 516.5

Orig. 2023

Revised:

Rev: June 2023

516.5 OVERDOSE MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
1. Administration type
 2. Dosage
 3. Date of issuance
 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

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

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

- a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.
- E. Site Planning Teams
- 1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
 - 2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.
- F. School District Staff
- School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

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

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only

provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

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

VI. Privacy Protections

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

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

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



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

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-09

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information
District Name:	RTR Public School	Date:	
District Number:	2902-01	Email:	lisa.rademacher@rtrschoools.org
District Contact Name:	Lisa Rademacher		
Contact Phone #	507-537-2256		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$290	\$300	\$315	\$330	\$345	\$360	\$375	\$390	\$405	\$420	\$435
349	Other Hazardous Materials	\$2,774	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
352	Environmental Health and Safety Management	\$17,135	\$10,500	\$11,000	\$11,500	\$12,000	\$12,500	\$13,000	\$13,500	\$14,000	\$14,500	\$15,000
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$13,258	\$10,500	\$11,000	\$11,500	\$12,000	\$12,500	\$13,000	\$13,500	\$14,000	\$14,500	\$15,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$33,456	\$22,300	\$23,315	\$24,330	\$25,345	\$26,360	\$27,375	\$28,390	\$29,405	\$30,420	\$31,435
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Gender-Neutral Single User Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$700	\$800	\$900	\$1,000	\$1,100	\$1,200	\$1,300	\$1,400	\$1,500	\$1,600	\$1,700
379	Interior Surfaces	\$6,081	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500	\$5,000	\$5,500
380	Mechanical Systems	\$5,222	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000	\$13,000	\$14,000	\$15,000
381	Plumbing	\$0	\$500	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500	\$5,000
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$4,992	\$500	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500	\$5,000
	Total Deferred Capital Expense and Maintenance	\$16,995	\$8,800	\$11,400	\$14,000	\$16,600	\$19,200	\$21,800	\$24,400	\$27,000	\$29,600	\$32,200
Total Annual 10-Year Plan Expenditures		\$50,451	\$31,100	\$34,715	\$38,330	\$41,945	\$45,560	\$49,175	\$52,790	\$56,405	\$60,020	\$63,635