

The regular school board meeting of the ISD #2902 (Russell-Tyler-Ruthton) School Board will be held on Wednesday, September 13, 2023 at 7:00 pm, RTR Public School Boardroom, 111 County Road 8, Tyler, MN.

**RTR Public Schools ISD #2902  
Board Meeting Agenda  
September 13, 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 Special School Board Meeting on August 21, 2023
- b. Approval of Instrumental Music Tutor and Lessons – Megan Eide

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

6. Approval of Bills (action)

- c. Expenditures Report - \$340,358.92
  - d. Manual Checks - \$ 90,878.86
  - e. Payroll Report - \$347,599.99
- \$ 778,837.77**

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. Elem Principal, Cristy Olsen
- b. MS Dean of Students, Darren Baartman
- c. HS Principal, Rick Gossen
- d. Superintendent, David Marlette

9. Approval of Proposed Levy Limitation and Certification 2023 Payable 2024, as per document. (action)

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

10. Approval of 2023-2024 Snow Removal Bid from Kyle Thooft, as per attached quote. (action)

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

11. Approval of 2023-2024 Fundraisers for the District, as per attached list. (action)

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

12. Approval to remove Julie Wieme from Account # 128143 (General Account) and Account # 139045 (MS Student Council) at First Independent Bank. (action)

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

13. Discussion only on the positive Minnesota Department of Education (MDE) **“Review and Comment”** decision for the proposed \$15,000,000 RTR ISD #2902 addition construction project. (Discussion)

14. Approval to retain the professional architectural services of \_\_\_\_\_

Possible Architect Choices: **(CO-OP Architects - Kyle Raph, Principal Architect)**  
or  
**(MLA Architects – Mark Lenz, Principal Architect)**

to work with the RTR ISD No. 2902 School District during the proposed addition construction project; if the voters of the RTR ISD No. 2902 approve the upcoming November 7, 2023 School Bond Election. (action)  
(See attached proposed fee recap sheet)

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

15. Approval to retain the professional construction management services of \_\_\_\_\_

Possible CM Choices: **(R.A. Morton CM Firm – Preston Euerle, Principal Owner)**  
or  
**Kraus-Anderson CM Firm – Gary Benson, Project Director)**

to work with the RTR ISD No. 2902 School District during the proposed addition construction project; if the voters of the RTR ISD No. 2902 approve the upcoming November 7, 2023 School Bond Election. (action)  
(See attached proposed fee recap sheet)

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

16. Adjourn: Time Out: \_\_\_\_\_ (Action)

Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

**Next Meeting:**  
October 11, 2023  
@ 7:00 PM, RTR Board Room  
111 County Road # 8, Tyler, MN 56178

**RTR Public Schools ISD # 2902**  
**Special School Board Meeting Minutes**  
**August 21, 2023**  
**RTR Public School in Tyler, MN – 7:00 p.m.**

School Board Attendance: Dunblazier, 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.

M/S/C Dunblazier, Kerkaert to approve the agenda. (5-0 vote)

M/S/C Johansen, Hess to approve the consent agenda. (5-0 vote)

- a. Approval of Minutes from Regular School Board Meeting on August 9, 2023
- b. Approve the hiring of para-professional: Dawn Wee
- c. Approve the hiring of para-professional: Haley Muenchow
- d. Approve the hiring of para-professional: Tara King
- e. Approve the hiring of para-professional: Mary Bartz
- f. Approve the hiring of evening custodian: Jared McChesney
- g. Approve the resignation of Kathy Vondracek: Instrumental Tutor
- h. Approve the resignation of Tom Vondracek: Instrumental Tutor

Presentations were held by the following firms in regard to the proposed 2023 construction project.

Construction Management Firms

- Gary Benson, Kraus-Anderson Construction Management
- Preston Euerle, R.A. Morton Construction Management Company

Architect of Record

- Mark Lenz, MLA Architecture Company
- Kyle Raph / Mr. Tom Hurlbert, CO-OP Architecture

Summary of the presentations is included in Attachment A.

Upon receiving a positive MDE Review and Comment by September 10, 2023, the RTR School Board will proceed in hiring a Construction Manager and Architect of Record for the proposed construction project at our September 13, 2023, regular board meeting.

M/S/C Kerkaert, Johansen to adjourn at 9:18 p.m. (5-0 vote)

Peggy Dunblazier Clerk

All pertinent information, including attachments, are on file in the District Office.





WIENEKE, JULIE	38736	1	120.00	120.00	8/24/23 Lakeview	202402	01	300	296	227	000	305
<b>WIENEKE, JULIE Total</b>			<u>120.00</u>	<u>120.00</u>								
<b>Grand Total</b>			90,878.86	90,878.86								
<b>ISD #2902 - RTR Public Schools</b>												
<b>September, 13th 2023</b>												
<b>Vendor Name</b>	<b>Vou #</b>	<b>Units</b>	<b>Rate</b>	<b>Total</b>	<b>Description</b>	<b>Period</b>	<b>Fd</b>	<b>Org</b>	<b>Pro</b>	<b>Cr</b>	<b>Fin</b>	<b>Obj</b>
A & B BUSINESS, INC.	38751	1	2,809.88	2,809.88	Copies	202403	01	300	211	000	000	560
A & B BUSINESS, INC.	38751	1	525.13	525.13	Copies	202403	01	300	050	000	000	560
A & B BUSINESS, INC.	38751	1	495.87	495.87	Copies	202403	01	005	110	000	000	560
A & B BUSINESS, INC.	38751	1	1,019.36	1,019.36	Copies	202403	01	100	050	000	000	560
A & B BUSINESS, INC.	38751	1	661.15	661.15	Copies	202403	01	100	203	000	000	560
A & B BUSINESS, INC.	38751	1	567.91	567.91	Copies	202403	01	005	020	000	000	560
<b>A &amp; B BUSINESS, INC. Total</b>			6,079.30	6,079.30								
A & C EXCAVATING	38752	1	975.00	975.00	Remove Concrete Slabs From Old School	202403	01	005	810	000	000	305
<b>A &amp; C EXCAVATING Total</b>			975.00	975.00								
ADVANCED HEALTH, SAFETY & SECURITY	38753	1	4,950.00	4,950.00	Health & Safety Consulting	202403	01	005	865	000	352	305
<b>ADVANCED HEALTH, SAFETY &amp; SECURITY Total</b>			4,950.00	4,950.00								
AMALGAMATED BANK OF CHICAGO	38754	1	300.00	300.00	Administrative Building Bond Services	202403	07	005	910	000	000	790
<b>AMALGAMATED BANK OF CHICAGO Total</b>			300.00	300.00								
AMAZON CAPITAL SERVICES	38767	1	217.79	217.79	Standing Desk	202403	01	005	630	000	000	456
AMAZON CAPITAL SERVICES	38759	1	23.40	23.40	Hanging Folders	202403	01	100	201	000	000	430
AMAZON CAPITAL SERVICES	38863	1	224.13	224.13	Tether/Kick/Foot/Basketballs	202403	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38766	1	148.35	148.35	ALICE Training Books	202403	01	005	718	000	342	401
AMAZON CAPITAL SERVICES	38764	1	154.69	154.69	Surge Protectors/HDMI Adapters/Cable/Gas Duster	202403	01	005	630	000	000	456
AMAZON CAPITAL SERVICES	38775	1	63.66	63.66	Cardstock/Post-It Tabs/Straws/Supplies	202403	01	100	203	243	000	430
AMAZON CAPITAL SERVICES	38771	1	159.16	159.16	Pencils/Scissors/Markers/Rulers/Supplies	202403	01	300	220	000	000	430
AMAZON CAPITAL SERVICES	38769	1	11.54	11.54	Dry Erase Markers	202403	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	38774	1	102.96	102.96	String Trimmer Replacement Head	202403	01	005	810	000	000	401
AMAZON CAPITAL SERVICES	38778	1	19.78	19.78	Laptop Charger	202403	01	300	050	000	000	401
AMAZON CAPITAL SERVICES	38773	1	176.72	176.72	Server Cabinet/Power Strip	202403	01	005	630	000	000	456
AMAZON CAPITAL SERVICES	38782	1	29.00	29.00	Dance Party Button	202403	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	38758	1	54.24	54.24	Bulletin Board Border/Tape Refill/Supplies	202403	01	100	203	242	000	430
AMAZON CAPITAL SERVICES	38761	1	336.06	336.06	Beakers/Tape/Bowls/Twine/Supplies	202403	01	300	260	000	000	430
AMAZON CAPITAL SERVICES	38768	1	46.95	46.95	Whiteboards	202403	01	100	203	241	000	430
AMAZON CAPITAL SERVICES	38763	1	73.50	73.50	Rulers/Protectors/Erasers/Dry Erase Mat	202403	01	300	256	000	000	430
AMAZON CAPITAL SERVICES	38780	1	120.68	120.68	Coffee	202403	01	005	010	000	000	401
AMAZON CAPITAL SERVICES	38776	1	76.97	76.97	Wallpaper (Ag Country Donation)	202403	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38772	1	68.40	68.40	HDMI Cables	202403	01	005	630	000	000	456
AMAZON CAPITAL SERVICES	38864	1	187.90	187.90	Pom Poms/Hair Bows (Cheer)	202403	01	300	292	917	301	401
AMAZON CAPITAL SERVICES	38765	1	386.66	386.66	Badge Holders/Door Chimes/Bowls/Supplies	202403	01	100	203	000	000	401

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
AMAZON CAPITAL SERVICES	38780	1	12.01	12.01	Rubber Bands	202403	01	300	260	000	000	430
AMAZON CAPITAL SERVICES	38756	1	380.02	380.02	Command Strips/Batteries/Glue/Standing Desk	202403	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38760	-1	-24.90	-24.90	Returned Crayons	202403	01	300	211	000	000	401
AMAZON CAPITAL SERVICES	38777	1	145.96	145.96	Timer/Heat Lamp/Yeast/Supplies	202403	01	300	260	000	000	430
AMAZON CAPITAL SERVICES	38755	1	702.30	702.30	Sensory Toys	202403	01	100	203	000	000	430
AMAZON CAPITAL SERVICES	38762	1	387.93	387.93	Erasers/Boarder Trim/Markers/Supplies	202403	01	300	050	000	000	401
AMAZON CAPITAL SERVICES	38758	1	10.90	10.90	Postcards	202403	01	100	203	244	000	430
AMAZON CAPITAL SERVICES	38770	1	16.99	16.99	Calendar Pocket Chart	202403	04	005	582	000	344	430
AMAZON CAPITAL SERVICES	38757	1	255.77	255.77	Utility Cart/Markers/Sponges/Supplies	202403	01	100	212	000	000	430
AMAZON CAPITAL SERVICES	38779	1	89.97	89.97	Sketchbooks	202403	01	300	212	000	000	430
AMAZON CAPITAL SERVICES	38781	1	120.68	120.68	Coffee	202403	01	005	010	000	000	401
<b>AMAZON CAPITAL SERVICES Total</b>			4,780.17	4,780.17								
ANDERSON'S SCHOOL EVENTS	38783	1	270.24	270.24	Crowns/Tiaras (Student Council)	202403	01	300	291	206	000	619
<b>ANDERSON'S SCHOOL EVENTS Total</b>			270.24	270.24								
A-OX WELDING, INC	38869	1	51.52	51.52	Cylinder Rent	202403	01	300	301	000	830	433
<b>A-OX WELDING, INC Total</b>			51.52	51.52								
APOLLO WATER SYSTEMS INC.	38784	1	70.00	70.00	Salt	202403	02	005	770	000	701	401
<b>APOLLO WATER SYSTEMS INC. Total</b>			70.00	70.00								
APPLE INC.	38785	1	14,136.00	14,136.00	iPads/Apple Care (ESSER III Funds)	202403	01	005	630	012	160	466
<b>APPLE INC. Total</b>			14,136.00	14,136.00								
AVERA MARSHALL	38786	1	2,395.00	2,395.00	Athletic Trainer	202312	01	300	292	000	000	305
<b>AVERA MARSHALL Total</b>			2,395.00	2,395.00								
BARBER, AL	38885	1	40.00	40.00	8/31/23 Clock	202403	01	300	294	211	000	305
<b>BARBER, AL Total</b>			40.00	40.00								
BISBEE PLUMBING & HEATING INC.	38867	1	570.00	570.00	Reduced Pressure Zone Valve Testing/Boiler Maint	202403	01	005	810	000	000	350
<b>BISBEE PLUMBING &amp; HEATING INC. Total</b>			570.00	570.00								
BLICK ART MATERIALS	38787	1	770.04	770.04	Matboards/Paint	202403	01	300	212	000	000	430
<b>BLICK ART MATERIALS Total</b>			770.04	770.04								
BROWN, DAYNICA	38878	1	796.69	796.69	Volleyballs	202403	01	300	292	915	301	366
<b>BROWN, DAYNICA Total</b>			796.69	796.69								
CAPIT LEARNING	38788	1	5,250.00	5,250.00	Class Licenses	202403	01	100	203	000	000	406
<b>CAPIT LEARNING Total</b>			5,250.00	5,250.00								
CARPENTER, SANDY	38789	1	350.00	350.00	Cheer Music	202403	01	300	292	917	301	305
<b>CARPENTER, SANDY Total</b>			350.00	350.00								
CDW GOVERNMENT, INC	38790	1	1,569.00	1,569.00	Nylon Computer Bags	202403	01	005	630	000	000	456
<b>CDW GOVERNMENT, INC Total</b>			1,569.00	1,569.00								
CE CONTRACT	38868	1	4,042.11	4,042.11	Administrative Offices Roller Shades/Installation	202312	01	005	810	000	000	401
<b>CE CONTRACT Total</b>			4,042.11	4,042.11								
CINTAS	38791	1	264.94	264.94	Uniforms	202403	01	005	810	000	000	401
<b>CINTAS Total</b>			264.94	264.94								
COMMERCIAL INTERIOR DECOR, INC.	38792	1	386.00	386.00	Floor Cleaner	202403	01	005	810	000	000	401













Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
VAN RULER, MIRANDA	38857	1	43.93	43.93	Craft Sticks/CD's Supplies	202403	01	300	256	000	000	430
<b>VAN RULER, MIRANDA Total</b>			43.93	43.93								
WABASSO PUBLIC SCHOOL	38858	1	150.00	150.00	Football Dues	202403	01	300	294	211	000	820
<b>WABASSO PUBLIC SCHOOL Total</b>			150.00	150.00								
WASH ME WINDOWS	38859	1	2,500.00	2,500.00	Window Cleaning	202403	01	005	810	000	000	305
<b>WASH ME WINDOWS Total</b>			2,500.00	2,500.00								
WASTE MANAGEMENT OF MN, INC.	38879	1	1,147.85	1,147.85	Sept Garbage	202403	01	005	810	183	000	330
<b>WASTE MANAGEMENT OF MN, INC. Total</b>			1,147.85	1,147.85								
WEX	38882	1	119.25	119.25	Aug Participant Fees	202403	01	005	010	000	000	305
<b>WEX Total</b>			119.25	119.25								
<b>Grand Total</b>			340,358.92	340,358.92								

	Bills	Manual	August	GRAND
	9/13/2023	Checks	Payroll	TOTAL
Fund 01 - General	307,809.28	90,331.46	328,113.67	726,254.41
Fund 02 - Food Service	16,493.45	0.00	679.67	17,173.12
Fund 04 - Community Service	15,456.19	547.40	18,806.65	34,810.24
Fund 07 - Debt Redemption	600.00	0.00	0.00	600.00
<b>Total</b>	340,358.92	90,878.86	347,599.99	778,837.77



Presented by Alex Rott, District Treasurer	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Treasurer's Report				2023-2024 August 2023
TYPE OF FUND	MONTHLY STARTING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	MONTHLY ADJUSTMENTS	MONTHLY ENDING BALANCE
GENERAL FUND 01*	\$ 3,331,399.60	\$ 1,127,897.27	\$ 625,461.44	\$ 0.00	\$ 3,833,835.43
FOOD SERVICE FUND 02*	\$ 240,764.42	\$ 2,954.25	\$ 744.07	\$ 0.00	\$ 242,974.60
COMM. SERVICE FUND 04*	\$ 129,027.50	\$ 15,905.91	\$ 15,506.18	\$ 0.00	\$ 129,427.23
Building Fund 06*	\$ 90,162.63	\$ 981.75	\$ -	\$ 0.00	\$ 91,144.38
DEBT REDUCTION FUND 07*	\$ 694,320.72	\$ 316,544.00	\$ 2,000.00	\$ 0.00	\$ 1,008,864.72
Agency 09*	\$ 831.73	\$ -	\$ -	\$ 0.00	\$ 831.73
FY 24 DISTRICT TOTALS FUNDS (01* - 09*)	\$ 4,486,506.60	\$ 1,464,283.18	\$ 643,711.69	\$ 0.00	\$ 5,307,078.09
FY23 Comparisons	\$ 5,010,774.44	\$ 1,275,748.69	\$ 602,294.73	\$ 0.00	\$ 5,684,228.40
<b>FY24 Difference</b>	<b>\$ (524,267.84)</b>	<b>\$ 188,534.49</b>	<b>\$ 41,416.96</b>	<b>\$ 0.00</b>	<b>\$ (377,150.31)</b>
ACCOUNT BALANCES	BALANCE PER FY23 ACCOUNT BOOKS	FY24 - FY23 ACCOUNT DIFFERENCE	NAME AND TYPES OF ACCOUNTS		BALANCE PER FY24 ACCOUNT BOOKS
<b>RTR FINANCIAL ACCOUNT BALANCES</b>	\$ 108,726.31	\$ 5,480.90	DISTRICT CHECKING ACCOUNTS		\$ 114,207.21
	\$ 561,944.09	\$ 1,205.32	INVESTMENTS/CD's		\$ 563,149.41
	\$ 4,012,899.89	\$ 18,853.02	MN LIQUID ASSET FUND ACCOUNT		\$ 4,031,752.91
	\$ 1,187,043.45	\$ (594,251.58)	INVESTMENTS/PMA/UMB FINANCIAL NETWORK		\$ 592,791.87
	<b>\$ 5,870,613.74</b>	<b>\$ (568,712.34)</b>	<b>DISTRICT TOTALS:</b>		<b>\$ 5,301,901.40</b>
BANK STATEMENT	FY23 ACCOUNT TOTALS:	FY24 BALANCE PER BANK STATEMENT	FY24 OUTSTANDING CHECKS PER	FY24 RATE OF INTEREST AND	FY24 BALANCE PER TREASURER'S BOOKS
First Independent Bank	0.05%			0.25%	
Checking	\$ 108,726.31	\$ 163,947.75	\$ (49,796.25)	\$ 55.71	\$ 114,207.21
FIB/PMA	0.20%			5.22%	
Public Investment	\$ 551,528.03	\$ 552,721.27	\$ -	\$ 12.08	\$ 552,733.35
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	1.95%			5.25%	
Liquid	\$ 30,188.53	\$ 108,504.20	\$ -	\$ 453.55	\$ 108,957.75
MN Liquid Asset Fund	2.06%			5.36%	
Maximum	\$ 3,982,711.36	\$ 3,908,412.40	\$ -	\$ 14,382.76	\$ 3,922,795.16
PMA Financial Network	0.92%			5.22%	
Construction Financing	\$ 1,187,043.45	\$ 592,280.42	\$ -	\$ 511.45	\$ 592,791.87
<b>TOTALS</b>	<b>\$ 5,870,613.74</b>	<b>\$ 5,336,282.10</b>	<b>\$ (49,796.25)</b>	<b>\$ 15,415.55</b>	<b>\$ 5,301,901.40</b>
				<b>FY23 DIFFERENCE</b>	<b>\$ (568,712.34)</b>

MONTH ENDING	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Revenue vs. Disbursement Report						Presented by Alex Rott, RTR Treasurer	
August, 2023								
TYPE OF FUND	FY24 YTD REVENUES	FY24 BUDGET REVENUES	%	FY24 YTD EXPENSES	FY24 BUDGET EXPENSES	%	YTD REVENUES MINUS EXPENSES	%
01* - GENERAL FUND (WITH TRANS & CAPITAL)	\$ 1,579,412	\$ 8,071,812	19.57%	\$ 532,449	\$ 9,033,061	5.89%	\$ 1,046,963	13.67%
FY23 COMPARISON	\$ 1,447,278	\$ 7,833,712	18.47%	\$ 534,548	\$ 8,803,809	6.07%	\$ 912,730	12.40%
YEARS DIFFERENCE	\$ 132,134	\$ 238,100	1.09%	\$ (2,099)	\$ 229,252	-0.18%	\$ 134,233	1.27%
02* - FOOD SERVICE FUND	\$ 14,483	\$ 539,500	2.68%	\$ 2,304	\$ 492,299	0.47%	\$ 12,178	2.22%
FY23 COMPARISON	\$ 5,949	\$ 539,500	1.10%	\$ 4,255	\$ 483,110	0.88%	\$ 1,694	0.22%
YEARS DIFFERENCE	\$ 8,534	\$ -	1.58%	\$ (1,950)	\$ 9,189	-0.41%	\$ 10,484	1.99%
04* - COMMUNITY SERVICE FUND	\$ 26,941	\$ 249,524	10.80%	\$ 18,730	\$ 194,785	9.62%	\$ 8,211	1.18%
FY23 COMPARISON	\$ 2,939	\$ 233,898	1.26%	\$ 10,142	\$ 188,703	5.37%	\$ (7,203)	-4.1%
YEARS DIFFERENCE	\$ 24,002	\$ 15,626	9.5%	\$ 8,588	\$ 6,082	4.24%	\$ 15,414	5.3%
07* - DEBT REDEMPTION FUND	\$ 521,386	\$ 2,559,889	20.37%	\$ 570,803	\$ 2,439,605	23.40%	\$ (49,416)	-3.03%
FY23 COMPARISON	\$ 427,884	\$ 2,445,503	17.50%	\$ 598,105	\$ 2,433,568	24.58%	\$ (170,221)	-7.08%
YEARS DIFFERENCE	\$ 93,503	\$ 114,386	0.00%	\$ (27,303)	\$ 6,037	-1.18%	\$ 120,805	1.18%
2023 - 2024 TOTALS	\$ 2,142,222	\$ 11,420,725	18.76%	\$ 1,124,286	\$12,159,750	9.25%	\$ 1,017,936	9.51%
2022 - 2023 TOTALS	\$ 1,884,049	\$ 11,052,613	17.05%	\$ 1,147,050	\$11,909,190	9.63%	\$ 737,000	7.41%
FY24 DIFFERENCE	\$ 258,173	\$ 368,112	1.71%	\$ (22,764)	\$ 250,560	-0.39%	\$ 280,937	2.10%
06* - BUILDING CONSTRUCTION FUND	\$ 1,003	\$ 16,785	5.98%	\$ -	\$ 0	0.00%	\$ 1,003	5.98%
FY24 YTD REVENUES	So far in 2023-2024, all Revenues are up \$258,173 over the 2022-2023 Revenues. Our budget projections for the year is that we will be up \$368,112 in FY24.							
FY24 YTD EXPENSES	So far in 2023-2024, our Expenses are down \$22,764 over the 2022-2023 Expenses at this time. Our budget projections for the FY24 year is that we will be up \$250,560.							



***RTR Public Schools***  
Petty Cash – Check Book Reimbursement  
September 13, 2023

CHECK #	VENDOR	DESCRIPTION	AMOUNT
13721	Lakeview Public Schools	Golf Meet	75.00
13724	Tim O’Leary	Driving Range	20.00
13729	LuAnn Weber	Std Lunch Refund	19.18
13736	Cash	Beg FB Gate	500.00
13738	Dale Wieme	Adt Lunch Refund	15.06
13742	Cash	Reimburse Cash Box	91.87
		TOTAL	721.11

<b>Activity</b>	<b>Aug 1st Balance</b>	<b>Revenue</b>	<b>Expense</b>	<b>Aug 31st Balance</b>
FFA	14,592.56	0.00	0.00	14,592.56
Yearbook	3,843.74	0.00	0.00	3,843.74
Student Council	2,648.35	0.00	0.00	2,648.35
FCCLA	551.73	2,149.22	622.00	2,078.95
Drumline	1,940.07	0.00	0.00	1,940.07
Football	0.00	3,445.00	0.00	3,445.00
Volleyball	8,631.81	1,455.00	0.00	10,086.81
Cheer	6,691.76	1,253.58	0.00	7,945.34
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 August 31, 2023**

Sequence: Fd, Org, Pro

										<b>24RVSDBUD</b>				<b>% YTD</b>		<b>Remaining</b>		
<b>L</b>	<b>Fd</b>	<b>Org</b>	<b>Pro</b>	<b>Crs</b>	<b>Fin</b>	<b>O/S</b>	<b>Class</b>	<b>Sub</b>	<b>Description</b>	<b>Annual Budget</b>	<b>Period 202402</b>	<b>Year To Date</b>	<b>% YTD</b>	<b>Encumbrances</b>	<b>+ Enc</b>	<b>Balance</b>		
01	General																	
	005	Districtwide																
		810	Operations & Maint.															
E	01	005	810	000	000	170	422	00	Custodial Salary	306,221.00	22,689.50	37,682.83	12%	0.00	12%	268,538.17		
E	01	005	810	000	000	199	422	00	Custodial Cash in Lieu	879.00	72.06	152.18	17%	0.00	17%	726.82		
E	01	005	810	000	000	210	422	00	Custodial FICA	22,166.00	1,717.38	2,849.29	13%	0.00	13%	19,316.71		
E	01	005	810	000	000	214	422	00	Custodial PERA	19,855.00	1,597.48	2,406.83	12%	0.00	12%	17,448.17		
E	01	005	810	000	000	220	422	00	Custodial Health Insurances	48,368.00	4,080.60	6,469.99	13%	0.00	13%	41,898.01		
E	01	005	810	000	000	230	422	00	Custodial Life Ins	140.00	10.92	17.29	12%	0.00	12%	122.71		
E	01	005	810	102	000	401	422	00	Oper & Maint Sup/Mat Non-I	8,700.00	0.00	0.00	0%	0.00	0%	8,700.00		
E	01	005	810	183	000	330	422	00	Water/Sewer	8,500.00	987.80	987.80	12%	0.00	12%	7,512.20		
E	01	005	810	184	000	330	422	00	Electricity Services	131,950.00	0.00	0.00	0%	0.00	0%	131,950.00		
E	01	005	810	186	000	330	422	00	Garbage Services	33,000.00	0.00	0.00	0%	0.00	0%	33,000.00		
E	01	005	810	191	000	440	422	00	Fuels-Custodial	0.00	127.40	127.40	0%	0.00	0%	(127.40)		
E	01	005	810	000	000	401	422	00	Custodial Sup/Mat	45,000.00	5,778.82	6,022.11	13%	0.00	13%	38,977.89		
E	01	005	810	000	000	440	422	00	Natural Gas	70,000.00	0.00	0.00	0%	0.00	0%	70,000.00		
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	0.00	0%	0.00	0%	3,200.00		
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	5,500.00	0.00	0.00	0%	0.00	0%	5,500.00		
E	01	005	810	000	000	305	422	00	Custodial Fees For Svc	14,000.00	0.00	0.00	0%	0.00	0%	14,000.00		
E	01	005	810	000	000	350	422	00	Custodial Repair & Maint Ser	85,300.00	2,413.17	3,510.67	4%	0.00	4%	81,789.33		
E	01	005	810	000	000	366	422	00	Custodial Travel	300.00	0.00	0.00	0%	0.00	0%	300.00		
		<b>810</b>	<b>Operations &amp; Maint.</b>									<b>819,999.00</b>	<b>39,475.13</b>	<b>60,226.39</b>	<b>7%</b>	<b>0.00</b>	<b>7%</b>	<b>759,772.61</b>
		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	000	000	390	422	00	Levy Allocation	10,540.00	0.00	0.00	0%	0.00	0%	10,540.00		
E	01	005	850	000	000	580	422	00	Principal Ctf of Part	110,000.00	0.00	0.00	0%	0.00	0%	110,000.00		
E	01	005	850	000	000	581	422	00	Interest Ctf of Part.	52,950.00	0.00	24,825.00	47%	0.00	47%	28,125.00		
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	0.00	0%	0.00	0%	460.00		
		<b>850</b>	<b>Capital Facilities</b>									<b>676,550.00</b>	<b>0.00</b>	<b>24,825.00</b>	<b>4%</b>	<b>0.00</b>	<b>4%</b>	<b>651,725.00</b>
		865	Long Term Facility Maint															
E	01	005	865	000	347	305	467	00	FS Inspection	500.00	0.00	0.00	0%	0.00	0%	500.00		
E	01	005	865	000	349	305	467	00	Haz Chem Inv Fee/Bulb Rec	700.00	0.00	0.00	0%	0.00	0%	700.00		
E	01	005	865	000	352	305	467	00	H/S Contract	8,600.00	0.00	0.00	0%	0.00	0%	8,600.00		
E	01	005	865	000	370	350	467	00	LTFM Electrical Repair	1,000.00	0.00	2,137.00	214%	0.00	214%	(1,137.00)		

**RTR Public Schools #2902**  
**Exp Detail - Fd, Org, Pro**  
**Period Ending August 31, 2023**

Sequence: Fd, Org, Pro

										<b>24RVSD BUD</b>				<b>% YTD</b>		<b>Remaining</b>			
										<b>Annual Budget</b>	<b>Period 202402</b>	<b>Year To Date</b>	<b>% YTD</b>	<b>Encumbrances</b>	<b>+ Enc</b>	<b>Balance</b>			
<b>L</b>	<b>Fd</b>	<b>Org</b>	<b>Pro</b>	<b>Crs</b>	<b>Fin</b>	<b>O/S</b>	<b>Class</b>	<b>Sub</b>	<b>Description</b>										
01	General																		
	005	Districtwide																	
		865	Long Term Facility Maint																
	E	01	005	865	000	363	305	467	00	Fire Safety Fees for Service	2,000.00	881.00	881.00	44%	0.00	44%	1,119.00		
	E	01	005	865	000	363	350	467	00	Fire Safety Repair & Maint L	4,000.00	0.00	0.00	0%	0.00	0%	4,000.00		
	E	01	005	865	000	368	520	467	00	Bldgs Envelope Acquis & Imj	20,000.00	0.00	0.00	0%	0.00	0%	20,000.00		
			865	Long Term Facility Maint									36,800.00	881.00	3,018.00	8%	0.00	8%	33,782.00
		005	Districtwide									1,533,349.00	40,356.13	88,069.39	6%	0.00	6%	1,445,279.61	
01	General									1,533,349.00	40,356.13	88,069.39	6%	0.00	6%	1,445,279.61			
<b>Report Totals:</b>										<b>1,533,349.00</b>	<b>40,356.13</b>	<b>88,069.39</b>	<b>6%</b>	<b>0.00</b>	<b>6%</b>	<b>1,445,279.61</b>			



# RTR SCHOOL DISTRICT #2902

## Russell – Tyler - Ruthton

### September Board Report

Cristy Olsen – Principal

We are back at it and things are off to a great start! Routines and schedules take a little time, but we are rolling along and things are going very well! I am very lucky to work alongside such a committed staff!

LETRS for our Early Childhood teachers! Our PRE-K teachers are starting their LETRS journey this month. We will have all teachers PR-K-5 trained in LETRS which is a step in the right direction for our teachers and our students!

ALICE training went well. We are working to get ALL staff members trained in ALICE. We will continue to work to provide practice to our students and teachers to meet all active shooter and safety training.

**First Grade Update:** As you know we have two large first grade classrooms. I have been communicating with the families and supporting our staff as they navigate these larger class sizes. As a team we decided to go this route and although the class size is not ideal it is working. We have hired para support and we are feeling confident as we start the year. If we find that we need to make changes and adjust we will evaluate and do so! I believe in our staff and we all need to believe in each other.

Our **Open House** was a huge success. We had an amazing turnout and added the Lingen food truck. Families were able to enjoy a burger meal and ice cream! It was a fun start to the school year!

School picture day is September 14.

Vision and hearing screenings are scheduled for next Tuesday and Wednesday. These are done throughout the day.

**Here are the current enrollment numbers:**

<b>Preschool - 66</b>	<b>Kindergarten - 32</b>
<b>First Grade - 52</b>	<b>Second Grade - 43</b>
<b>Third Grade - 38</b>	<b>Fourth Grade - 42</b>
<b>Fifth Grade - 46</b>	<b>Total Enrollment: 319</b>



**ACTIVITIES  
BOARD REPORT  
SEPTEMBER 2023**

1. We held the fall activities meeting on Monday, August 7th. The meeting was very well attended by both parents and participants.
2. Once again this school year, we will be using rSchoolToday as the central calendar for the district. This is where all activities and other school-related events will be found. Any changes to schedules will also be made in rSchoolToday. People will be notified of any changes via email/text if signed up for "Notify Me" within rSchoolToday.
3. Here are the participation numbers for our fall activities (7-12):  
Volleyball = 58  
Cross Country = 25  
Football = 74  
Cheer = 11  
Total = 168 (159 last fall)
4. The move to the Red Rock Conference is now complete and RTR is a full member of the conference. JMC messages were sent out regarding how to locate the Red Rock Conference online for both schedules and to how to sign up for the "Notify Me" when changes are made to the schedules.
5. Fall activities are underway and teams are fully participating.
6. RTR does have an opening for a Head Baseball Coach for this year. The position was posted in house for 2 weeks with no applicants and now is posted outside the school.
7. We did an upgrade to the youth football program by purchasing new helmets and new game jerseys. Josh Hook is running the youth football program and doing a great job.
8. Questions?





**School Board Meeting  
September 13, 2023  
7:00 PM**

**Secondary Principal Report**

- **Open House:** Open House took place on August 30th. I approached it a little differently this year scheduling sessions for each grade level in the PAC. Attendance at these sessions was better with the younger grades, but I do believe it was worth the time. I think I would change the schedule a little more next year and do some classes together. Maybe one session for grades 6-8, one for 9-10 and a third for the juniors and seniors. I did find out that a full charge on my computer does not last three hours! Live and learn.
- **Schedule Changes:** As I am typing this we are in the second day of school, and the office is strangely pretty quiet. Mrs. DeSmith reported that day one included some kids looking to change their schedules but nothing like some years. Today has been even less. By the end of the day tomorrow, we should have everyone knowing where they belong. I can't say enough about Mrs. DeSmith and what she does for RTR. We are lucky to have her!
- **School Devices vs Personal Devices:** We have kids in grades 9-12 that have requested to use their own devices at school. I have honored these requests. My rationale is that I don't need to fight with a family that has spent a bunch of money on a computer. Good for them if their family can supply a personal device. I just wanted to communicate this so that when it comes up in the community you are aware. We have plenty of school devices for every student, but some have requested to use their own.

- **Current Enrollment: September 06, 2023**

Grade 6:	48	
Grade 7:	59	
<u>Grade 8:</u>	<u>47</u>	<u>154</u>
Grade 9:	60	
Grade 10:	57	
Grade 11:	48	
<u>Grade 12:</u>	<u>57</u>	<u>222</u>

**Total 6-12:                    376     (In June this number was 353)**



8/27/23

**To: RTR Schools  
Tyler, MN 56178**

**Kyle Thooff  
2808 Cty. Rd. 13  
Tyler, MN 56178**

**Snow Removal Bid for 2023-2024- Tyler MN**

300 horse front wheel assist tractor with 10 ft. snow bucket and blower- \$225.00/hr

165 horse telehandler loader with hydraulic 12 ft-18 ft snow wing and 10 ft snow bucket- \$200.00/hr

75 horse telehandler loader with 10 ft snow pusher, 8 ft snow bucket, 6 ft blower- \$150.00/hr

75 horse skid loader with 8 ft snow bucket- \$120.00/hr

Thank you, Kyle Thooff  
cell 507-530-7046



**2023-2024 FUNDRAISERS**

<b>Group</b>	<b>Fundraiser</b>	<b>Dates</b>	<b>Contact Person</b>
After Prom	Sports Supper	Winter	Kitsie Carr
After Prom	Lingen Ice Cream	Sept. FB Game	Kitsie Carr
After Prom	Junior Raffle	Oct/Nov.	Kitsie Carr
Arts**	Holiday Art Show	December 1, 2023	Cerrisa Gile/Jennifer Christensen
Arts**	Community Holiday Show	December 18, 2023	Cerrisa Gile/Jennifer Christensen/Lorilee Malecha
Arts**	Spring Art Show	April 26, 2024	Cerrisa Gile/Jennifer Christensen
Basketball Boosters	50/50 Split the Pot	Boys/Girls Basketball Season	Judd Guida
Basketball Boosters	Mighty Knights	Boys/Girls Basketball Season	Judd Guida
Cheerleaders	Little Knight Cheer Camp	Fall	Sandy Carpenter
Cheerleaders	Gameday Spirit	Home Football Games	Sandy Carpenter
Cheerleaders	Popcorn	After football depending on availability	Sandy Carpenter
Cheerleaders	Deja Brew Fundraiser	first home game	Sandy Carpenter
FCCLA	Wreath Sales	Oct/Nov	Tammy Borman
FCCLA	Valentine Cookies	Valentines Day	Tammy Borman
FCCLA	Pizza/Butter Braid	Oct/Feb	Tammy Borman
FCCLA	5K Run	May	Tammy Borman
FCCLA	Cupcakes	February/May	Tammy Borman
FCCLA	Freeze Pop Sales	All Year	Tammy Borman
FFA	Fruit Sales	December	Jen Boersma
FFA	Puffin Sales	December	Jen Boersma
FFA	Plant Sales	April/May	Jen Boersma
FFA	Meat Sticks	All Year	Jen Boersma
Football Boosters	Brats	Football Season	Joy Wichmann/Darren Baartman
Football Boosters	Yardline Fundraiser	Football Season	Joy Wichmann
History Club	Driveway Painting		Erick Harper
Honor Society	Tournament Game	Thursday Before Thanksgiving	Alissa Moat
Honor Society	Crush Pop Cans	Valentines Day	Alissa Moat
Honor Society	Easter Egg Drop	Spring	Alissa Moat
Honor Society	Puzzle Tournament	TBA	Alissa Moat
HS Student Council	Pennies For Patients	January/February	Dressen/Teske
HS Student Council	Senior Parking Spot Raffle	Fall	Dressen/Teske
HS Student Council	Homecoming T-Shirts	Fall	Dressen/Teske
HS Student Council	Hat/Donut Day	Monthly	Dressen/Teske
HS Student Council	Homecoming Admission	Coronation Night	Dressen/Teske
JO Volleyball	Sports Supper	Winter	Amberlee Thooft/Jenna Schrunk
Jr. Class	Concessions/Prom	Fall/Winter Sports Seasons	Jordan Lichtsinn
MS Student Council	Family Activity Nights	All Year	Tammy Borman
MS Student Council	Concessions	Periodically During the Year	Tammy Borman
PTSA	Monster Dash 5K Walk/Bike	Spring	Jenna Johansen
PTSA	3-5 grade dance	February	Jenna Johansen
PTSA	Family Movie Night	X-mas Vacation	Jenna Johansen
PTSA	Family Bingo Night	November (13th??)	Jenna Johansen
RTR Baseball/Softball	Cookie Dough	Spring	Darren Baartman
RTR Booster Club	Half-time Shoot	Boys/Girls Basketball Season	Jessie Wichmann/Shawna Christianson
RTR Clay Target	Spring Fund Drive	March/April	Jen Boersma
RTR Football	Coupon Books	Fall	Darren Baartman
RTR Foundation	Pancake Feed	Abelskiver Weekend	
RTR Foundation	TBD	Fall	
RTR Foundation	TBD	Spring	
RTR Scholarship	Burger Feed	March	
RTR Softball	Youth Camp	Spring	Ashlei Hoffmann
RTR Speech	Concessions at Speech Meets	Winter	Erick Harper
RTR Volleyball	Community Assistance	As Needed	
RTR Volleyball	Donuts & Athletes	Volleyball Season	Daynica Brown
RTR Volleyball	Youth Program	Volleyball Season	Daynica Brown
RTR Volleyball	Mini Knights	Volleyball Season	Daynica Brown
RTR Volleyball	Taco Meal/BBQ Meal	Sept. 26, 28	Daynica Brown
Yearbook	Fudge Sales	April/May	Jodi Dubbeldee
Yearbook	Ad Sales	February-June	Jodi Dubbeldee
Yearbook	Senior Photo Opportunity	All Year	Jodi Dubbeldee

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\*\* Denotes New Fundraiser





**RTR SCHOOL DISTRICT #2902**  
**Russell – Tyler - Ruthton**

PO Box 659 ♦ 111 County Road #8 ♦ Tyler, MN 56178-0659  
 ♦ 507-247-5913 (Ext: 1) ♦ 507-247-3876 (F)

**FROM THE DESK OF SUPERINTENDENT MARLETTE**

Results from August 21, 2023

**RTR ISD No. 2902 Request for \$15,000,000 Construction Proposals:**

<b><u>Project Construction Management:</u></b>	<u>Project Length</u>	<u>Project Finish</u>	<u>Pre-Const Phase:</u>	<u>Const Phase</u>	<u>Overhead &amp; Profit</u>	<u>TOTAL FEE:</u>
<b><u>Kraus-Anderson Construction Management:</u></b>	11 Months	8/11/2025	\$11,480	\$491,271	\$260,000	\$762,751
<b><u>R.A. Morton Construction Management:</u></b>	13 Months	8/10/2025	\$30,000	\$537,023	Not Broken Out	\$567,023
<b><u>Project Architect of Record:</u></b> (Based on \$13,000,000 Cost of Construction)	<u>Project Length</u>	<u>Project Finish</u>	<u>Pre-Ref Planning:</u>	<u>Project Design &amp; Construction:</u>	<u>Reimbursable Expenses:</u>	<u>TOTAL FEE:</u>
<b><u>MLA Architects:</u></b>	11 Months	8/11/2025	No Charge	\$650,000 (5%)	No Charge	\$650,000
<b><u>CO-OP Architecture:</u></b>	13 Months	8/10/2025	No Charge	\$767,000 (5.9%)	No Charge	\$767,000

Thank You for your proposals and for your interest in our proposed addition project. As was stated Monday Night, our RTR School Board will make their final decisions at the September 13, 2023, 7:00 p.m., regular school board meeting.

Sincerely,

*David A. Marlette*

Superintendent David A. Marlette