

The regular school board meeting of the ISD #2902 (Russell-Tyler-Ruthton) School Board will be held on Wednesday, October 11, 2023 at 7:00 pm, RTR Public School Boardroom, 111 County Road 8, Tyler, MN.

**RTR Public Schools ISD #2902  
Board Meeting Agenda  
October 11, 2023 – RTR Public School Boardroom - 7:00 pm**

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Public Forum: (Mr. Mike Heath to talk about using our turf field, concessions, and bathrooms for adult football home games only, not for practices.)

4. Approve the Agenda – (action)

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

5. Consent Agenda – (Action)

- a. Approval of Minutes from School Board Meeting on September 13, 2023
- b. Approval of Resignation of Head Grounds/Custodian – Christeen Groenhoff
- c. Approval of Resignation of Junior Hoopsters Coordinator – Granger Maranell
- d. Approval of Junior Hoopsters Coordinator – Josh Hook
- e. Approval of our Bilingual Para-professional – Karen Avila

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

6. Approval of Bills (action)

- |                          |                     |
|--------------------------|---------------------|
| f. Expenditures Report - | \$282,398.12        |
| g. Manual Checks -       | \$ 10,404.35        |
| h. Payroll Report -      | <u>\$580,537.13</u> |
|                          | <b>\$873,339.60</b> |

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

7. Approval of Treasurer’s Report (action)

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

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

8. Reports and/or Presentations (information)

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

9. Approval of Resolution appointing the attached list of Election Judges for the November 7, 2023 School District Special Election. (action)

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

10. Approval of Lane Change from BA to BA+45 for Elementary Counselor: Tori Teske. (action)

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

11. Approval of Resolution Establishing Combined Polling Places. (action)

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

12. Approval of Legislative Updates to MSBA Policy 413 Harassment and Violence. (action)

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

13. Approval of Annual Transportation Agreement with Edgerton Christian School. (action)

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

14. Approval of Annual Resolution to support the RTR ISD No. 2902 application to the MN State High School League Foundation for grants to offset student activity fees. (action)

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

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

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

**Next Meeting:**

November 13, 2023  
@ 7:00 PM, RTR Board Room  
111 County Road # 8, Tyler, MN 56178

**RTR Public Schools ISD # 2902**  
**School Board Minutes**  
**September 13, 2023**  
**RTR Public School in Tyler, MN – 7:00 p.m.**

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

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

The Pledge of Allegiance was recited by those in attendance.

M/S/C Dunblazier, Dybdahl to approve the agenda. (6-0 vote)

M/S/C Kerkaert, Johansen to approve the consent agenda. (6-0 vote)

- a. Approval of Minutes from Special School Board Meeting on August 21, 2023
- b. Approval of Instrumental Music Tutor and Lessons – Megan Eide

M/S/C Dybdahl, Dunblazier to approve the bills. – Attachment A (6-0 vote)

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

M/S/C Kerkaert, Johansen to approve the Treasurer's Report. – Attachment B (6-0 vote)

Administrative reports were presented.

M/S/C Dunblazier, Dybdahl to approve the maximum proposed levy limitation and certification for 2023 payable 2024. (6-0 vote)

M/S/C Kerkaert, Hess to approve the 2023-2024 snow removal bid from Kyle Thooft. (6-0 vote)

M/S/C Hess, Dybdahl to approve the 2023-2024 fundraisers. Attachment C (6-0 vote)

M/S/C Hess, Johansen to approve the removal of Julie Wieme from Account # 128143 and Account # 139045 at First Independent Bank. (6-0 vote)

Discussion was held regarding the positive Minnesota Department of Education Review and Comment for the proposed \$15,000,000 addition construction project. Public meetings to discuss the proposed addition are scheduled for Monday, September 25, 2023, Wednesday, October 4, 2023 and Wednesday, October 25, 2023 at 7:00 PM in the RTR Performing Arts Center.

M/S/C Dybdahl, Dunblazier to approve retaining the professional architectural services of MLA Architects for the proposed addition construction project, if approved by the voters at the November 7, 2023 School Bond Election. (6-0 vote)

M/S/C Dybdahl, Kerkaert to approve retaining the professional construction management services of R.A. Morton for the proposed addition construction project, if approved by the voters at the November 7, 2023 School Bond Election. (6-0 vote)

M/S/C Dunblazier, Johansen to adjourn at 7:43 p.m. (6-0 vote)

Peggy Dunblazier Clerk

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



ISD #2902 - RTR Public Schools													
September, 2023 Manual Checks													
Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj	
BEEKMAN, SCOTT	38993	1	130.00	130.00	9/29/23 Windom	202403	01	300	294	211	000	305	
<b>BEEKMAN, SCOTT Total</b>			130.00	130.00									
BESTE, DAVE	38927	1	120.00	120.00	9/26/23 WWG	202403	01	300	296	227	000	305	
BESTE, DAVE	38906	1	120.00	120.00	9/14/23 HLOF	202403	01	300	296	227	000	305	
<b>BESTE, DAVE Total</b>			240.00	240.00									
BRUENDER'S CORNER MART, INC	38904	1	489.79	489.79	161.8 Gal	202312	01	005	810	191	000	440	
BRUENDER'S CORNER MART, INC	38905	1	1,268.51	1,268.51	359.5 Gal	202403	01	005	760	190	733	440	
BRUENDER'S CORNER MART, INC	38905	1	342.03	342.03	82.5 Gal	202403	01	005	810	191	000	440	
BRUENDER'S CORNER MART, INC	38904	1	113.38	113.38	Pizza/Pop (Student Council)	202312	01	005	810	191	000	440	
<b>BRUENDER'S CORNER MART, INC Total</b>			2,213.71	2,213.71									
CLAAR, DEREK	38908	1	125.00	125.00	9/15/23 Springfield	202403	01	300	294	211	000	305	
<b>CLAAR, DEREK Total</b>			125.00	125.00									
CRAIGMILE, MARC	38994	1	130.00	130.00	9/29/23 Windom	202403	01	300	294	211	000	305	
<b>CRAIGMILE, MARC Total</b>			130.00	130.00									
FADNESS, LEAH	38928	1	120.00	120.00	9/26/23 YME	202403	01	300	296	227	000	305	
<b>FADNESS, LEAH Total</b>			120.00	120.00									
GOODMUND, DOUG	38829	1	120.00	120.00	9/5/23 TMB	202403	01	300	296	227	000	305	
<b>GOODMUND, DOUG Total</b>			120.00	120.00									
GOODMUND, ROBBIE	38830	1	120.00	120.00	9/5/23 TMB	202403	01	300	296	227	000	305	
<b>GOODMUND, ROBBIE Total</b>			120.00	120.00									
GUENTHER, CHRISTIAN	38995	1	130.00	130.00	9/29/23 Windom	202403	01	300	294	211	000	305	
<b>GUENTHER, CHRISTIAN Total</b>			130.00	130.00									
HAUBRICH, JEFF	38909	1	125.00	125.00	9/15/23 Springfield	202403	01	300	294	211	000	305	
<b>HAUBRICH, JEFF Total</b>			125.00	125.00									
KRAMER, LYLE	38918	1	120.00	120.00	9/19/23 MLAC	202403	01	300	296	227	000	305	
<b>KRAMER, LYLE Total</b>			120.00	120.00									
LOOSBROCK, TROY	38910	1	125.00	125.00	9/15/23 Springfield	202403	01	300	294	211	000	305	
<b>LOOSBROCK, TROY Total</b>			125.00	125.00									
ROSS, VICKI	38919	1	120.00	120.00	9/19/23 MLAC	202403	01	300	296	227	000	305	
ROSS, VICKI	38907	1	120.00	120.00	9/14/23 HLOF	202403	01	300	296	227	000	305	
<b>ROSS, VICKI Total</b>			240.00	240.00									
SCHAUMAN, JANE	38943	1	120.00	120.00	9/28/23 HBC	202403	01	300	296	227	000	305	
<b>SCHAUMAN, JANE Total</b>			120.00	120.00									
SUDENGA, JEFFREY W.	38911	1	125.00	125.00	9/15/23 Springfield	202403	01	300	294	211	000	305	
<b>SUDENGA, JEFFREY W. Total</b>			125.00	125.00									
VERSCHAETSE, CYNTHIA	38944	1	120.00	120.00	9/28/23 HBC	202403	01	300	296	227	000	305	
<b>VERSCHAETSE, CYNTHIA Total</b>			120.00	120.00									
VISA	38915	1	116.82	116.82	Sam's Club Membership	202403	02	005	770	000	701	305	

VISA	38916	1	465.61	465.61	Developmental Assessment of Young Children Book	202403	01	100	412	000	740	433
VISA	38913	1	315.00	315.00	MREA Conference	202403	01	005	020	000	000	366
VISA	38926	1	379.00	379.00	Deep Space Sparkle Subscription	202403	01	100	203	000	000	406
VISA	38921	1	288.36	288.36	Curriculum	202403	04	100	580	000	325	430
VISA	38920	1	999.98	999.98	Golf Practice Net	202403	01	300	292	225	000	401
VISA	38920	1	89.39	89.39	25.19 Gal	202403	01	005	760	190	733	440
VISA	38924	1	95.00	95.00	KK Food Service Workshop	202403	02	005	770	000	701	366
VISA	38912	1	1,349.00	1,349.00	Online Video Editing	202403	01	300	296	227	000	401
VISA	38923	1	50.49	50.49	Screen Capture Software	202403	01	005	630	000	000	406
VISA	38914	1	329.00	329.00	MASA Conference	202403	01	005	020	000	000	366
VISA	38925	1	9.98	9.98	iTouchdown Stats App	202403	01	300	294	211	000	401
VISA	38926	1	138.00	138.00	Flocabulary	202403	01	300	211	000	000	406
VISA	38926	1	78.01	78.01	Youtube TV Subscription	202403	01	005	630	000	000	406
<b>VISA Total</b>			<b>4,703.64</b>	<b>4,703.64</b>								
WABEKE, PRESTON	38922	1	1,012.00	1,012.00	Preschool Tuition Refund	202403	04	005	582	000	344	040
<b>WABEKE, PRESTON Total</b>			<b>1,012.00</b>	<b>1,012.00</b>								
WENDORFF, BRADLEY	38996	1	130.00	130.00	9/29/23 Windom	202403	01	300	294	211	000	305
<b>WENDORFF, BRADLEY Total</b>			<b>130.00</b>	<b>130.00</b>								
WHERRY, BRENT	38997	1	130.00	130.00	9/29/23 Windom	202403	01	300	294	211	000	305
<b>WHERRY, BRENT Total</b>			<b>130.00</b>	<b>130.00</b>								
WOLF, CHRIS	38917	1	125.00	125.00	9/15/23 Springfield	202403	01	300	294	211	000	305
<b>WOLF, CHRIS Total</b>			<b>125.00</b>	<b>125.00</b>								
<b>Grand Total</b>			<b>10,404.35</b>	<b>10,404.35</b>								
<b>ISD #2902 - RTR Public Schools</b>												
<b>October 11th, 2023</b>												
<b>Vendor Name</b>	<b>Vou #</b>	<b>Units</b>	<b>Rate</b>	<b>Total</b>	<b>Description</b>	<b>Period</b>	<b>Fd</b>	<b>Org</b>	<b>Pro</b>	<b>Crs</b>	<b>Fin</b>	<b>Obj</b>
A & B BUSINESS, INC.	39067	1	93.38	93.38	Staples	202404	01	300	211	000	000	430
<b>A &amp; B BUSINESS, INC. Total</b>			<b>93.38</b>	<b>93.38</b>								
ACE HOME & HARDWARE	38945	1	219.00	219.00	Leaf Blower	202404	01	005	810	000	000	401
<b>ACE HOME &amp; HARDWARE Total</b>			<b>219.00</b>	<b>219.00</b>								
AMAZON CAPITAL SERVICES	38958	1	59.82	59.82	Paper/Dish Soap/Band Aids	202404	01	300	050	000	000	401
AMAZON CAPITAL SERVICES	38957	1	8.99	8.99	Earplugs	202404	01	300	710	000	000	433
AMAZON CAPITAL SERVICES	38953	1	296.70	296.70	Books	202404	01	300	220	000	000	430
AMAZON CAPITAL SERVICES	39080	1	315.06	315.06	Scissors/Markers	202404	01	100	212	000	000	430
AMAZON CAPITAL SERVICES	38946	1	125.87	125.87	Insulated Door Curtain	202404	01	005	810	000	000	401
AMAZON CAPITAL SERVICES	38963	1	77.95	77.95	Markers/Modelling Dough/Game	202404	04	005	582	000	344	430
AMAZON CAPITAL SERVICES	38952	1	285.98	285.98	Golf Mats (Booster Club)	202404	01	300	292	225	000	401
AMAZON CAPITAL SERVICES	38955	1	53.94	53.94	Coronation Volleyball/Football (Student Council)	202404	01	300	291	206	000	401
AMAZON CAPITAL SERVICES	38961	1	745.54	745.54	Videogames Kit/Organizers/Art Trays/Supplies	202404	01	005	206	011	433	430
AMAZON CAPITAL SERVICES	38955	1	69.66	69.66	Balloons/Markers (Student Council)	202404	01	300	291	206	000	401

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
AMAZON CAPITAL SERVICES	38969	1	141.35	141.35	Book	202404	01	300	301	000	830	433
AMAZON CAPITAL SERVICES	39057	1	29.39	29.39	Word Game	202404	01	005	216	000	401	430
AMAZON CAPITAL SERVICES	38966	1	287.88	287.88	Stylus Pens	202404	01	300	211	000	000	430
AMAZON CAPITAL SERVICES	39083	1	186.63	186.63	Lamination Cartidge	202404	01	300	211	000	000	401
AMAZON CAPITAL SERVICES	39058	1	129.78	129.78	Envelope Moistener/Privacy Shields/Supplies	202404	01	005	010	000	000	401
AMAZON CAPITAL SERVICES	38964	1	18.75	18.75	Markers	202404	01	100	212	000	000	430
AMAZON CAPITAL SERVICES	38949	1	16.99	16.99	Inflatable Ball	202404	04	005	582	000	344	430
AMAZON CAPITAL SERVICES	38962	1	56.04	56.04	Scissors	202404	01	100	212	000	000	430
AMAZON CAPITAL SERVICES	39081	1	172.60	172.60	Calculators	202404	01	300	256	000	000	430
AMAZON CAPITAL SERVICES	38951	1	210.66	210.66	Candy (Student Council)	202404	01	300	291	206	000	401
AMAZON CAPITAL SERVICES	38948	1	26.98	26.98	Teacher Planner/Light Covers	202404	01	100	203	242	000	430
AMAZON CAPITAL SERVICES	38959	1	84.95	84.95	Hot Plate	202404	01	300	260	000	000	430
AMAZON CAPITAL SERVICES	38947	1	27.76	27.76	Pencil Sharpener	202404	01	100	203	244	000	430
AMAZON CAPITAL SERVICES	38960	1	19.93	19.93	Sealing Bags	202404	02	005	770	000	701	401
AMAZON CAPITAL SERVICES	39059	1	56.70	56.70	No Parking Signs	202404	01	005	810	000	000	401
AMAZON CAPITAL SERVICES	38956	1	44.90	44.90	Saw Blades	202404	01	300	301	000	830	433
AMAZON CAPITAL SERVICES	38954	1	35.98	35.98	Desktop Organizer Storage Box	202404	01	300	220	000	000	430
AMAZON CAPITAL SERVICES	39082	1	15.98	15.98	Laminating Pouches	202404	01	300	256	000	000	430
AMAZON CAPITAL SERVICES	39061	1	19.98	19.98	S Hooks	202404	01	005	810	000	000	401
AMAZON CAPITAL SERVICES	38965	1	73.81	73.81	Books	202404	01	300	270	000	000	460
AMAZON CAPITAL SERVICES	38967	1	169.90	169.90	Books	202404	01	300	270	000	000	460
AMAZON CAPITAL SERVICES	38970	1	9.30	9.30	Tiara (Student Council)	202404	01	300	291	206	000	401
AMAZON CAPITAL SERVICES	39060	1	56.94	56.94	Cross Walk Vests	202404	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	38950	1	618.34	618.34	Library Books	202404	01	300	620	000	000	401
AMAZON CAPITAL SERVICES	38968	1	226.55	226.55	Games	202404	01	300	220	000	000	430
<b>AMAZON CAPITAL SERVICES Total</b>			4,777.58	4,777.58								
AMERICAN BOOK COMPANY	38971	1	1,344.00	1,344.00	Math Books	202404	01	300	256	353	000	460
<b>AMERICAN BOOK COMPANY Total</b>			1,344.00	1,344.00								
ANDERSON ENGINEERING OF NEW PRAGUE, INC.	38972	1	300.00	300.00	Greenhouse Safety Review Certification Report	202403	01	005	865	000	370	350
<b>ANDERSON ENGINEERING OF NEW PRAGUE, INC. Total</b>			300.00	300.00								
ANDERSON'S SCHOOL EVENTS	38973	1	152.51	152.51	Homecoming Medals (Student Council)	202404	01	300	291	206	000	401
<b>ANDERSON'S SCHOOL EVENTS Total</b>			152.51	152.51								
A-OX WELDING, INC	39090	1	51.52	51.52	Cylinder Rent	202404	01	300	301	000	830	433
A-OX WELDING, INC	39091	1	228.21	228.21	Aprons/Argon	202404	01	300	301	000	830	433
<b>A-OX WELDING, INC Total</b>			279.73	279.73								
AUTOMATIC BUILDING CONTROLS, INC.	39063	1	480.00	480.00	Fire Alarm System Monitoring	202404	01	005	865	000	363	305
<b>AUTOMATIC BUILDING CONTROLS, INC. Total</b>			480.00	480.00								
AWARDS PLUS OF SW MN, INC.	39095	1	25.95	25.95	Girls State Golf Plaque	202404	01	300	292	225	000	401
AWARDS PLUS OF SW MN, INC.	39094	1	510.00	510.00	Bronze Plaques	202404	01	005	020	000	000	401
<b>AWARDS PLUS OF SW MN, INC. Total</b>			535.95	535.95								
BAARTMAN, CADE	38974	1	120.00	120.00	JV FB Ref	202404	01	300	294	211	000	305







Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
KULLA, AMANDA	39004	1	100.00	100.00	Preschool Tuition Refund	202404	04	005	582	000	344	040
<b>KULLA, AMANDA Total</b>			100.00	100.00								
LEADING EDGE FUNDRAISING	39005	1	280.00	280.00	Discount Cards/Apparel (FB Fundraising)	202404	01	300	292	914	301	401
<b>LEADING EDGE FUNDRAISING Total</b>			280.00	280.00								
LINGEN DAIRY	39006	1	2,100.00	2,100.00	FFA Banquet Meal (FFA)	202404	01	300	291	207	000	490
<b>LINGEN DAIRY Total</b>			2,100.00	2,100.00								
LUCKY LUKE, LLC	39007	1	105.74	105.74	Library Books	202404	01	300	620	000	000	470
<b>LUCKY LUKE, LLC Total</b>			105.74	105.74								
MASSP-DIVISION OF STUDENT ACTIVITIES	39008	1	257.00	257.00	Member Packets (Honor Society)	202404	01	300	291	204	000	401
MASSP-DIVISION OF STUDENT ACTIVITIES	39009	1	85.00	85.00	Membership (Student Council)	202404	01	300	291	206	000	820
<b>MASSP-DIVISION OF STUDENT ACTIVITIES Total</b>			342.00	342.00								
MAYNARD'S	39072	1	235.00	235.00	Lunch Food	202404	02	005	770	000	701	490
MAYNARD'S	39072	1	15.99	15.99	Coffee	202404	01	005	010	000	000	401
MAYNARD'S	39093	1	12.77	12.77	Chocolate/Carmel Syrup (FFA)	202404	01	300	291	207	000	490
<b>MAYNARD'S Total</b>			263.76	263.76								
MCGRAW-HILL LLC	39010	1	318.54	318.54	Math Subscripton Bundle	202404	01	100	203	245	000	430
MCGRAW-HILL LLC	39010	1	216.17	216.17	Math Subscripton Bundle	202404	01	100	203	242	000	430
<b>MCGRAW-HILL LLC Total</b>			534.71	534.71								
MENARDS	39011	1	98.68	98.68	Duster Refill/Batteries	202404	01	005	810	000	000	401
MENARDS	39011	1	59.92	59.92	Tape Measure/Towels/Goo Gone/Storage Box	202404	02	005	770	000	701	401
<b>MENARDS Total</b>			158.60	158.60								
MINNESOTA FFA ASSOCIATION	39012	1	500.00	500.00	AET Subscription	202404	01	300	301	000	830	433
<b>MINNESOTA FFA ASSOCIATION Total</b>			500.00	500.00								
MN DEPT. OF REVENUE-SALES TAX	39096	1	33.00	33.00	July-Sept Sales Tax	202404	01	212	000			
<b>MN DEPT. OF REVENUE-SALES TAX Total</b>			33.00	33.00								
MN SCHOOL BOARDS ASSN	39013	1	99.00	99.00	Election Year Training	202404	01	005	105	000	000	305
<b>MN SCHOOL BOARDS ASSN Total</b>			99.00	99.00								
MOAT, ALISSA	39014	1	195.33	195.33	Puzzles	202404	09	300	298	904	301	401
MOAT, ALISSA	39014	1	126.00	126.00	Glue/Storage Bags/Cups/Supplies	202404	01	300	260	000	000	430
<b>MOAT, ALISSA Total</b>			321.33	321.33								
MUSIC STREET INC	39087	1	16.20	16.20	Folders	202404	01	300	258	233	000	430
MUSIC STREET INC	39087	1	218.42	218.42	Band Books/Thumb Rests	202404	01	300	258	233	000	619
MUSIC STREET INC	39015	1	1,010.00	1,010.00	Insturment Repairs	202404	01	300	258	233	000	350
<b>MUSIC STREET INC Total</b>			1,244.62	1,244.62								
NATIONAL FFA ORGANIZATION	39016	1	560.00	560.00	Nat'l Conv (FFA)	202404	01	300	291	207	000	369
<b>NATIONAL FFA ORGANIZATION Total</b>			560.00	560.00								
NB GOLF, LLC	39017	1	837.00	837.00	Golf Cart Rentals	202404	01	300	294	211	000	305
<b>NB GOLF, LLC Total</b>			837.00	837.00								
NELSON, ALEXIS	39018	1	160.00	160.00	Scorebook (4 Games)	202404	01	300	296	227	000	305
<b>NELSON, ALEXIS Total</b>			160.00	160.00								
NOVAK, KAMRYN	39019	1	60.00	60.00	Graphic Board (4 Games)	202404	01	300	296	227	000	305

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
<b>NOVAK, KAMRYN Total</b>			60.00	60.00								
O'NEIL CUSTOM BAGS & EMBROIDERY INC.	39020	1	1,304.50	1,304.50	Duffel Bags (FB Fundraising)	202404	01	300	292	914	301	401
<b>O'NEIL CUSTOM BAGS &amp; EMBROIDERY INC. Total</b>			1,304.50	1,304.50								
PEPPER, J.W. & SON INC.	39021	1	64.25	64.25	Choir Music	202404	01	300	258	231	000	430
<b>PEPPER, J.W. &amp; SON INC. Total</b>			64.25	64.25								
PEPSI COLA BOTTLING, INC	39022	1	120.00	120.00	Pop	202404	01	300	292	000	000	619
<b>PEPSI COLA BOTTLING, INC Total</b>			120.00	120.00								
PERFORMANCE FOODSERVICE	39069	1	888.01	888.01	Ala Carte	202404	02	005	770	000	707	490
PERFORMANCE FOODSERVICE	39069	1	515.06	515.06	Brk Food	202404	02	005	770	000	705	490
PERFORMANCE FOODSERVICE	39069	1	296.84	296.84	Lunch Food	202404	02	005	770	000	701	490
<b>PERFORMANCE FOODSERVICE Total</b>			1,699.91	1,699.91								
PETERSEN, JILL	39075	1	30.63	30.63	49 Miles	202404	02	005	770	000	701	366
<b>PETERSEN, JILL Total</b>			30.63	30.63								
PIPESTONE PUBLISHING CO. INC.	39104	1	50.00	50.00	9 mo Subscription	202404	01	300	620	000	000	430
<b>PIPESTONE PUBLISHING CO. INC. Total</b>			50.00	50.00								
PITNEY BOWES INC.	39023	1	142.53	142.53	Meter Rent	202404	01	300	211	000	000	329
<b>PITNEY BOWES INC. Total</b>			142.53	142.53								
PREMIER FURNITURE & EQUIPMENT	39024	1	271.87	271.87	Caster Wheels	202404	01	005	810	000	000	401
<b>PREMIER FURNITURE &amp; EQUIPMENT Total</b>			271.87	271.87								
PRINCIPAL LIFE INSURANCE COMPANY	39025	1	1,130.10	1,130.10	Oct LTD	202404	01	215	029			
PRINCIPAL LIFE INSURANCE COMPANY	39025	1	700.62	700.62	Oct Be/Dep/Vol/Life	202404	01	215	028			
<b>PRINCIPAL LIFE INSURANCE COMPANY Total</b>			1,830.72	1,830.72								
RIDDELL/ALL AMERICAN SPORTS CORP.	39026	1	44.27	44.27	Value Retainer Caps/Thumbscrews	202404	01	300	294	211	000	401
<b>RIDDELL/ALL AMERICAN SPORTS CORP. Total</b>			44.27	44.27								
RIEDER, AMANDA	39027	1	100.00	100.00	Preschool Tuition Refund	202404	04	005	582	000	344	040
<b>RIEDER, AMANDA Total</b>			100.00	100.00								
RIVERSIDE INSIGHTS	39029	1	75.90	75.90	Individual Examiner Subscription Renewal	202404	01	300	211	000	000	406
<b>RIVERSIDE INSIGHTS Total</b>			75.90	75.90								
ROGGENBUCK, JOHN	39028	1	100.00	100.00	Preschool Tuition Refund	202404	04	005	582	000	344	040
<b>ROGGENBUCK, JOHN Total</b>			100.00	100.00								
RUPPERT GARDEN PRODUCE	39077	1	542.58	542.58	Lunch Food	202404	02	005	770	000	701	490
<b>RUPPERT GARDEN PRODUCE Total</b>			542.58	542.58								
S & K AUTO REPAIR	39102	1	101.89	101.89	12.76 Gal	202404	01	005	760	190	733	440
S & K AUTO REPAIR	39103	1	28.00	28.00	Tire Repair	202404	01	005	810	000	000	350
<b>S &amp; K AUTO REPAIR Total</b>			129.89	129.89								
SAVVAS LEARNING COMPANY LLC	39030	1	810.00	810.00	Social Studies Books	202404	01	100	203	245	000	430
SAVVAS LEARNING COMPANY LLC	39031	1	816.48	816.48	Math Textbooks	202404	01	300	256	353	000	460
SAVVAS LEARNING COMPANY LLC	39032	1	220.32	220.32	Math Textbooks	202404	01	300	256	353	000	460
SAVVAS LEARNING COMPANY LLC	39088	1	45.36	45.36	Math Textbook	202404	01	300	256	353	000	460
<b>SAVVAS LEARNING COMPANY LLC Total</b>			1,892.16	1,892.16								
SCHOOL SPECIALTY LLC	39034	1	71.60	71.60	Spelling Stips/Storage Trays	202404	01	100	203	243	000	430

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
SCHOOL SPECIALTY LLC	39035	1	324.38	324.38	Paint/Lids/Markers/Supplies	202404	01	300	212	000	000	430
SCHOOL SPECIALTY LLC	39036	1	131.64	131.64	Paper Pads	202404	01	300	212	000	000	430
<b>SCHOOL SPECIALTY LLC Total</b>			527.62	527.62								
SEND IT	39033	1	52.86	52.86	Boxes/Packaging/Shipping	202404	01	300	211	000	000	329
<b>SEND IT Total</b>			52.86	52.86								
SOUTHWEST GLASS CTR INC	39037	1	12.00	12.00	Cut Keys	202404	01	005	810	000	000	305
<b>SOUTHWEST GLASS CTR INC Total</b>			12.00	12.00								
SW/WC SERVICE COOPERATIVES	39039	1	4,081.31	4,081.31	Computers/Docking Stations/Monitors/Sound Bar	202404	01	005	630	000	000	466
SW/WC SERVICE COOPERATIVES	39040	1	2,691.33	2,691.33	Computers	202404	01	005	630	000	000	466
SW/WC SERVICE COOPERATIVES	39041	1	6,552.00	6,552.00	July Tech Support	202404	01	005	630	000	000	316
SW/WC SERVICE COOPERATIVES	39041	1	1,365.00	1,365.00	July Business Services	202404	01	005	110	000	000	316
SW/WC SERVICE COOPERATIVES	39042	1	6,323.50	6,323.50	Nov Tech Support	202312	01	005	630	000	000	316
<b>SW/WC SERVICE COOPERATIVES Total</b>			21,013.14	21,013.14								
SWANSON, CASEY	39038	1	120.00	120.00	VB Ref (3 Games)	202404	01	300	296	227	000	305
<b>SWANSON, CASEY Total</b>			120.00	120.00								
TE UNDERGROUND, LLC	39066	1	7,800.00	7,800.00	Build Road/Concrete	202404	06	005	870	000	000	520
<b>TE UNDERGROUND, LLC Total</b>			7,800.00	7,800.00								
TEACHING STRATEGIES LLC	39043	1	767.15	767.15	Online Assessment Portfolios	202404	01	100	203	000	000	461
<b>TEACHING STRATEGIES LLC Total</b>			767.15	767.15								
THOMAS PLUMBING INC.	39044	1	981.95	981.95	Install Gas Line in Concession Building	202404	01	005	810	000	000	350
<b>THOMAS PLUMBING INC. Total</b>			981.95	981.95								
THOFT, AMBERLEE	39045	1	120.00	120.00	VB Ref (3 Games)	202404	01	300	296	227	000	305
THOFT, AMBERLEE	39045	1	140.00	140.00	Line Judge (4 Games)	202404	01	300	296	227	000	305
<b>THOFT, AMBERLEE Total</b>			260.00	260.00								
TRENHAILE, JAY D.	39070	1	591.67	591.67	September Contracted Services	202404	01	300	211	000	000	394
TRENHAILE, JAY D.	39070	1	1,183.33	1,183.33	September Contracted Services	202404	01	005	420	000	740	394
<b>TRENHAILE, JAY D. Total</b>			1,775.00	1,775.00								
TYLER BUS SERVICE, INC.	39046	1	264.41	264.41	Cheer 193 Miles	202404	01	300	292	229	733	360
TYLER BUS SERVICE, INC.	39046	1	1,260.93	1,260.93	FB 641 Miles	202404	01	300	294	211	733	360
TYLER BUS SERVICE, INC.	39046	1	531.00	531.00	FCCLA 233 Miles	202404	01	300	291	208	733	360
TYLER BUS SERVICE, INC.	39046	1	106.49	106.49	EL Field Trip 21 Miles	202404	01	100	203	000	733	360
TYLER BUS SERVICE, INC.	39046	1	1,574.28	1,574.28	VB 613 Miles	202404	01	300	296	227	733	360
TYLER BUS SERVICE, INC.	39046	1	1,217.06	1,217.06	Cross Country 643 Miles	202404	01	300	292	218	733	360
TYLER BUS SERVICE, INC.	39046	1	354.35	354.35	Excess Fuel	202404	01	005	760	000	720	360
TYLER BUS SERVICE, INC.	39046	1	6,882.48	6,882.48	Out of District 4,356 Miles	202404	01	005	760	000	713	360
TYLER BUS SERVICE, INC.	39046	1	1,621.20	1,621.20	Van Route	202404	01	005	760	000	720	360
TYLER BUS SERVICE, INC.	39046	1	9,312.97	9,312.97	SN Student Transportation	202404	01	005	760	000	720	360
TYLER BUS SERVICE, INC.	39046	1	9,511.76	9,511.76	Shuttles/Extended Town Route	202404	01	005	760	000	720	360
TYLER BUS SERVICE, INC.	39046	1	66,049.17	66,049.17	Contracted Transportation	202404	01	005	760	000	720	360
<b>TYLER BUS SERVICE, INC. Total</b>			98,686.10	98,686.10								
TYLER CITY OF	39047	1	69.00	69.00	Aug Garbage	202404	01	005	810	186	000	330





Presented by Alex Rott, District Treasurer	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Treasurer's Report				2023-2024 September 2023
TYPE OF FUND	MONTHLY STARTING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	MONTHLY ADJUSTMENTS	MONTHLY ENDING BALANCE
GENERAL FUND 01*	\$ 3,833,835.43	\$ 498,640.62	\$ 727,948.98	\$ 0.00	\$ 3,604,527.07
FOOD SERVICE FUND 02*	\$ 242,974.60	\$ 8,299.58	\$ 31,992.09	\$ 0.00	\$ 219,282.09
COMM. SERVICE FUND 04*	\$ 129,427.23	\$ 19,261.63	\$ 10,881.62	\$ 0.00	\$ 137,807.24
Building Fund 06*	\$ 91,144.38	\$ 503.12	\$ -	\$ 0.00	\$ 91,647.50
DEBT REDUCTION FUND 07*	\$ 1,008,864.72	\$ 308,433.97	\$ 600.00	\$ 0.00	\$ 1,316,698.69
Agency 09*	\$ 831.73	\$ -	\$ -	\$ 0.00	\$ 831.73
FY 24 DISTRICT TOTALS FUNDS (01* - 09*)	\$ 5,307,078.09	\$ 835,138.92	\$ 771,422.69	\$ 0.00	\$ 5,370,794.32
FY23 Comparisons	\$ 5,684,228.40	\$ 839,943.00	\$ 790,237.52	\$ 0.00	\$ 5,733,933.88
<b>FY24 Difference</b>	<b>\$ (377,150.31)</b>	<b>\$ (4,804.08)</b>	<b>\$ (18,814.83)</b>	<b>\$ 0.00</b>	<b>\$ (363,139.56)</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>	\$ 54,769.71	\$ 80,786.31	DISTRICT CHECKING ACCOUNTS		\$ 135,556.02
	\$ 562,036.26	\$ 1,125.23	INVESTMENTS/CD's		\$ 563,161.49
	\$ 4,231,930.50	\$ (153,148.68)	MN LIQUID ASSET FUND ACCOUNT		\$ 4,078,781.82
	\$ 935,058.92	\$ (341,763.93)	INVESTMENTS/PMA/UMB FINANCIAL NETWORK		\$ 593,294.99
	<b>\$ 5,783,795.39</b>	<b>\$ (413,001.07)</b>	<b>DISTRICT TOTALS:</b>		<b>\$ 5,370,794.32</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% \$ 54,769.71	\$ 185,435.37	\$ (49,935.06)	0.25% \$ 55.71	\$ 135,556.02
FIB/PMA Public Investment	0.20% \$ 551,620.20	\$ 552,733.35	\$ -	5.22% \$ 12.08	\$ 552,745.43
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	2.30% \$ 30,245.46	\$ 108,957.75	\$ -	5.27% \$ 471.03	\$ 109,428.78
MN Liquid Asset Fund Maximum	2.06% \$ 4,201,685.04	\$ 3,953,003.78	\$ -	5.37% \$ 16,349.26	\$ 3,969,353.04
PMA Financial Network Construction Financing	1.35% \$ 32,299.96	\$ 592,791.87	\$ -	5.29% \$ 503.12	\$ 593,294.99
<b>TOTALS</b>	<b>\$ 4,881,036.43</b>	<b>\$ 5,403,338.18</b>	<b>\$ (49,935.06)</b>	<b>\$ 17,391.20</b>	<b>\$ 5,370,794.32</b>
				<b>FY23 DIFFERENCE</b>	<b>\$ 489,757.89</b>

MONTH ENDING	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Revenue vs. Disbursement Report						Presented by Alex Rott, RTR Treasurer	
September, 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)	\$ 2,285,230	\$ 8,071,812	28.31%	\$ 1,366,900	\$ 9,033,061	15.13%	\$ 918,330	13.18%
FY23 COMPARISON	\$ 2,124,126	\$ 7,833,712	27.12%	\$ 1,285,721	\$ 8,803,809	14.60%	\$ 838,404	12.51%
YEARS DIFFERENCE	\$ 161,105	\$ 238,100	1.20%	\$ 81,179	\$ 229,252	0.53%	\$ 79,926	0.67%
02* - FOOD SERVICE FUND	\$ 19,098	\$ 539,500	3.54%	\$ 34,262	\$ 492,299	6.96%	\$ (15,164)	-3.42%
FY23 COMPARISON	\$ 37,708	\$ 539,500	6.99%	\$ 24,134	\$ 483,110	5.00%	\$ 13,575	1.99%
YEARS DIFFERENCE	\$ (18,610)	\$ -	-3.45%	\$ 10,129	\$ 9,189	1.96%	\$ (28,739)	-5.41%
04* - COMMUNITY SERVICE FUND	\$ 50,190	\$ 249,524	20.11%	\$ 58,090	\$ 194,785	29.82%	\$ (7,900)	-9.71%
FY23 COMPARISON	\$ 35,565	\$ 233,898	15.21%	\$ 32,193	\$ 188,703	17.06%	\$ 3,372	-1.9%
YEARS DIFFERENCE	\$ 14,625	\$ 15,626	4.9%	\$ 25,897	\$ 6,082	12.76%	\$ (11,272)	-7.9%
07* - DEBT REDEMPTION FUND	\$ 726,229	\$ 2,559,889	28.37%	\$ 571,403	\$ 2,439,605	23.42%	\$ 154,826	4.95%
FY23 COMPARISON	\$ 591,843	\$ 2,445,503	24.20%	\$ 599,955	\$ 2,433,568	24.65%	\$ (8,112)	-0.45%
YEARS DIFFERENCE	\$ 134,386	\$ 114,386	0.00%	\$ (28,553)	\$ 6,037	-1.23%	\$ 162,938	1.23%
2023 - 2024 TOTALS	\$ 3,080,748	\$ 11,420,725	26.98%	\$ 2,030,655	\$12,159,750	16.70%	\$ 1,050,093	10.28%
2022 - 2023 TOTALS	\$ 2,789,242	\$ 11,052,613	25.24%	\$ 1,942,003	\$11,909,190	16.31%	\$ 847,239	8.93%
FY24 DIFFERENCE	\$ 291,506	\$ 368,112	1.74%	\$ 88,652	\$ 250,560	0.39%	\$ 202,854	1.35%
06* - BUILDING CONSTRUCTION FUND	\$ 1,506	\$ 16,785	8.97%	\$ -	\$ 0	0.00%	\$ 1,506	8.97%
FY24 YTD REVENUES	Our FY24 Year-to-Date Revenues are that we are up \$291,506.							
FY24 YTD EXPENSES	Our FY24 Year-to-Date Expenses are that we are up \$88,652, thus our FY24 Revenues minus Expenses is a positive \$202,854.00.							



***RTR Public Schools***  
Petty Cash – Check Book Reimbursement  
October 11, 2023

CHECK #	VENDOR	DESCRIPTION	AMOUNT
13730	Travis Glass	Std Lunch Refund	31.05
13731	Kristina Hernandez	Std Lunch Refund	24.70
13733	MN VB HS Showcase	VB Tournament	280.00
13734	Marshall HS	VB Tournament	300.00
13739	Jeremy Van Houghten	Std Lunch Refund	13.50
13740	Mountain Lake	Cross Country Entry Fee	100.00
13743	TMB	Cross Country Entry Fee	75.00
13744	Canby Public Schools	Cross Country Entry Fee	100.00
13745	Tristan Northup	Fee Refund	81.85
13746	Marshall HS	VB Tournament	40.00
13474	LQPV	Cross Country Entry Fee	120.00
13749	DVS	License Tabs	28.25
		TOTAL	\$1,194.35

<b>Activity</b>	<b>July 1st Balance</b>	<b>Revenue</b>	<b>Expense</b>	<b>Sept 30th Balance</b>
FFA	14,592.56	121.06	3,097.00	11,616.62
Yearbook	3,843.74	46.56	0.00	3,890.30
Student Council	2,534.97	0.00	383.62	2,151.35
FCCLA	3,164.79	2,149.22	622.00	4,692.01
Drumline	1,940.07	0.00	0.00	1,940.07
Football	0.00	7,011.00	0.00	7,011.00
Volleyball	8,631.81	1,455.00	796.69	9,290.12
Cheer	6,691.76	5,608.08	2,223.73	10,076.11
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 September 30, 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 202403</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	24,172.93	61,855.76	20%	0.00	20%	244,365.24
E	01	005	810	000	000	199	422	00	Custodial Cash in Lieu	879.00	82.98	235.16	27%	0.00	27%	643.84
E	01	005	810	000	000	210	422	00	Custodial FICA	22,166.00	1,822.25	4,671.54	21%	0.00	21%	17,494.46
E	01	005	810	000	000	214	422	00	Custodial PERA	19,855.00	1,812.97	4,219.80	21%	0.00	21%	15,635.20
E	01	005	810	000	000	220	422	00	Custodial Health Insurances	48,368.00	4,080.60	10,550.59	22%	0.00	22%	37,817.41
E	01	005	810	000	000	230	422	00	Custodial Life Ins	140.00	12.74	30.03	21%	0.00	21%	109.97
E	01	005	810	102	000	401	422	00	Oper & Maint Sup/Mat Non-I	8,700.00	0.00	0.00	0%	0.00	0%	8,700.00
E	01	005	810	183	000	330	422	00	Water/Sewer	8,500.00	3,111.03	4,098.83	48%	0.00	48%	4,401.17
E	01	005	810	184	000	330	422	00	Electricity Services	131,950.00	12,146.00	12,146.00	9%	0.00	9%	119,804.00
E	01	005	810	186	000	330	422	00	Garbage Services	33,000.00	80.73	80.73	0%	0.00	0%	32,919.27
E	01	005	810	191	000	440	422	00	Fuels-Custodial	0.00	342.03	469.43	0%	0.00	0%	(469.43)
E	01	005	810	000	000	401	422	00	Custodial Sup/Mat	45,000.00	14,808.24	20,830.35	46%	0.00	46%	24,169.65
E	01	005	810	000	000	440	422	00	Natural Gas	70,000.00	1,061.20	1,061.20	2%	0.00	2%	68,938.80
E	01	005	810	000	302	530	424	00	Cust Equipment Purchased	16,800.00	0.00	0.00	0%	0.00	0%	16,800.00
E	01	005	810	000	302	550	424	00	Veh Leased/Purchased	3,200.00	0.00	0.00	0%	0.00	0%	3,200.00
E	01	005	810	000	733	365	422	00	Custodial Chargeback	120.00	0.00	0.00	0%	0.00	0%	120.00
E	01	005	810	000	000	270	422	00	Custodial Workers Compens	5,500.00	0.00	0.00	0%	0.00	0%	5,500.00
E	01	005	810	000	000	305	422	00	Custodial Fees For Svc	14,000.00	3,543.00	3,543.00	25%	0.00	25%	10,457.00
E	01	005	810	000	000	350	422	00	Custodial Repair & Maint Ser	85,300.00	3,230.87	5,644.04	7%	0.00	7%	79,655.96
E	01	005	810	000	000	366	422	00	Custodial Travel	300.00	0.00	0.00	0%	0.00	0%	300.00
		<b>810</b>	<b>Operations &amp; Maint.</b>							<b>819,999.00</b>	<b>70,307.57</b>	<b>129,436.46</b>	<b>16%</b>	<b>0.00</b>	<b>16%</b>	<b>690,562.54</b>
		850	Capital Facilities													
E	01	005	850	000	000	305	422	00	Construction Fees	500,000.00	0.00	0.00	0%	0.00	0%	500,000.00
E	01	005	850	000	000	390	422	00	Levy Allocation	10,540.00	0.00	0.00	0%	0.00	0%	10,540.00
E	01	005	850	000	000	520	422	00	Bldgs Acquisition & Improver	0.00	15,102.60	15,102.60	0%	0.00	0%	(15,102.60)
E	01	005	850	000	000	580	422	00	Principal Ctf of Part	110,000.00	0.00	0.00	0%	0.00	0%	110,000.00
E	01	005	850	000	000	581	422	00	Interest Ctf of Part.	52,950.00	0.00	24,825.00	47%	0.00	47%	28,125.00
E	01	005	850	000	302	530	424	00	Fac. Equipment Purchased	2,600.00	0.00	0.00	0%	0.00	0%	2,600.00
E	01	005	850	000	302	896	424	00	Taxes & Special Assessment	460.00	0.00	0.00	0%	0.00	0%	460.00
		<b>850</b>	<b>Capital Facilities</b>							<b>676,550.00</b>	<b>15,102.60</b>	<b>39,927.60</b>	<b>6%</b>	<b>0.00</b>	<b>6%</b>	<b>636,622.40</b>
		865	Long Term Facility Maint													
E	01	005	865	000	347	305	467	00	FS Inspection	500.00	0.00	0.00	0%	0.00	0%	500.00
E	01	005	865	000	349	305	467	00	Haz Chem Inv Fee/Bulb Rec	700.00	570.00	570.00	81%	0.00	81%	130.00
E	01	005	865	000	368	520	467	00	Bldgs Envelope Acquis & Imj	20,000.00	0.00	0.00	0%	0.00	0%	20,000.00

**RTR Public Schools #2902**  
**Exp Detail - Fd, Org, Pro**  
**Period Ending September 30, 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 202403</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	369	350	467	00	Elevator Repair & Maint Serv	0.00	1,746.00	1,746.00	0%	0.00	0%	(1,746.00)							
E	01	005	865	000	370	350	467	00	LTFM Electrical Repair	1,000.00	300.00	300.00	30%	0.00	30%	700.00							
E	01	005	865	000	352	305	467	00	H/S Contract	8,600.00	6,937.00	6,937.00	81%	0.00	81%	1,663.00							
E	01	005	865	000	363	305	467	00	Fire Safety Fees for Service	2,000.00	0.00	881.00	44%	0.00	44%	1,119.00							
E	01	005	865	000	363	350	467	00	Fire Safety Repair & Maint L	4,000.00	220.00	220.00	6%	0.00	6%	3,780.00							
	865		Long Term Facility Maint														<b>36,800.00</b>	<b>9,773.00</b>	<b>10,654.00</b>	<b>29%</b>	<b>0.00</b>	<b>29%</b>	<b>26,146.00</b>
	005		Districtwide														<b>1,533,349.00</b>	<b>95,183.17</b>	<b>180,018.06</b>	<b>12%</b>	<b>0.00</b>	<b>12%</b>	<b>1,353,330.94</b>
01	General									<b>1,533,349.00</b>	<b>95,183.17</b>	<b>180,018.06</b>	<b>12%</b>	<b>0.00</b>	<b>12%</b>	<b>1,353,330.94</b>							
	<b>Report Totals:</b>									<b>1,533,349.00</b>	<b>95,183.17</b>	<b>180,018.06</b>	<b>12%</b>	<b>0.00</b>	<b>12%</b>	<b>1,353,330.94</b>							



# RTR SCHOOL DISTRICT #2902

## Russell – Tyler - Ruthton

### September Board Report

Cristy Olsen – Principal

**Homecoming went very well! The elementary students love being a part of the fun!  
Go Knights!**

Our fall Fastbridge assessments are all complete and we have held our first data meetings to discuss our intervention plans. This program is called Response to Intervention (RTI) and the schedule is up and running. We are excited about where we are going with this and the learning opportunities it will provide our kids!

We recently hired a bi-lingual para and she will be helping some of our ELL students. We are looking forward to having this support in place for them! She will be working with students K-12.

Our buddy program is off to a good start. We have grade buddies as follows: K-3, 1-4 and 2-5. Preschoolers buddy up with the MS students. It is fun to see how our teachers work it into their days. Having an older student buddy up promotes a caring environment and helps our kids connect!

Our first early out is coming up on Friday, October 13. This first one will focus on safety and practice scenarios for intruders and active shooters. Our students are receiving training from teachers so they are more prepared than scared. Parents will receive letters home to let them know of upcoming drills.

Common In-service is October 30. We always look forward to this opportunity to gather with other surrounding schools to participate in some meaningful professional development.

Fire Prevention Week - We will have some fire trucks here on Thursday, October 12 and some of our local firefighters will teach a little about Fire Safety!

I will be attending the elementary law seminar on Wednesday, October 11 in Mankato.

**Thanks for all you do and as always, please reach out if you have questions!**

Here are the current enrollment numbers:

Preschool - 67	Kindergarten - 32
First Grade - 52	Second Grade - 43
Third Grade - 38	Fourth Grade - 42
Fifth Grade - 46	Total Enrollment: 320



**ACTIVITIES  
BOARD REPORT  
OCTOBER 2023**

1. Homecoming was held the week of September 25th. There were various dress-up days and activities throughout the week. Thanks to Ms. Teske, Mrs. Johnson, and Mr. Dressen for all their time in organizing the week. Congrats to King Joe Dagele and Queen Hailey Wigton.
2. The regular seasons are nearing the end for fall sports and play-offs will be right around the corner.
3. The RTR youth football team made a trip to Sleepy Eye for games on Tuesday, October 3rd. Thanks to Josh Hook and others for helping get this organized. The players had a great time.
4. A special thanks to Christensen Broadcasting for their continued support and coverage of RTR Activities.
5. Other/Questions





**School Board Meeting**  
**October 11, 2023**  
**7:00 PM**

**Secondary Principal Report**

- **Homecoming:** Homecoming week ran very smoothly. Thank you to our student council and the advisors.
- **Locker room Theft:** There have been some reports of theft from the locker rooms. Mr. Baartman and I met with A.J. Anderson to discuss the issue. We decided to send a message out to parents addressing it. Students have been encouraged to lock their belongings up when they leave them in the locker room. We will continue to keep an eye on this, but it is very difficult to know who is doing it because students are in and out of the locker rooms all day. This is the letter that was sent out. [Theft 10-3-23](#)
- **Community Meetings:** Many of you were at one or both of the two community meetings we have had thus far. I felt like both went very well. There is one meeting remaining on October 25th.
- **Bilingual Paraprofessional:** With the enrollment of a couple more EL students, we decided to post for a bilingual paraprofessional. We are fortunate that we had an applicant. She is a parent that just moved to town with two children. These children are attending RTR. Her name is Karen Avila and she started on Wednesday, October 4th. We are excited to have someone that can bridge the language barrier for these students.
- **Scholarship Meeting:** The first scholarship committee meeting will be on Wednesday, October 11 at 6:00 PM. We hope to set dates for the burger feed and the awards night.
- **School Law Seminar:** I will be attending a school law seminar in Mankato on Monday, October 9th. In addition, the SW Division of secondary principals will be meeting.

- **Current Enrollment: October 5, 2023**

Grade 6:	47	
Grade 7:	59	
<u>Grade 8:</u>	<u>47</u>	<u>153</u>
Grade 9:	61	
Grade 10:	56	
Grade 11:	48	
<u>Grade 12:</u>	<u>57</u>	<u>222</u>

**Total 6-12:                    375**

October 3, 2023

From the Principal's Desk.....

In the time since school started in September, the office has had some reports of theft at the school. While most of the alleged theft seems to be happening in the locker room, there have been some reports from other areas in the building. In some cases, the items allegedly stolen show up, and sometimes they were never brought to school in the first place. Unfortunately, we have had situations in which the items missing have not been recovered. The act of kids stealing from kids is not something RTR is dealing with on an island. This happens everywhere. I wish it didn't, but it does. I also wish there was a way that I could make it stop.

What can we do? The best way to keep your belongings from being stolen is to lock them up. If your hallway locker is fixed so that it doesn't lock, you may want to keep your valuables on your body. The other option would be to make it lock. If you do not have a lock for the locker room, ask Mr. Maranell or Mr. Borman to issue you one. If it is important to you, lock it up.

Mr. Baartmann and I met with Officer Anderson today to discuss this. We decided that the best thing to do is send out a message letting everyone know that we are aware of the situation. We will keep an eye out, but we are not in a position to accuse anyone of theft without sufficient evidence. If we find out who is responsible for the thefts, it will become a police matter.

Like I stated earlier.....If it is important to you, lock it up! Or perhaps some things, like large amounts of cash, are better left at home.

Thank you,

Rick Gossen, RTR Secondary Principal

CERTIFICATION OF MINUTES RELATING

TO

SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 2902  
(RUSSELL TYLER RUTHTON PUBLIC SCHOOLS)

GOVERNING BODY: SCHOOL BOARD

A regular meeting, held October 11, 2023, at 7 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents attached: Extract of Minutes of said meeting.

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE NOVEMBER 7, 2023  
SCHOOL DISTRICT SPECIAL ELECTION**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this \_\_\_\_\_ day of October, 2023.

\_\_\_\_\_  
School District Clerk

EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 2902  
(RUSSELL TYLER RUTHTON PUBLIC SCHOOLS)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 2902 (Russell Tyler Ruthton Public Schools), State of Minnesota, was duly held in the School District on October 11, 2023, at 7 o'clock p.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member \_\_\_\_\_ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE NOVEMBER 7, 2023  
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 7, 2023, to act as such at the polling place and combined polling places listed on said exhibit.
2. The election judges shall act as clerks of the election, count the ballots cast, and submit the results to the School Board for canvass in the manner provided for other school district elections.
3. The School District Clerk and Clerk's designee are hereby authorized to appoint additional election judges, as needed, to fill vacancies that may occur on or before election day.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

## EXHIBIT A

### COMBINED POLLING PLACES

### ELECTION JUDGES

Russell Community Center

Head Election Judge Cecelia Williams  
LaDonna Thooft  
Diana Nielsen  
Pam Wiering  
Carol Peterson

A.C. Hansen Legion Post 185

Head Election Judge Jan Thomsen  
Linda Ballard  
Karen Koster  
Jan Nielsen  
Tom Mundt

Ruthton Community Center

Head Election Judge Barb Powell  
Rebecca Rupp  
Joan Wiering  
Janet Bouman  
Henry Goehle



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

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

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

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

Combined Polling Place:           Russell Community Center  
  200 Front Street  
  Russell, MN 56169

This combined polling place serves all territory in Independent School District No. 2902 located in the City of Russell and Island Lake, Coon Creek, Lyons, and Sodus Townships, all in Lyon County, Minnesota; and the City of Arco and Ash Lake, Lake Stay, Diamond Lake, Marshfield and Lake Benton Townships, all in Lincoln County, Minnesota.

Polling Place:                        A.C. Hansen Legion Post 185  
  138 East Bradley St.  
  Tyler, MN 56178

This polling place serves all territory in Independent School District No. 2902 located in the City of Tyler; Lincoln County, Minnesota.

Combined Polling Place:           Ruthton Community Center  
  301 Smith Ave.  
  Ruthton, MN 56170

This combined polling place serves all territory in Independent School District No. 2902 located in the City of Ruthton and Aetna, Grange, Rock and Fountain Prairie Townships, all in Pipestone County, Minnesota; and the City of Florence and Shelburne and Rock Lake Townships, all in Lyon County, Minnesota; and Hope Township in Lincoln County, Minnesota; and Cameron and Ellsborough Townships all in Murray County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 4:00 o'clock p.m. and 8:00 o'clock p.m.

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

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

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

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



## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means, with respect to an individual who
    - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support,

and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts

- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute

harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or

personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter. 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.

- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
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 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



**INDEPENDENT SCHOOL DISTRICT NO. 2902  
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 2902 maintains a firm policy prohibiting all forms of discrimination. This policy strictly prohibits harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). All persons are to be treated with respect and dignity. Harassment or violence on the basis of Protected Class by any pupil, teacher, administrator, or other school personnel, that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

**Complainant** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**Home/Cell Phone** \_\_\_\_\_

**Work Phone** \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group.  
\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group.  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
**Complainant Signature**

\_\_\_\_\_  
**Date**

**Received by** \_\_\_\_\_

\_\_\_\_\_  
**Date**

STANDARD SCHOOL BUS TRANSPORTATION CONTRACT

This agreement made and entered the **11th day of October, 2023**, by and between District #2902, RTR Public Schools, Tyler, MN, hereafter referred to as “School District”, and Edgerton Christian School of Edgerton, MN, hereinafter referred to as “Contractor”.

For the consideration herein expressed, Contractor agrees with the School District:

1. To transport   6   non-public school pupils, as designated by the school board, over school bus routes specified by the school board, for one round trip per school day to and from the school.

Student Name(s) & Grade (s):

**Dawson DeRuyter – Grade KG**  
**Lincoln Hoheisel – Grade KG**  
**Tinley De Ruyter – Grade 5**

**Everly Hohesisel – Grade KG**  
**Kolton Hoheisel – Grade 4**  
**Carter De Ruyter – Grade 8**

\* SW Christian High School

2. To provide transportation equipment which at all times will conform to the minimum standards for conventional school transportation as established by the State Board of Education and the legal requirements of the State of Minnesota; this equipment initially will be as follows (list additional vehicles at the end of the contract):

Year Model	Chassis Make	Body Make
Seat Capacity	Route No.	

3. To provide legally licensed and qualified drivers, who shall have been approved by the school board at a regular school board meeting.

4. To provide and keep in force during the term of this contract, liability and worker's compensation insurance protecting pupils, public, and employees, and naming School District as “additional Insured”. Limits of Liability Insurance policy shall be the minimum of \$100,000/\$300,000. Copies of insurance policies showing issuance in force to be furnished to the school board along with this signed contract.

5. Contractor agrees to require all school bus drivers to attend one county or regional school bus drivers’ school of instruction and to take all vehicles used for the transportation of pupils to a meeting for inspection when such a meeting is called by the State Department; compensation therefore to be not in addition to what is prescribed in paragraph 7.

6. To comply with the rules and regulations relating to school transportation adapted by the State Board of Education and the School Board.

7. It is mutually agreed that the term of this contract shall be for the **2023-2024** school year of 9 months commencing on the **1st** day of **September, 2023** and ending on the **30<sup>th</sup>** day of **June, 2024**, for which transportation service the School District agrees to pay the Contractor, who agrees to received, the sum of **\$30.00 per student per month** payable annually on or before the 30th day of June, or as otherwise agreed to in writing. The total compensation of the transportation covered in this contract shall not exceed \$270 per student of the current School year. Extra services to be paid to the Contractor as agreed in writing between the parties.

8. School District reserves the right to change or alter the routes of travel by giving at least two weeks written notice to Contractor. Contractor is given the right to cancel this contract on that ground, but shall give immediate notice of intention to terminate in writing, to take effect two weeks from receipt of notice to terminate.

9. Contractor cannot assign or transfer any part of all of his interest in this contract without the written approval of the school board of the School District at a regular school board meeting.

IN WITNESS WHEREOF we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
ISD #2902 Chairperson  
\_\_\_\_\_  
ISD #2902 Clerk  
\_\_\_\_\_  
ISD #2902 Treasurer

Executed pursuant to resolution of School Board

\_\_\_\_\_  
\_\_\_\_\_  
Contractor Date

Additional space for vehicles to be listed as part of initial transportation equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FORM A

## RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Russell-Tyler-Ruthton recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Russell-Tyler-Ruthton supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Jeff Hansen

Date

\_\_\_\_\_  
Board Chair/Head of School

Peggy Dunblazier

Date

\_\_\_\_\_  
Board Clerk – Treasurer/ Finance Director