

The regular school board meeting of the ISD #2902 (Russell-Tyler-Ruthton) School Board will be held on Wednesday, August 9, 2023 at 7:00 pm, RTR Public School Boardroom, 111 County Road 8, Tyler, MN.

**RTR Public Schools ISD #2902  
Board Meeting Agenda  
August 9, 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 July 12, 2023
  - b. Approval of Concession Stand Manager & Event Supervisor – Jordan Lichtsinn
  - c. Approval of Elementary Para-professional - Alyssa Newborg
  - d. Approval of Assistant Cook – Kristopher Kriech
  - e. Approval of Youth Football Coordinator – Josh Hook
  - f. Approval of Volunteer JH Volleyball Coach – Amanda Drake
  - g. Approval of Volunteer Football Coach/Statistician – Trent Griesse
 Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

6. Presentation by Mr. Gary Benson, Kraus-Anderson Construction Company, as to construction manager. (Discussion Only)

7. Approval of Bills (action)
  - h. Expenditures Report - \$330,273.38
  - i. Manual Checks - \$ 15,250.57
  - j. Payroll Report - \$338,962.65

**\$ 684,486.60**

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

8. Approval of Treasurer’s Report (action)
  - a. Treasurers Report
  - b. Revenue vs. Disbursement Report
 Motion Made by: \_\_\_\_\_ Motion Second by: \_\_\_\_\_ Vote On Motion: \_\_\_\_\_

9. 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

10. Approval of 2023 – 2024 Lunch Prices. (Action)

2022-2023 Lunch Prices		2023-2024 Lunch Prices	
Preschool/Elem. Breakfast:	\$1.35/meal	Preschool/Elem. Breakfast:	FREE
Adult Breakfast:	\$2.70/meal	Adult Breakfast:	\$3.00/meal
Preschool/Elem. Lunch:	\$2.65/meal	Preschool/Elem. Lunch:	FREE
MS/HS Lunch:	\$2.90/meal	MS/HS Lunch:	FREE
Adult Lunch:	\$4.95/meal	Adult Lunch:	\$5.00/meal
Milk:	\$0.45/milk	Milk:	\$0.50/milk
Salad Bar:	\$3.00	Salad Bar:	\$4.00

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

11. Approval to move the November Board Meeting to Monday, November 13, 2023 at 7:00 p.m. due to meeting all election timelines. (Election Canvassing must be between November 10-17, 2023) (action)

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

12. Approval of setting the Annual Truth in Taxation Hearing Date to - December 13, 2023 at 7:00 PM at the RTR Public School, Boardroom #100C, 111 County Road 8, Tyler, MN 56178. (action)

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

13. Approval of the 2023-2024 RTR Elementary School Student Handbook. (action)

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

14. Approval of the 2023-2024 RTR Secondary School Student Handbook. (action)

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

15. Approval of the 2023-2024 RTR Crisis Plan Handbook. (action)

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

16. Approval of updated MSBA Policy 524 - Internet Acceptable Use and Safety Policy. (action)

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

17. Approval to Declare the Following Shop Equipment as Surplus Equipment. (action)

Delta Jointer #5513

Planer #5658

Delta Table Saw #MS1-09D-R

Baldor Grinder #5663

Universal Laser #UL-30

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

18. Approval of the 2023 – 2025 Certified Staff Master Contract Agreement between the ISD #2902 and the Russell-Tyler-Ruthton Education Association (RTREA). (action) (See Attachment)

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

19. Approval of **Resolution Relating to the Issuance of School Building Bonds and Calling an Election Thereon.** (action)

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

1. The School Board hereby finds and determines that it is necessary and expedient for the School District to borrow money in an aggregate principal amount not to exceed \$15,000,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of classroom additions to provide sixteen new classrooms at the school site; the construction of a gymnasium addition that meets the storm shelter requirements of the State of Minnesota; and the construction and equipping of a fitness room addition.

2. The administration of the School District is hereby authorized and directed to consult with the Minnesota Department of Education and cause a proposal to be prepared and submitted to the Commissioner of Education for the Commissioner's Review and Comment on behalf of the School Board, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended. Any such actions taken by the administration prior to the date of this resolution are hereby ratified, confirmed, and approved in all respects. The actual holding of the special election on School District Question 1 specified above shall be contingent upon the receipt of a positive or unfavorable (provided applicable statutory requirements are met) Review and Comment from the Commissioner of Education on the projects included in that question.

3. The Clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the School District at least forty-eight (48) but not more than sixty (60) days prior to the date of the special election specified below.

4. The School Board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

5. The ballot question specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 7, 2023, between the hours of 4:00 o'clock p.m and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

6. Pursuant to Minnesota Statutes, Section 205A.11, the School District's polling place and combined polling places and the precincts served by those polling places, as previously established and designated by a resolution of the School Board adopted October 12, 2022, for elections held in 2023, are hereby designated for this special election.

7. The Clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the School District is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

8. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said special election.
9. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.
10. The Clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.
11. The Clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the polling place and combined polling places on election day.
12. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.
13. The Clerk and the administration are further authorized and directed to cause a ballot to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system or to comply with the form and content requirements of applicable state election laws:
14. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.
15. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

**[Form of Ballot on Next Page]**


# Special Election Ballot

## Independent School District No. 2902 (Russell Tyler Ruthton Public Schools)

November 7, 2023

---

### Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

---

To vote for a question, fill in the oval next to the word "Yes" on that question. To vote against a question, fill in the oval next to the word "No" on that question.

---

### School District Question 1 Approval of School District Bond Issue

**Yes**

Shall the school board of Independent School District No. 2902 (Russell Tyler Ruthton Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$15,000,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of classroom additions to provide sixteen new classrooms at the school site; the construction of a gymnasium addition that meets the storm shelter requirements of the State of Minnesota; and the construction and equipping of a fitness room addition?

**No**

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU  
ARE VOTING FOR A PROPERTY TAX INCREASE.**

---

16. The Clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The Clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the School District, and the office of any other local election official conducting the test.

17. The Clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

18. As required by Minnesota Statutes, Section 203B.121, the School Board hereby establishes a ballot board to process, accept and reject absentee ballots at School District elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the School District and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The Clerk or the Clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The Clerk or the Clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the School Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. Each member of the ballot board must be provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting absentee ballots, storage of absentee ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

19. The Clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the polling place and combined polling places during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the School Board for canvass in the manner provided for other School District elections. The election must be canvassed between the third and the tenth day following the election.

20. The Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

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

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

**Next Meeting: September 13, 2023 @ 7:00 p.m., 111 County Road 8, Tyler, MN**

**RTR Public Schools ISD # 2902**  
**School Board Minutes**  
**July 12, 2023**  
**RTR Public School in Tyler, MN – 7:00 p.m.**

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

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 Kerkaert, Dybdahl to approve the agenda with the addition of items f. and g. to the Consent Agenda. (7-0 vote)

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

- 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
- f. Approval of Resignation of Middle School Volleyball Coach – Lexi Wendland
- g. Approval of Middle School Volleyball Coach – Susan Norgaard

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

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

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

Administrative reports were presented by Superintendent David Marlette.

M/S/C Dybdahl, Chandler to approve the following 2023-2024 admission prices. (7-0 vote)

Adults:	\$7.00	Student Activity Ticket:	\$40.00/year
Students (grades 1 – 12):	\$5.00	Adult Activity Ticket:	\$90.00/year
Adult Ticket Book:	\$50.00/10 tickets	Seniors (65+) Activity Ticket:	\$65.00/year
Seniors (65+) Ticket Book:	\$25.00/10 tickets	Prom – Grand March:	\$2.00

M/S/C Chandler, Kerkaert to approve substitute teacher pay for 2023-2024 at \$170.00 per day. (7-0 vote)

M/S/C Hess, Johansen to approve the following 2023-2024 activity fees. (7-0 vote)

High School Activity Fees for 2023-2024

- Boys & Girls Basketball, Volleyball, Football, Track, Golf, Baseball, Softball, Speech, Wrestling, Football Cheerleading, Cross Country, Drama (One Acts/Spring Play): \$80/activity
- Instrument Rental: \$60
- High School Individual Maximum: \$200/participant (Instrument rental does not qualify toward individual maximum).
- Annual Family Maximum (Combination of HS & MS Activities): \$500 (Instrument rental does not qualify toward family maximum).
- Senior Fee: \$50
- Prom Fee for Attendance at Prom: \$100

Middle School Activity Fees for 2023-2024

- Boys & Girls Basketball, Volleyball, Football, Track, Golf, Baseball, Softball, Speech, Wrestling, Football Cheerleading, Cross Country: \$40/activity
- Instrument Rental: \$55
- Middle School Individual Maximum: \$100/participant (Instrument rental does not qualify toward individual maximum).

M/S/C Dybdahl, Chandler to approve the 2023-2024 Fall and Winter Coaches. (7-0 vote)

**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
9 <sup>th</sup> Grade Coach	Brett Peterson
Middle School Coach	Garrett Kern
Middle School Coach	Jonah Johnson

**Volleyball**

Head Coach	Daynica Brown
Assistant Coach	Neil Witte
9 <sup>th</sup> Grade Coach	Ashlei Hoffmann
Middle School Coach	Miranda Gravley
Middle School Coach	Susan Norgaard

**Girls Basketball**

Head Coach	Steve Hesse
Assistant Coach	Carter Hansen
9 <sup>th</sup> 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
------------	-----------------

M/S/C Chandler, Dunblazier to approve the MN legislative updates to the following MSABA policies. (7-0 vote)

- 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

M/S/C Dunblazier, Dybdahl to approve MSBA Policy 516.5 Overdose Medication. (7-0 vote)

M/S/C Chandler, Dybdahl to approve the Application for Dissolution of Cooperative Sponsorship with Tracy-Milroy-Balaton School for Dance High Kick & Jazz beginning with the 2023 – 2024 school year. (7-0 vote)

M/S/C Dybdahl, Kerkaert to approve the Resolution Approving School District #2902 Long-Term Facility Maintenance Ten Year Plan for its Facilities for 2023-2033. (7-0 roll call vote)



M/S/C Hess, Chandler to approve an election process stipend of \$5,000 for Robin Knudsen to be paid in December 2023. (7-0 vote)

M/S/C Chandler, Dybdahl to adjourn at 7:24 p.m. (7-0 vote)

Peggy Dunblazier Clerk

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



ISD #2902 - RTR Public Schools													
July, 2023 Manual Checks													
Vendor Name	You #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj	
A-OX WELDING, INC	38537	1	691.97	691.97	Cylinder Rent	202401	01	300	301	000	830	433	
<b>A-OX WELDING, INC Total</b>			691.97	691.97									
S & K AUTO REPAIR	38535	1	79.49	79.49	Van Oil Change/Rotate Tires	202312	01	005	760	000	733	350	
S & K AUTO REPAIR	38536	1	92.18	92.18	27.12 Gal	202312	01	005	760	190	733	440	
S & K AUTO REPAIR	38534	1	108.00	108.00	Van Oil Changes	202312	01	005	760	000	733	350	
<b>S &amp; K AUTO REPAIR Total</b>			279.67	279.67									
USAC	38538	1	6,948.00	6,948.00	2010 & 2015 Federal E-Rate Fund Repayment	202401	01	005	110	000	000	896	
<b>USAC Total</b>			6,948.00	6,948.00									
VISA	38533	1	1,448.19	1,448.19	Estes Park Tolleys Tour (FCCLA) (Fundraised)	202312	01	300	291	208	000	369	
VISA	38559	1	78.01	78.01	Yotube TV Subscription	202401	01	005	630	000	000	406	
VISA	38533	1	76.02	76.02	Estes Park Tolleys Tour (FCCLA) (Instructor)	202312	01	300	291	208	000	366	
VISA	38558	1	75.18	75.18	21.8 Gal	202312	01	005	760	190	733	440	
VISA	38558	1	102.00	102.00	28.7 Gal	202312	01	005	760	190	733	440	
VISA	38567	1	283.11	283.11	S Carpenter Workshop/Lodging	202401	01	300	640	000	306	366	
VISA	38560	-1	-44.99	-44.99	iPad App Family Plan Subscription Refund	202312	01	300	420	000	740	401	
VISA	38560	1	136.00	136.00	Ascots/Neckties (FCCLA)	202312	01	300	291	208	000	401	
VISA	38561	1	659.79	659.79	Theme Park Tickets (FCCLA) (Fundraised)	202312	01	300	291	208	000	369	
VISA	38532	1	566.00	566.00	Staff Appreciation Food	202312	01	005	010	000	000	366	
VISA	38563	1	102.15	102.15	DM 22-23 BOSA Annual Fee	202401	01	005	020	000	000	820	
VISA	38563	1	102.15	102.15	RG 22-23 BOSA Annual Fee	202401	01	300	050	000	000	820	
VISA	38558	1	210.00	210.00	State Golf Praticce Rounds	202312	01	300	292	225	000	369	
VISA	38564	1	40.22	40.22	Baseball Tickets (FCCLA) (Instructor)	202312	01	300	291	208	000	366	
VISA	38564	1	603.28	603.28	Baseball Tickets (FCCLA) (Fundraised)	202312	01	300	291	208	000	369	
VISA	38565	1	240.00	240.00	National Conference T-Shirts/Pins (FCCLA) (Fundraised)	202312	01	300	291	208	000	369	
VISA	38566	1	243.29	243.29	Paint	202401	01	005	810	000	000	401	
VISA	38563	1	102.15	102.15	CO 22-23 BOSA Annual Fee	202401	01	100	050	000	000	820	
VISA	38568	1	990.00	990.00	CPI Training	202401	01	005	640	000	306	366	
VISA	38569	1	75.00	75.00	SB Food Safe Renewal Class	202401	02	005	770	000	701	366	
VISA	38562	1	246.38	246.38	Shuttle Service (FCCLA) (Fundraised)	202312	01	300	291	208	000	369	
VISA	38557	1	997.00	997.00	CO MESPA Membership	202401	01	100	050	000	000	820	
<b>VISA Total</b>			<u>7,330.93</u>	<u>7,330.93</u>									
<b>Grand Total</b>			15,250.57	15,250.57									
ISD #2902 - RTR Public Schools													
August, 9th 2023													
Vendor Name	You #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj	
A & B BUSINESS, INC.	38570	1	262.09	262.09	Copies	202402	01	005	110	000	000	560	

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
A & B BUSINESS, INC.	38570	1	349.45	349.45	Copies	202402	01	100	203	000	000	560
A & B BUSINESS, INC.	38570	1	262.09	262.09	Copies	202402	01	005	020	000	000	560
A & B BUSINESS, INC.	38570	1	262.09	262.09	Copies	202402	01	300	050	000	000	560
A & B BUSINESS, INC.	38570	1	1,485.15	1,485.15	Copies	202402	01	300	211	000	000	560
A & B BUSINESS, INC.	38570	1	262.09	262.09	Copies	202402	01	100	050	000	000	560
<b>A &amp; B BUSINESS, INC. Total</b>			2,882.96	2,882.96								
A & C EXCAVATING	38571	1	225.00	225.00	Crushed Concrete	202402	01	005	810	000	000	401
<b>A &amp; C EXCAVATING Total</b>			225.00	225.00								
AFFINITECH, INC.	38572	1	89.97	89.97	Security Perimeter Monitoring	202402	01	005	630	000	000	305
<b>AFFINITECH, INC. Total</b>			89.97	89.97								
AMAZON CAPITAL SERVICES	38584	1	223.18	223.18	Pencils/Pens/Erasers/Markers/Supplies	202402	01	300	211	000	000	401
AMAZON CAPITAL SERVICES	38590	1	20.19	20.19	Markers/Labels	202402	04	005	582	000	344	430
AMAZON CAPITAL SERVICES	38694	1	915.25	915.25	Storage Cabinet/Organizer/Slot Mail Center	202402	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38658	1	25.66	25.66	Supplies	202402	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38662	1	527.71	527.71	Laminating Film/Paper	202402	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38597	1	132.65	132.65	Magnets/Erasers/Folders/Supplies	202402	01	100	201	000	000	430
AMAZON CAPITAL SERVICES	38599	1	142.79	142.79	Laminator Sheets/Markers/Supplies	202402	01	100	203	244	000	430
AMAZON CAPITAL SERVICES	38595	1	213.62	213.62	Headphones/Cups/Flashlights/Supplies	202402	01	100	203	243	000	430
AMAZON CAPITAL SERVICES	38602	1	140.66	140.66	Bulletin Boards (RTR Educational Foundation)(SPED)	202402	01	300	211	102	000	430
AMAZON CAPITAL SERVICES	38596	1	1,172.38	1,172.38	Fluorescent Light Covers/Supplies	202402	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38658	1	278.66	278.66	Organizer/Markers/Index Cards/Supplies	202402	01	005	216	000	401	430
AMAZON CAPITAL SERVICES	38662	1	527.70	527.70	Laminating Film/Paper	202402	01	300	211	000	000	401
AMAZON CAPITAL SERVICES	38588	1	128.73	128.73	Learning Resource/Adhesive Strips/Supplies	202402	01	100	401	000	740	433
AMAZON CAPITAL SERVICES	38587	1	31.26	31.26	Pens/Stapler	202402	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	38587	1	29.99	29.99	Desk File	202402	01	005	110	000	000	401
AMAZON CAPITAL SERVICES	38659	1	72.24	72.24	Label Protectors/Tape/Sticky Notes/Supplies	202402	01	100	620	000	000	430
AMAZON CAPITAL SERVICES	38695	1	89.73	89.73	Envelopes/Pens/Clorox Wipes/Supplies	202402	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	38601	1	39.51	39.51	Incentive Chart/Stickers/Supplies	202402	01	100	203	242	000	430
AMAZON CAPITAL SERVICES	38591	1	118.51	118.51	Magnetic Letters/Toys/Stamps/Supplies	202402	04	005	582	000	344	430
AMAZON CAPITAL SERVICES	38589	1	131.52	131.52	Packaging Tape/Folders/Markers/Supplies	202402	01	100	203	241	000	430
AMAZON CAPITAL SERVICES	38603	1	109.38	109.38	Books	202402	01	300	230	000	000	460
AMAZON CAPITAL SERVICES	38583	1	70.14	70.14	Hanging File Frames	202402	01	100	050	000	000	401
AMAZON CAPITAL SERVICES	38585	1	428.64	428.64	Red Laser Pointers	202402	01	100	050	000	000	401
AMAZON CAPITAL SERVICES	38605	1	30.66	30.66	Inking Stamp/Coin Roll Wrappers/Window Squeegee	202402	01	300	620	000	000	401
AMAZON CAPITAL SERVICES	38594	1	108.07	108.07	Desk Calendar/Markers/Foam Letters/Supplies	202402	01	005	216	000	401	430
AMAZON CAPITAL SERVICES	38603	1	114.46	114.46	Wiffle Bats/Drop Cloth/Balloons/Supplies	202402	01	300	230	000	000	430
AMAZON CAPITAL SERVICES	38593	1	295.06	295.06	Stools/Labels/Dividers/Supplies	202402	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	38598	1	233.24	233.24	Laminator Sheets/Stickers/Supplies	202402	01	100	203	242	000	430
AMAZON CAPITAL SERVICES	38586	1	79.98	79.98	Aquarium Heaters	202402	01	300	301	000	830	433
AMAZON CAPITAL SERVICES	38660	1	1,385.96	1,385.96	Kleenex/Construction Paper/Staples/Supplies	202402	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	38600	1	166.77	166.77	Paper Punch/Erasers/Stickers/Supplies	202402	04	005	582	000	344	430

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
AMAZON CAPITAL SERVICES	38604	1	2,675.26	2,675.26	Scissors/Pens/Glue Sticks/Supplies	202402	01	300	211	000	000	401
AMAZON CAPITAL SERVICES	38661	1	149.69	149.69	Sheet Protectors/Spice Rack/Candy/Supplies	202402	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	38592	1	128.22	128.22	Toys/Books/Birthday Crowns/Bingo Chips	202402	01	100	201	000	000	430
<b>AMAZON CAPITAL SERVICES Total</b>			10,937.47	10,937.47								
A-OX WELDING, INC	38686	1	50.05	50.05	Cylinder Rent	202402	01	300	301	000	830	433
<b>A-OX WELDING, INC Total</b>			50.05	50.05								
AWARDS PLUS OF SW MN, INC.	38606	1	440.00	440.00	Sports Banner/Decals	202402	01	300	292	000	000	401
<b>AWARDS PLUS OF SW MN, INC. Total</b>			440.00	440.00								
BORMAN, TAMMY	38607	1	203.50	203.50	Baseball Tickets (FCCLA) (Fundraised)	202402	01	300	291	208	000	369
<b>BORMAN, TAMMY Total</b>			203.50	203.50								
BRUENDER'S CORNER MART, INC	38608	1	127.40	127.40	34.33 Gal	202402	01	005	810	191	000	440
BRUENDER'S CORNER MART, INC	38608	1	35.01	35.01	10.46 Gal	202402	01	005	760	190	733	440
<b>BRUENDER'S CORNER MART, INC Total</b>			162.41	162.41								
BSN SPORTS, LLC	38609	1	236.49	236.49	Drag Mat	202402	01	300	294	217	000	401
<b>BSN SPORTS, LLC Total</b>			236.49	236.49								
BUSINESS ESSENTIALS	38699	1	2,500.00	2,500.00	White Paper	202402	01	100	203	000	000	430
BUSINESS ESSENTIALS	38699	1	5,000.00	5,000.00	White Paper	202402	01	300	211	000	000	430
<b>BUSINESS ESSENTIALS Total</b>			7,500.00	7,500.00								
CAROLINA BIOLOGICAL SUPPLY CO.	38692	1	685.07	685.07	Test Tubes/Beakers/Supplies	202402	01	300	260	000	000	430
<b>CAROLINA BIOLOGICAL SUPPLY CO. Total</b>			685.07	685.07								
CHRISTENSEN, JENNIFER	38682	1	122.48	122.48	Markers/Paper Cutter/Glue Sticks	202402	01	100	212	000	000	430
<b>CHRISTENSEN, JENNIFER Total</b>			122.48	122.48								
CLIMATE CONTROL SYSTEMS & SERVICE	38610	1	1,444.66	1,444.66	HVAC Filters	202402	01	005	810	000	000	401
<b>CLIMATE CONTROL SYSTEMS &amp; SERVICE Total</b>			1,444.66	1,444.66								
COUNTRY SIDE NURSERY & LANDSCAPING	38611	1	580.66	580.66	Memorial Tree/Mulch/Planting	202402	01	300	211	000	000	350
<b>COUNTRY SIDE NURSERY &amp; LANDSCAPING Total</b>			580.66	580.66								
CROWN AWARDS	38689	1	253.15	253.15	Participant Medals	202312	01	300	292	000	000	401
<b>CROWN AWARDS Total</b>			253.15	253.15								
DEMCO	38613	1	610.41	610.41	Easels/Book Tape/Supplies	202402	01	300	620	000	000	401
DEMCO	38612	1	684.59	684.59	Book Supports/Laminate/Labels	202402	01	100	620	000	000	430
<b>DEMCO Total</b>			1,295.00	1,295.00								
EDUCATORS BENEFIT CONSULTANTS	38614	1	253.46	253.46	Aug/Sept Service Fee/Flex Benefits Plan	202402	01	005	010	000	000	305
<b>EDUCATORS BENEFIT CONSULTANTS Total</b>			253.46	253.46								
FIRST INDEPENDENT BANK	38615	1	20.00	20.00	Tyler Box Rent	202402	01	005	110	000	000	305
<b>FIRST INDEPENDENT BANK Total</b>			20.00	20.00								
G.L. BERG & ASSOCIATES, INC.	38616	1	600.00	600.00	Concert Deposit (A Very Diva Christmas)	202402	01	300	291	236	000	305
<b>G.L. BERG &amp; ASSOCIATES, INC. Total</b>			600.00	600.00								
GRANITE TELECOMMUNICATIONS	38617	1	803.71	803.71	July Phone	202402	01	300	211	000	000	320
GRANITE TELECOMMUNICATIONS	38617	1	401.85	401.85	July Phone	202402	01	100	203	000	000	320
<b>GRANITE TELECOMMUNICATIONS Total</b>			1,205.56	1,205.56								
HEALTH PARTNERS	38618	1	53,549.23	53,549.23	Aug Health Insurance	202402	01	215	028			



Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
PEPSI COLA BOTTLING, INC	38633	1	120.00	120.00	Pop	202402	01	300	292	000	000	619
<b>PEPSI COLA BOTTLING, INC Total</b>			120.00	120.00								
PLUNKETT'S, INC.	38635	1	181.90	181.90	Pest Control	202402	01	005	810	000	000	350
<b>PLUNKETT'S, INC. Total</b>			181.90	181.90								
PMA SECURITIES LLC	38634	1	2,000.00	2,000.00	Bond Continuing Disclosure	202402	07	005	910	000	000	790
<b>PMA SECURITIES LLC Total</b>			2,000.00	2,000.00								
PRINCIPAL LIFE INSURANCE COMPANY	38636	1	1,012.76	1,012.76	Aug LTD	202402	01	215	029			
PRINCIPAL LIFE INSURANCE COMPANY	38636	1	734.94	734.94	Aug Bd/Dep/Vol/Life	202402	01	215	028			
<b>PRINCIPAL LIFE INSURANCE COMPANY Total</b>			1,747.70	1,747.70								
REALLY GREAT READING COMPANY, LLC	38663	1	1,540.00	1,540.00	Word Student Kits	202402	01	005	790	000	167	433
<b>REALLY GREAT READING COMPANY, LLC Total</b>			1,540.00	1,540.00								
RENAISSANCE	38685	1	702.50	702.50	Remote Session/Teacher Training	202402	01	300	211	000	000	305
RENAISSANCE	38685	1	702.50	702.50	Remote Session/Teacher Training	202402	01	100	203	000	000	305
RENAISSANCE	38685	1	4,409.18	4,409.18	Software	202402	01	300	211	000	000	406
RENAISSANCE	38685	1	4,409.17	4,409.17	Software	202402	01	100	203	000	000	406
<b>RENAISSANCE Total</b>			10,223.35	10,223.35								
RIDDELL/ALL AMERICAN SPORTS CORP.	38696	1	3,075.22	3,075.22	Recondition Shoulder Pads/Helmets	202402	01	300	294	211	000	401
<b>RIDDELL/ALL AMERICAN SPORTS CORP. Total</b>			3,075.22	3,075.22								
SCHOLASTIC INC.	38665	1	214.20	214.20	Jr Scholastic Magazine	202402	01	300	270	000	000	430
SCHOLASTIC INC.	38666	1	329.67	329.67	Scope Magazine	202402	01	300	270	000	000	430
SCHOLASTIC INC.	38667	1	274.73	274.73	Science World Magazine	202402	01	300	260	000	000	430
<b>SCHOLASTIC INC. Total</b>			818.60	818.60								
SCHOOL SPECIALTY LLC	38681	1	46.79	46.79	Paint	202402	04	005	582	000	344	430
SCHOOL SPECIALTY LLC	38700	1	1,082.59	1,082.59	Colored Pencils/Markers/Pens/Supplies	202402	01	300	211	000	000	401
SCHOOL SPECIALTY LLC	38637	1	17.26	17.26	Paint/Stickers	202402	04	005	582	000	344	430
<b>SCHOOL SPECIALTY LLC Total</b>			1,146.64	1,146.64								
SEESAW LEARNING, INC.	38683	1	1,200.00	1,200.00	Licenses	202402	01	100	203	000	000	406
<b>SEESAW LEARNING, INC. Total</b>			1,200.00	1,200.00								
SOCIAL THINKING PUBLISHING	38638	1	193.29	193.29	Bingo/Books/Posters	202402	01	100	401	000	740	433
<b>SOCIAL THINKING PUBLISHING Total</b>			193.29	193.29								
STEVE RUMMLER HOPE NETWORK	38656	1	40.00	40.00	Overdose Prevention Services Kit	202402	01	100	720	000	000	401
<b>STEVE RUMMLER HOPE NETWORK Total</b>			40.00	40.00								
STUDIES WEEKLY	38639	1	397.50	397.50	MN Studies Weekly	202402	01	300	270	000	000	430
<b>STUDIES WEEKLY Total</b>			397.50	397.50								
STURDEVANT AUTO SUPPLY	38691	1	38.96	38.96	Double Sided Tape	202402	01	005	810	000	000	401
<b>STURDEVANT AUTO SUPPLY Total</b>			38.96	38.96								
SUBSCRIPTION SERVICES OF AM.	38640	1	268.75	268.75	Subscriptions	202402	01	300	620	000	000	430
<b>SUBSCRIPTION SERVICES OF AM. Total</b>			268.75	268.75								
SUMMIT FIRE PROTECTION	38641	1	881.00	881.00	Semi-Annual Maint Cont	202402	01	005	865	000	363	305
<b>SUMMIT FIRE PROTECTION Total</b>			881.00	881.00								
SUPREME SCHOOL SUPPLY	38642	1	129.00	129.00	Memo Books/Passes/Permits/Slips	202402	01	300	211	000	000	401

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
<b>SUPREME SCHOOL SUPPLY Total</b>			129.00	129.00								
SUSSNER CONSTRUCTION INC.	38643	1	1,650.61	1,650.61	Turn Roof Door Around	202402	01	005	810	000	000	350
<b>SUSSNER CONSTRUCTION INC. Total</b>			1,650.61	1,650.61								
SW/WC SERVICE COOPERATIVES	38645	1	327.85	327.85	Summer MN/KN Benefits	202312	01	100	412	000	740	397
SW/WC SERVICE COOPERATIVES	38645	1	964.27	964.27	Summer MN/KN Salary	202312	01	100	412	000	740	396
SW/WC SERVICE COOPERATIVES	38645	1	1,989.75	1,989.75	4/4 22-23 RK Salary	202312	01	005	405	000	740	396
SW/WC SERVICE COOPERATIVES	38645	1	12,121.50	12,121.50	4/4 223-23 KS Salary	202312	01	005	401	000	740	396
SW/WC SERVICE COOPERATIVES	38645	1	12,788.75	12,788.75	4/4 22-23 KN/TH Salary	202312	01	005	404	000	740	396
SW/WC SERVICE COOPERATIVES	38645	1	16,229.50	16,229.50	4/4 22-23 MN Salary	202312	01	100	412	000	740	396
SW/WC SERVICE COOPERATIVES	38645	1	166.92	166.92	Summer MN/KN Travel	202312	01	100	412	000	740	366
SW/WC SERVICE COOPERATIVES	38645	1	771.86	771.86	4/4 22-23 RB Travel	202312	01	005	408	000	740	366
SW/WC SERVICE COOPERATIVES	38645	1	303.69	303.69	4/4 22-23 RB Benefits	202312	01	005	408	000	740	397
SW/WC SERVICE COOPERATIVES	38645	1	893.20	893.20	4/4 22-23 RB Salary	202312	01	005	408	000	740	396
SW/WC SERVICE COOPERATIVES	38645	1	3,881.50	3,881.50	ALC/STARRS Online Tuition	202312	01	300	211	000	000	390
SW/WC SERVICE COOPERATIVES	38645	1	36.00	36.00	Bus Driver Training	202312	01	005	760	000	720	305
SW/WC SERVICE COOPERATIVES	38645	1	12,647.00	12,647.00	May/June Tech Support	202312	01	005	630	000	000	316
SW/WC SERVICE COOPERATIVES	38645	1	1,305.00	1,305.00	May Business Services	202312	01	005	110	000	000	316
SW/WC SERVICE COOPERATIVES	38644	1	7,956.00	7,956.00	MTSS Implementation	202312	01	005	790	012	160	303
<b>SW/WC SERVICE COOPERATIVES Total</b>			72,382.79	72,382.79								
TAVEIRNE, LORI	38646	1	64.33	64.33	Velcro Strips	202402	01	005	810	000	000	401
<b>TAVEIRNE, LORI Total</b>			64.33	64.33								
TCI	38647	1	6,630.00	6,630.00	Social Studies Student Licenses	202402	01	300	211	000	000	406
<b>TCI Total</b>			6,630.00	6,630.00								
TOLLEFSON, JILL	38648	1	1,000.00	1,000.00	Preschool Tuition Refund	202312	04	005	582	000	344	040
<b>TOLLEFSON, JILL Total</b>			1,000.00	1,000.00								
TYLER BUS SERVICE, INC.	38680	1	536.53	536.53	FCCLA 335 Miles	202402	01	300	291	208	733	360
TYLER BUS SERVICE, INC.	38680	1	604.95	604.95	Guthrie Theater 369 Miles	202402	01	300	291	236	733	360
TYLER BUS SERVICE, INC.	38680	1	20.68	20.68	Excess Fuel	202402	01	005	760	000	720	360
<b>TYLER BUS SERVICE, INC. Total</b>			1,162.16	1,162.16								
TYLER CITY OF	38649	1	69.00	69.00	June Garbage	202312	01	005	810	186	000	330
TYLER CITY OF	38649	1	102.00	102.00	June Sewer	202312	01	005	810	183	000	330
TYLER CITY OF	38649	1	1,283.43	1,283.43	June Water	202312	01	005	810	183	000	330
TYLER CITY OF	38649	1	1,525.60	1,525.60	June Gas	202312	01	005	810	000	000	440
TYLER CITY OF	38649	1	15,362.00	15,362.00	June Electric	202312	01	005	810	184	000	330
<b>TYLER CITY OF Total</b>			18,342.03	18,342.03								
TYLER HARDWARE HANK	38650	1	363.72	363.72	Grass Killer/Clamps/Paint/Supplies	202402	01	005	810	000	000	401
<b>TYLER HARDWARE HANK Total</b>			363.72	363.72								
TYLER LUMBER COMPANY	38703	1	3,929.12	3,929.12	Power Tools (MAELC Grant)	202402	01	300	211	106	000	430
TYLER LUMBER COMPANY	38703	1	123.93	123.93	Shelf Bracket/Hinge/Knob/Supplies	202402	01	300	301	000	830	433
<b>TYLER LUMBER COMPANY Total</b>			4,053.05	4,053.05								
TYLER PETTY CASH	38651	1	350.00	350.00	Track Meets	202312	01	300	292	219	000	369



Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
TYLER PETTY CASH	38651	1	64.40	64.40	Std Lunch Refunds	202312	02	005	000	000	701	601
<b>TYLER PETTY CASH Total</b>			414.40	414.40								
TYLER ROD & GUN CLUB	38698	1	588.00	588.00	Clay Pigeons (Trap)	202312	01	300	291	264	000	401
<b>TYLER ROD &amp; GUN CLUB Total</b>			588.00	588.00								
TYLER TRIBUTE	38654	1	26.20	26.20	Custodial Ads	202402	01	005	010	000	000	305
TYLER TRIBUTE	38652	1	25.00	25.00	Cook Ad	202402	01	005	010	000	000	305
TYLER TRIBUTE	38653	1	81.70	81.70	Minutes	202402	01	005	010	000	000	305
<b>TYLER TRIBUTE Total</b>			132.90	132.90								
U.S. POSTAL SERVICE	38688	1	264.00	264.00	Box Rent	202402	01	300	211	000	000	329
<b>U.S. POSTAL SERVICE Total</b>			264.00	264.00								
US POSTAL SERVICE	38668	1	1,200.00	1,200.00	Postage	202402	01	300	211	000	000	329
<b>US POSTAL SERVICE Total</b>			1,200.00	1,200.00								
VAALER INSURANCE INC.	38655	1	4,509.00	4,509.00	Auto (Van)	202402	01	005	760	190	720	340
VAALER INSURANCE INC.	38655	1	75,427.97	75,427.97	Package Policy	202402	01	005	940	000	000	340
VAALER INSURANCE INC.	38655	1	14,103.00	14,103.00	23-24 W/C	202402	01	005	930	000	000	270
<b>VAALER INSURANCE INC. Total</b>			94,039.97	94,039.97								
WASTE MANAGEMENT OF MN, INC.	38701	1	980.47	980.47	Aug Garbage	202402	01	005	810	183	000	330
<b>WASTE MANAGEMENT OF MN, INC. Total</b>			980.47	980.47								
WEX	38702	1	97.25	97.25	July Participant Fees	202402	01	005	010	000	000	305
<b>WEX Total</b>			97.25	97.25								
<b>Grand Total</b>			330,273.38	330,273.38								

	Bills	Manual	July	GRAND
	8/9/2023	Checks	Payroll	TOTAL
Fund 01 - General	319,363.77	15,175.57	324,687.87	659,227.21
Fund 02 - Food Service	64.40	75.00	364.38	503.78
Fund 04 - Community Service	8,845.21	0.00	13,910.40	22,755.61
Fund 07 - Debt Redemption	2,000.00	0.00	0.00	2,000.00
<b>Total</b>	330,273.38	15,250.57	338,962.65	684,486.60



Presented by Alex Rott, District Treasurer	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Treasurer's Report				2023-2024 July 2023
TYPE OF FUND	MONTHLY STARTING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	MONTHLY ADJUSTMENTS	MONTHLY ENDING BALANCE
GENERAL FUND 01*	\$ 3,850,616.21	\$ 54,467.38	\$ 573,683.99	\$ 0.00	\$ 3,331,399.60
FOOD SERVICE FUND 02*	\$ 236,098.93	\$ 7,784.35	\$ 3,118.86	\$ 0.00	\$ 240,764.42
COMM. SERVICE FUND 04*	\$ 141,462.48	\$ 1,475.42	\$ 13,910.40	\$ 0.00	\$ 129,027.50
Building Fund 06*	\$ 89,671.11	\$ 491.52	\$ -	\$ 0.00	\$ 90,162.63
DEBT REDUCTION FUND 07*	\$ 886,499.55	\$ 376,623.67	\$ 568,802.50	\$ 0.00	\$ 694,320.72
Agency 09*	\$ 831.73	\$ -	\$ -	\$ 0.00	\$ 831.73
FY 24 DISTRICT TOTALS FUNDS (01* - 09*)	\$ 5,205,180.01	\$ 440,842.34	\$ 1,159,515.75	\$ 0.00	\$ 4,486,506.60
FY23 Comparisons	\$ 5,680,129.11	\$ 493,869.57	\$ 1,163,224.24	\$ 0.00	\$ 5,010,774.44
<b>FY24 Difference</b>	<b>\$ (474,949.10)</b>	<b>\$ (53,027.23)</b>	<b>\$ (3,708.49)</b>	<b>\$ 0.00</b>	<b>\$ (524,267.84)</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>	\$ 250,914.78	\$ 120,725.09	DISTRICT CHECKING ACCOUNTS		\$ 371,639.87
	\$ 561,850.42	\$ 1,286.91	INVESTMENTS/CD's		\$ 563,137.33
	\$ 3,250,347.52	\$ (269,434.23)	MN LIQUID ASSET FUND ACCOUNT		\$ 2,980,913.29
	\$ 1,187,043.45	\$ (594,763.03)	INVESTMENTS/PMA/UMB FINANCIAL NETWORK		\$ 592,280.42
	<b>\$ 5,250,156.17</b>	<b>\$ (742,185.26)</b>	<b>DISTRICT TOTALS:</b>		<b>\$ 4,507,970.91</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 Checking	0.05% \$ 250,914.78	\$ 405,433.38	\$ (33,871.30)	0.25% \$ 77.79	\$ 371,639.87
FIB/PMA Public Investment	0.20% \$ 551,434.36	\$ 552,709.68	\$ -	5.04% \$ 11.59	\$ 552,721.27
First Independent Bank CD's, Voice of Democracy	.5% AND 2.00% \$ 10,416.06	\$ 10,416.06	\$ -	0.5% AND 2.00% \$ -	\$ 10,416.06
MN Liquid Asset Fund Liquid	1.34% \$ 26,441.72	\$ 124,706.37	\$ -	5.05% \$ 1,191.15	\$ 125,897.52
MN Liquid Asset Fund Maximum	1.44% \$ 3,223,905.80	\$ 2,841,582.15	\$ -	5.15% \$ 13,433.62	\$ 2,855,015.77
PMA Financial Network Construction Financing	0.92% \$ 2,215.86	\$ 591,788.90	\$ -	5.04% \$ 491.52	\$ 592,280.42
<b>TOTALS</b>	<b>\$ 4,065,328.58</b>	<b>\$ 4,526,636.54</b>	<b>\$ (33,871.30)</b>	<b>\$ 15,205.67</b>	<b>\$ 4,507,970.91</b>
The reason for the lower monthly starting balance of funds is contributed to the COVID Federal Funds that we are no longer receiving (-\$400,000) and we have yet to receive over (\$400,000) in receivables from the STATE.				<b>FY23 DIFFERENCE</b>	<b>\$ 442,642.33</b>

MONTH ENDING	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Revenue vs. Disbursement Report						Presented by Alex Rott, RTR Treasurer	
July, 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)	\$ 54,467	\$ 8,071,812	0.67%	\$ 573,684	\$ 9,033,061	6.35%	\$ (519,217)	-5.68%
FY23 COMPARISON	\$ 379,493	\$ 7,833,712	4.84%	\$ 258,349	\$ 8,803,809	2.93%	\$ 121,145	1.91%
YEARS DIFFERENCE	\$ (325,026)	\$ 238,100	-4.17%	\$ 315,335	\$ 229,252	3.42%	\$ (640,361)	-7.59%
02* - FOOD SERVICE FUND	\$ 7,784	\$ 539,500	1.44%	\$ 3,119	\$ 492,299	0.63%	\$ 4,665	0.81%
FY23 COMPARISON	\$ 139	\$ 539,500	0.03%	\$ 2,111	\$ 483,110	0.44%	\$ (1,971)	-0.41%
YEARS DIFFERENCE	\$ 80,044	\$ -	1.42%	\$ 1,008	\$ 9,189	0.20%	\$ 6,637	1.22%
04* - COMMUNITY SERVICE FUND	\$ 1,475	\$ 249,524	0.59%	\$ 13,910	\$ 194,785	7.14%	\$ (12,435)	-6.55%
FY23 COMPARISON	\$ 206	\$ 233,898	0.09%	\$ 99	\$ 188,703	0.05%	\$ 108	0.0%
YEARS DIFFERENCE	\$ 1,269	\$ 15,626	0.5%	\$ 13,812	\$ 6,082	7.09%	\$ (12,543)	-6.6%
07* - DEBT REDEMPTION FUND	\$ 376,624	\$ 2,559,889	14.71%	\$ 568,803	\$ 2,439,605	23.32%	\$ (192,179)	-8.60%
FY23 COMPARISON	\$ 165,743	\$ 2,445,503	6.78%	\$ 598,105	\$ 2,433,568	24.58%	\$ (432,362)	-17.80%
YEARS DIFFERENCE	\$ 210,881	\$ 114,386	0.00%	\$ (29,303)	\$ 6,037	-1.26%	\$ 240,183	1.26%
2023 - 2024 TOTALS	\$ 440,351	\$ 11,420,725	3.86%	\$ 1,159,516	\$12,159,750	9.54%	\$ (719,165)	-5.68%
2022 - 2023 TOTALS	\$ 545,582	\$ 11,052,613	4.94%	\$ 858,663	\$11,909,190	7.21%	\$ (313,081)	-2.27%
FY24 DIFFERENCE	\$ (105,231)	\$ 368,112	-1.08%	\$ 300,853	\$ 250,560	2.33%	\$ (406,084)	-3.41%
06* - BUILDING CONSTRUCTION FUND	\$ 492	\$ 16,785	2.93%	\$ -	\$ 0	0.00%	\$ 492	2.93%
FY24 YTD REVENUES	Our FY23 Revenues are up \$368,000. The reason for the lower monthly starting balance of funds is contributed to the COVID Federal Funds that we are no longer receiving (-\$400,000) and we have yet to receive over (\$400,000) in receivables from the STATE.							
FY24 YTD EXPENSES	We budgeted our expenses are set to be up \$250,000, so we are very close.							

***RTR Public Schools***  
Petty Cash – Check Book Reimbursement  
August 9, 2023

CHECK #	VENDOR	DESCRIPTION	AMOUNT
13712	Pipestone Area Schools	Track Meet	150.00
13714	Lakeview Public School	Track Meet	100.00
13723	Lakeview Public School	Track Meet	100.00
13727	Tim Lingen	Std Lunch Refund	32.20
13728	Stacie Nuese	Std Lunch Refund	32.20
		TOTAL	414.40

<b>Activity</b>	<b>July 1st Balance</b>	<b>Revenue</b>	<b>Expense</b>	<b>July 31st Balance</b>
FFA	12,348.66	0.00	1,400.00	10,948.66
Yearbook	3,459.24	0.00	0.00	3,459.24
Student Council	2,768.23	0.00	0.00	2,768.23
FCCLA	5,906.77	0.00	0.00	5,906.77
Drumline	1,940.07	0.00	0.00	1,940.07
Football	0.00	0.00	0.00	0.00
Volleyball	8,631.81	0.00	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 July 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 202401</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	14,993.33	308,222.35	101%	0.00	101%	(2,001.35)
E	01	005	810	000	000	199	422	00	Custodial Cash in Lieu	879.00	80.12	1,004.60	114%	0.00	114%	(125.60)
E	01	005	810	000	000	210	422	00	Custodial FICA	22,166.00	1,131.91	23,267.73	105%	0.00	105%	(1,101.73)
E	01	005	810	000	000	214	422	00	Custodial PERA	19,855.00	809.35	21,360.62	108%	0.00	108%	(1,505.62)
E	01	005	810	000	000	220	422	00	Custodial Health Insurances	48,368.00	2,389.39	55,445.64	115%	0.00	115%	(7,077.64)
E	01	005	810	000	000	230	422	00	Custodial Life Ins	140.00	6.37	159.81	114%	0.00	114%	(19.81)
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	0.00	15,838.51	186%	0.00	186%	(7,338.51)
E	01	005	810	184	000	330	422	00	Electricity Services	131,950.00	0.00	131,713.00	100%	0.00	100%	237.00
E	01	005	810	186	000	330	422	00	Garbage Services	33,000.00	0.00	12,312.51	37%	0.00	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)
E	01	005	810	000	000	401	422	00	Custodial Sup/Mat	45,000.00	243.29	68,032.61	151%	0.00	151%	(23,032.61)
E	01	005	810	000	000	440	422	00	Natural Gas	70,000.00	0.00	58,844.38	84%	0.00	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	5,500.00	0.00	5,488.46	100%	0.00	100%	11.54
E	01	005	810	000	000	305	422	00	Custodial Fees For Svc	14,000.00	0.00	31,948.79	228%	0.00	228%	(17,948.79)
E	01	005	810	000	000	350	422	00	Custodial Repair & Maint Ser	85,300.00	0.00	23,609.14	28%	0.00	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
		<b>810</b>	<b>Operations &amp; Maint.</b>							<b>819,999.00</b>	<b>19,653.76</b>	<b>771,905.54</b>	<b>94%</b>	<b>0.00</b>	<b>94%</b>	<b>48,093.46</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	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	24,825.00	77,775.00	147%	0.00	147%	(24,825.00)
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
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)
		<b>850</b>	<b>Capital Facilities</b>							<b>676,550.00</b>	<b>24,825.00</b>	<b>946,409.00</b>	<b>140%</b>	<b>0.00</b>	<b>140%</b>	<b>(269,859.00)</b>
		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	8,600.00	0.00	11,552.02	134%	0.00	134%	(2,952.02)

**RTR Public Schools #2902**  
**Exp Detail - Fd, Org, Pro**  
**Period Ending July 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 202401</b>	<b>Year To Date</b>	<b>% YTD</b>	<b>Encumbrances</b>	<b>+ Enc</b>	<b>Balance</b>
01	General															
	005	Districtwide														
		865	Long Term Facility Maint													
E	01	005	865	000	352	401	467	00	H/S Supplies	0.00	0.00	5,582.52	0%	0.00	0%	(5,582.52)
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	3,151.25	315%	0.00	315%	(2,151.25)
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	379	401	467	00	LTFM Interior Surfaces Sup/l	0.00	0.00	187.39	0%	0.00	0%	(187.39)
E	01	005	865	000	380	350	467	00	Mechanical Sys-Repair & Me	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)
		<b>865</b>	<b>Long Term Facility Maint</b>							<b>16,800.00</b>	<b>0.00</b>	<b>53,089.72</b>	<b>316%</b>	<b>0.00</b>	<b>316%</b>	<b>(36,289.72)</b>
	<b>005</b>	<b>Districtwide</b>							<b>1,513,349.00</b>	<b>44,478.76</b>	<b>1,771,404.26</b>	<b>117%</b>	<b>0.00</b>	<b>117%</b>	<b>(258,055.26)</b>	
	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)
		<b>810</b>	<b>Operations &amp; Maint.</b>							<b>0.00</b>	<b>0.00</b>	<b>203.75</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(203.75)</b>
		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)
		<b>850</b>	<b>Capital Facilities</b>							<b>0.00</b>	<b>0.00</b>	<b>81.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(81.00)</b>
	<b>100</b>	<b>Elementary</b>							<b>0.00</b>	<b>0.00</b>	<b>284.75</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(284.75)</b>	
	200	Budget Learning Site														
		810	Operations & Maint.													
E	01	200	810	184	000	330	422	00	Electricity Services	0.00	0.00	12.68	0%	0.00	0%	(12.68)
		<b>810</b>	<b>Operations &amp; Maint.</b>							<b>0.00</b>	<b>0.00</b>	<b>12.68</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(12.68)</b>
	<b>200</b>	<b>Budget Learning Site</b>							<b>0.00</b>	<b>0.00</b>	<b>12.68</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(12.68)</b>	
	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)
		<b>810</b>	<b>Operations &amp; Maint.</b>							<b>0.00</b>	<b>0.00</b>	<b>1,100.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(1,100.00)</b>
		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)
		<b>850</b>	<b>Capital Facilities</b>							<b>0.00</b>	<b>0.00</b>	<b>1,517.80</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(1,517.80)</b>



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

Sequence: Fd, Org, Pro

										<b>24RVSD BUD</b>						<b>Remaining</b>		
										<b>Annual Budget</b>	<b>Period 202401</b>	<b>Year To Date</b>	<b>% YTD</b>	<b>Encumbrances</b>	<b>% YTD</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																	
	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									1,513,349.00	44,478.76	1,775,019.49	117%	0.00	117%	(261,670.49)		

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

Sequence: Fd, Org, Pro

											<b>24RVSD BUD</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 202401</b>	<b>Year To Date</b>	<b>% YTD</b>	<b>Encumbrances</b>	<b>+ Enc</b>	<b>Balance</b>		
06	Building Construction																	
	005 Districtwide																	
	870 Bldg Construction																	
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	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	0.00	0.00	92,535.90	0%	0.00	0%	(92,535.90)		
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)		
E	06	005	870	000	000	520	464	000	Bldgs Acquisition & Improver	0.00	0.00	661,032.09	0%	0.00	0%	(661,032.09)		
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	000	000	305	464	000	Consult/Fees For Svc	0.00	0.00	151,342.95	0%	0.00	0%	(151,342.95)		
								<b>870 Bldg Construction</b>		<b>0.00</b>	<b>0.00</b>	<b>215,045.62</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(215,045.62)</b>		
								<b>005 Districtwide</b>		<b>0.00</b>	<b>0.00</b>	<b>215,045.62</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(215,045.62)</b>		
06	Building Construction										<b>0.00</b>	<b>0.00</b>	<b>215,045.62</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(215,045.62)</b>	
<b>Report Totals:</b>										<b>1,513,349.00</b>	<b>44,478.76</b>	<b>1,990,065.11</b>	<b>132%</b>	<b>0.00</b>	<b>132%</b>	<b>(476,716.11)</b>		



# RTR SCHOOL DISTRICT #2902

## Russell – Tyler - Ruthton

### August Board Report

Cristy Olsen – Principal

We are gearing up for the new school year and the excitement is building as teachers return to their classrooms. In fact, it is this week that our teachers will make their way back into the building to prepare their classrooms for the new school year. It is always heartwarming to see them come back and start to prepare for all the little scholars who will soon be entering our doors. It is always an exciting time of the year as we gear up for the start of a new school year! I know it gets instantly busy, but I always look forward to the challenges and celebrations that come with each school year!

**Read Act and Literacy Requirements:** We have been given the details on this new legislation and we are in good shape. Our current use of FASTBridge as our screener and progress monitoring system is approved by MDE so that is great news. We have already begun the process of training our teachers in an evidence based training on reading instruction (LETRS) and are building our capacity for a structured MTSS /RtI program. We have a lot to do to meet all aspects of the new legislation, but we are in a good spot. We will be able to meet requirements and continue to do great things to help all of our students become readers.

**Staffing Updates:** We are happy to report that we are fully staffed at the elementary which is quite an accomplishment. We hired Sawyer Hansen as our elementary PE teacher and we are excited about what he will bring to our program! We recognize that there are several districts around us that have been struggling to fill all positions. I say that knowing that we still do have paraprofessional needs that are not yet filled - we are still advertising for paraprofessionals. We have had some recent interest in these positions so we are hopefully able to fill in some of the holes we have to replace a few staff who left us last year.

**Camp Invention** took place July 31- August 4. This was our second year participating in this camp and once again the kids had a great time and they were engaged in the activities provided. It really was a meaningful experience for everyone involved and we will see the feedback soon and decide if we will do it again next summer.

Our **Open House** will be held on Wednesday, August 30 from 5:00-8:00 pm. We are excited to kick off the new school year and see everyone back in the school Go Knights!.

Here are the current enrollment numbers:

Preschool - 63	Kindergarten - 30
First Grade - 51	Second Grade - 44
Third Grade - 38	Fourth Grade - 43
Fifth Grade - 46	Total Enrollment: 315



School Board Meeting  
August 9, 2023  
7:00 PM

### Secondary Principal Report

- Secondary Staffing: We will likely need to find a couple paras, but certified staff looks pretty good right now.
- Handbook Changes: [Handbook Changes 23-24](#)
- Grading Scale: Our current grading scale is strangely designed to create a lot of grades at the high end and a lot at the low end. There is not a lot in between in the average range. Please review the attached document. After talking with Mr. Marlette, this is the direction we would like to go. [Grading Scale Recommendation](#)
- Graduation Requirements: This has been something that I have had in board notes for some time now. I think we will need to act on it sometime this year. This is what Mrs. DeSmith and I recommend we move to.

2023-2024: 24 credits  
2024-2025: 26 credits  
2025-2026: 27 credits  
2026-2027: 28 credits

- Superintendent Licensure: Some of you may know this, but I wanted to share with everyone that I have started coursework to earn my superintendent licensure. I am hoping to have it completed by the end of this school year. Mr. Marlette has agreed to mentor me in this process. I will be attending a school finance workshop in the cities on August 8th.

- Current Enrollment: July 31, 2023

Grade 6:	49	
Grade 7:	59	
Grade 8:	44	152
Grade 9:	61	
Grade 10:	56	
Grade 11:	52	
Grade 12:	56	225

Total 6-12: 377

There is still a lot of August left for things to change, but these numbers have us up 24 students from last year.



Grading Scale Recommendation  
August 2023

- Our current grading scale is strangely designed to create a lot of grades at the extreme highs and extreme lows, with not a lot in between in the C range. This seems to run counter to the idea of a bell-shaped curve. Our scale seems to be designed to create a U-shaped curve instead.

Current grading scale:

Grade	Range	# of percentage slots	Total for that letter grade	# slots/grade - "target size"
A	100-96	5		
A-	95-94	2	7	3.5
B+	93-92	2		
B	91-89	3		
B-	88-87	2	7	2.3
C+	86-85	2		
C	84-82	3		
C-	81-80	2	7	2.3
D+	79-78	2		
D	77-72	6		
D-	71-70	2	10	3.3
F	69-0	70	70	70

- Our current scale makes it easier to hit a grade in the A range or D range than it is to hit a grade in the B or C range.
- The size of the "target" for A or A- is 3.5 out of 101 possible outcomes.
- The size of the "target" for grades in the B range is 2.3 out of 101 possible outcomes.
- The size of the "target" for grades in the C range is 2.3 out of 101 possible outcomes.
- The size of the "target" for grades in the D range is 3.3 out of 101 possible outcomes.
- The size of the "target" for F grades is 70 out of 101 possible outcomes.
- (A question that many people have asked in education: does it make sense to have 70% of your possible outcomes devoted to failing results? On the other hand, what is the appropriate minimal level of achievement needed for a student to pass the class? Most colleges say 60%)

This is the scale I would recommend moving forward.

Grade	Range	# of percentage slots	Total for that letter grade	# slots/grade "target size"
A	100-97	4		
A-	96-94	3	7	3
B+	93-91	3		
B	90-88	3		
B-	87-85	3	9	3
C+	84-82	3		
C	81-79	3		
C-	78-76	3	9	3
D+	75-73	3		
D	72-70	3		
D-	69-67	3	9	3
F	66-0	67	67	67



# 2023-2024

## Student-Parent Elementary Handbook Changes

### **STUDENT DAY**

Our student day begins when the buses arrive at the school at approximately 8:00 a.m. The buses will depart at approximately 3:15 pm.

### **DRESS CODE**

With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so that a learning atmosphere can be maintained. In order to promote a positive learning atmosphere the following expectations are in place at RTR schools.

Appropriate clothing for school includes:

1. Clothing for the weather
2. Clothing that does not create a health or safety hazard
3. Clothing appropriate for the activity (i.e., physical education or the classroom)

Inappropriate clothing for school includes, but is not limited to:

1. "Short shorts", skimpy tank tops, tops that expose the midriff, spaghetti straps, visible cleavage, short skirts and dresses, or visible undergarments.
2. Clothing which bears a message that is lewd, vulgar, or obscene.
3. Clothing that depicts or advocates the use of drugs, tobacco, alcohol, gangs or weapons or promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to any group or which connotes gang membership.
5. Any apparel or footwear that would damage school property.
6. Hats/caps are not allowed to be worn during the day in the building. Hats/caps must be left in lockers during the day. Hoods should also not be over the head.

If these expectations are not followed, students will be asked to change clothes.

## **PLEDGE OF ALLEGIANCE**

RTR Elementary students will recite the Pledge of Allegiance every day as part of the morning announcements. Any student or teacher may decline to participate in the recitation of the Pledge of Allegiance. Students and staff will respect another individual's right to participate in the recitation. Students who choose not to participate must remain silent and respectful.

## **BIKE SAFETY**

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. There are bike racks at the school by the south parking lot.

## **INSTRUMENTAL MUSIC PROGRAM**

The band program for elementary students begins in the fifth grade. Students who are interested in playing band instruments are encouraged to participate. Instruments can be rented and arrangements for this can be made through the RTR music department. Conversation should be held with the band instructor before renting or purchasing an instrument. The instructor will direct you as to purchase after having this conversation regarding your child's participation in band.

## **FIELD TRIPS**

Field trips serve as valuable educational experiences. Field trips may be planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege our students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have schoolwork up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

As an example, students **may lose their opportunity** to attend a scheduled field trip if:

Students have an excessive number of missing assignments and they are not putting forth effort to complete them. Parents will be notified **three days prior** to the field trip that the student's privilege to attend **may** be denied due to incomplete assignments. They will also be notified **the day prior** to the field trip if the student will not be allowed to attend.

### **OR IF**

Students have five or more incidents of inappropriate behavior as documented by the classroom teacher. Significant acts of misbehavior such as fighting or physical aggression may result in loss of this opportunity.

Students start with a clean slate after each field trip.

**Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.**

## **ABSENCES**

### **Excusable absences:**

1. Illness of the student (a doctor's note may be requested)
2. Medical/Dental Appointments (request a note at the conclusion of the appointment)
3. Funeral Family Emergency (details may be useful as this may affect the student in school)
4. Family trips and or legal commitments (prearranged and communicated)
5. Religious Holidays

### **Unexcused absences include, but aren't limited to:**

1. All absences that are not excused are considered unexcused.

It is the parent's responsibility to be informed of the number of absences accumulated during each semester. As a courtesy, an attendance sheet and cover letter will be sent home quarterly to families exceeding the amount of excused/unexcused absences.

## **PROTOCOL FOR EXCUSED ABSENCES**

The school district reserves the right to determine when an absence is considered excused or unexcused. After **six** excused absences due to illness per semester, RTR School's will require a doctor's note for any additional absences due to illness. In the absence of a doctor's note, the absence will be considered unexcused. Parents will be notified when a student reaches five excused absences in a semester.

## **LUNCH PROGRAM**

The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that students can have one breakfast and one lunch at no cost at school.

It is important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, such as:

- WIC Benefits
- FCC Affordable Connectivity Program/Reduced price internet programs
- Some summer camps, athletics programs and/or child cares offer scholarships or discounts

**What is NOT included in the MN Free School Meals Program?**

Single item purchases and non-reimbursable meals are not free.

Some examples include:

- carton of milk
- snack items (Ala Carte)
- second entrée
- second breakfast or a second lunch
- meals served to teachers, staff, and other adults

**Please keep in mind that single item purchases will be charged to your family account. We ask that you maintain a positive balance in this account. If you don't have a positive balance your children will not be allowed to make these purchases. Please mark all envelopes that contain money that your child brings to school with their name, grade, and teacher. This money will be deposited in your family account.**

**Meal Prices**

Student Breakfast	FREE
Student Lunch	FREE
Adult Breakfast	\$3.00 per meal
Adult Lunch	\$5.00 per meal
Milk	\$0.50 per carton

**LOST AND FOUND**

Articles found at school are kept in the cafeteria where students may come to claim them.

- It is a good idea to put your child's name on articles of clothing.
- Encourage your child to check the lost and found at school and on the bus if they are missing something.
- **Items that remain in the Lost and Found are donated to Goodwill at the end of each quarter.**

**SCHOOL ENROLLMENT**

If you are enrolling a new student at RTR Elementary School, you will be asked to give the office the following information:

1. Enrollment Form
2. Application for Education Benefits
3. Home Language Questionnaire
4. Transfer of Records
5. **Copy of Birth Certificate (optional)**

## **SCHOOL REGISTRATION POLICY**

A registration form is required for all students. This can be done using this link which can also be found on our school website.

[https://rtrschoools.onlinejmc.com/Parent/New\\_Family\\_Enrollment.aspx](https://rtrschoools.onlinejmc.com/Parent/New_Family_Enrollment.aspx)

Before each school year we ask that parents complete the back to school registration via JMC. Please fill these forms out completely, including emergency phone numbers, home phone numbers, and work numbers.

## **INSURANCE delete this section**

Our school, as with most schools in the state, asks parents to sign a waiver form if you do not want to take student insurance because you already have adequate insurance. At the beginning of the year, each student will bring home a student insurance application and a waiver form. One of these forms will need to be returned. The school is not the insurer. The Student Assurance Insurance Company offers a major expense benefit (for families who have no other insurance); extended dental and interscholastic sports coverage. Students may enroll anytime during the school year. The insurance remains in effect throughout that school year and if the students move to a different school district.

The school also has information packets available for the Minnesota Care Insurance Program. This insurance is income based. You may request a packet from any of the school offices. Once you complete the information packet, you then mail it directly to Minnesota Care.



## **VOLUNTEERS**

Volunteers play a valuable role at RTR School. All parents, as well as community members, are encouraged to become active in our school community through volunteering. Volunteers are used to tutor and read with students, assist the teacher with classroom projects, help with health screenings, provide library help, or serve as a resource to share information with students about one's job, hobby, or travel. Anyone wishing to volunteer is asked to call the district office. **Volunteers must have a current background check on file if they will be chaperoning school trips or planning to volunteer on a regular basis.**

## **GRADING**

### **HOMEWORK**

The purpose of homework is to:

-  Reinforce skills that were taught in class.
-  Create a level of working independently.

Research suggests the 10-Minute homework guideline. This is a nightly 10 minutes of homework per grade level. Example: 1st grade - 10 minutes, 2nd grade - 20 minutes etc. The quality of the homework assigned and how well it meets the needs of the learner is what ultimately matters the most.

## **GRADING SYSTEM**

Kindergarten-Fifth Grade, Physical Education, Music, Handwriting and Art are standards based and are graded in the following manner:

- 4 Student demonstrates this skill consistently.
- 3 Student demonstrates this skill most of the time.
- 2 Student demonstrates this skill some of the time.
- 1 Student has not yet demonstrated this skill independently.

## **REPORT CARDS AND STUDENT PROGRESS**

Report cards will be available quarterly, through JMC. First Quarter report cards will be presented at fall conferences and the Fourth Quarter reports will be mailed home.

Midterms may be sent out to the parents to let them know if their child is doing well or if their child needs to do better on class work. This is done on an individual teacher basis.

Teachers use a variety of methods to communicate progress throughout the school year. Please pay close attention to the teacher's procedures as to how they plan to communicate with you as parents. Parents are encouraged to contact teachers at any time during the school year to discuss their child's progress.

## **ACHIEVEMENT TESTING**

All students in grades 3-8 and 10 are required to take the Minnesota MCA-III Reading Assessment.  
All students in grades 3-8 and 11 are required to take the Minnesota MCA-III Math Assessment  
All students in grades 5, 8, and those enrolled in High School Biology class are required to take the MCA Science Assessment.

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate. This form is available upon request.

**MS/HS Handbook Changes 23-24**  
**August 9, 2023**

- Page 1 Table of Contents: Updated
- Page 2 Hours: New schedules have been placed into the handbook. The changes in schedule reflect the same start time as last year. Warning bell at 8:10 and final bell at 8:15. Class periods will go from 46 minutes to 45 minutes. Passing time between classes will go from 4 minutes to 3 minutes. Ending time will change from 3:27 to 3:11.
- Page 3 Electronic Use Guidelines: This statement was added. "RTR Schools and the Minnesota State High School League prohibit the use of cell phones in bathrooms and locker rooms. The use of any electronic device for photography, recordings, or live streams of any kind is completely prohibited from any and all locker rooms and bathrooms."
- Page 4 Food and Beverage Regulation: This statement was added. "Students will not be allowed to sell food and drink to other students from their lockers."
- Page 4 Classes and Grades: Dates for grading periods and eligibility/grade checks have been changed.
- Page 5 Flexible Learning Days: Added "unless determined by administration" to the last sentence.
- Page 6 Academic Dishonesty: Revamped this policy. I will explain.
- Page 6-7 Early Release Criteria for Seniors: Changed criteria slightly. Passing classes with enough credits to graduate replaced attendance requirement and minimum GPA.
- Page 7-8 Attendance Policy: This changed at semester last year. Attendance continues to be something that baffles me. Kids are gone a lot and parents appear to be aware. One of my goals this year is to look at daily attendance (principal and/or dean) and address absences before they pile up.
- Page 9 Tardy to Class: Changed consequence to detention for every three unexcused tardies.
- Page 11 Bus Privileges: Added the last two sentences
- Page 11 School Dress: Took out coats and added hoods.
- Page 13 Lunch: Free lunch!
- Page 14 Academic Eligibility: Dates changed
- Page 16 Activities in Category II: Revamped this a bit. Darren and I will explain.





**524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. LIMITED EDUCATIONAL PURPOSE**

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

**IV. USE OF SYSTEM IS A PRIVILEGE**

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

**V. UNACCEPTABLE USES**

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

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

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

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

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

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

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

## **VI. FILTER**

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

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

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

## **VIII. LIMITED EXPECTATION OF PRIVACY**

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

## **IX. INTERNET USE AGREEMENT**

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

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user’s own risk. The system is provided on an “as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

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

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  1. the technology provider's employees or contractors have access to educational data only if authorized; and
  2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

## **XIII. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that

student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
  
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the school district is notified or becomes aware that the device is missing or stolen;
  - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
  
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### **XIV. CELL PHONE USE**

- 1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
  
- 2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the



school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

#### **XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

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

#### **XVI. IMPLEMENTATION; POLICY REVIEW**

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)

*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)