

The regular school board meeting of the ISD #2902 (Russell-Tyler-Ruthton) School Board will be held on Wednesday, August 14, 2024 at 7:00 pm, RTR Public School Boardroom, 111 County Road 8, Tyler, MN.

RTR Public Schools ISD #2902
Board Meeting Agenda
August 14, 2024 – 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 10, 2024
 - b. Approval of Special Education Teacher – William Rops
 - c. Approval of High School English Teacher – Josh Inouye
 - d. Approval of Concession Stand Manager & Event Supervisor – Jordan Lichtsinn
 - e. Approval of Custodian Department Employee - Troy Jordan

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

6. Approval of Bills (action)
 - a. Expenditures Report - \$334,936.26
 - b. Manual Checks - \$ 11,299.73
 - c. Payroll Report - \$366,489.13

\$ 712,725.12

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: _____

7. 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 Revised School District Procurement Procedures Policy to Include the Following School Food Authority Purchasing Requirements by the USDA. (action)

School Food Authority Purchasing

Food service purchases, solicitations, and contracts must follow the Buy American provisions outlined in 7 CFR 210.21, 7 CFR 220.16 and Memo SP 23-2024. For foods that are unprocessed, the agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume.

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

10. Discussion and Approval of the Minnesota Department of Education (MDE) Commissioner’s Review and Comment approval letter relating to the proposed construction project and issuance of school building bonds. (action)

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

11. Approval of setting the Annual Truth in Taxation Hearing Date to December 11, 2024 at 7:00 PM at RTR Public School, Boardroom #100C, 111 County Road 8, Tyler, MN 56178. (action)

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

12. Approval of the 2024-2025 RTR Elementary School Student Handbook. (action)

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

13. Approval of the 2024-2025 RTR Secondary School Student Handbook. (action)

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

14. Approval of the 2024-2025 RTR Public Schools Technology & Acceptable Use Policy. (action)

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

15. Approval of Legislative Updates to MSBA Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process. (action)

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

16. Approval to Transfer \$33.55 of Non-Deliverable Lunch Refunds from the 2023-2024 School Year to the Delinquent Lunch Account. (action)

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

17. Approval to Write Off \$153.95 for four (4) Delinquent Lunch Accounts for families who no longer attend RTR. (action)

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

18. Approval to add a half-time MS Volleyball Coach to our current RTR Master Agreement Extra-Curricular Schedule – Schedule “B” at 2.25 % (\$1,035 for FY25) to be used only upon Athletic Director and Superintendent approval, if and when we have high participant numbers in the sport.

(McKinley Schreurs has agreed to be this coach for FY25, if motion is approved) (action)

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

19. Approval to add a full-time Assistant Varsity Football Coach to our current RTR Master Agreement Extra-Curricular Schedule – Schedule “B” at 6.5% (\$2,990 for FY25) to be used only upon Athletic Director and Superintendent approval, if and when we have high participant numbers in the sport.

(Curt Gosser has agreed to be this coach for FY25, if motion is approved) (action)

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

20. Adjourn (Action) Time: _____

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

Next Meeting:

September 11, 2024 @ 7:00 p.m.

RTR Public School Boardroom

111 County Road 8

Tyler, MN 56178

RTR Public Schools ISD # 2902
School Board Minutes
July 10, 2024
RTR Public School in Tyler, MN – 7:00 p.m.

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

Administration Attendance: Marlette, Baartman, Olsen, Gossen

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

The Pledge of Allegiance was recited by those in attendance.

Public Forum: Amy Cowell addressed the board regarding the possibility of offering free student admission fees to activities.

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

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

- a. Approval of Minutes from Regular School Board Meeting on June 12, 2024
- b. Approval of Resignation of High School English Teacher – Christopher Baguley
- c. Approval of Resignation of Head Cross Country Coach – Kristi Dwire
- d. Approval of Resignation of JH Football Coach – Jonah Johnson
- e. Approval of 2024-2025 Employee Notifications – See Attachment A

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

- a. Expenditures Report - \$936,759.07
 - b. Manual Checks - \$ 10,550.65
 - c. Payroll Report - \$428,498.28
- \$1,375,808.00**

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

Administrative reports were presented.

M/S/C Kerkaert, Chandler to approve the 2024-2025 Substitute Teacher Pay at \$175.00 per day. (7-0 vote)

M/S/C Hess, Chandler to approve the following 2024-2025 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 Dybdahl, Hess to approve the following 2024-2025 activity fees. (7-0 vote)

High School Activity Fees for 2024-2025

- Boys & Girls Basketball, Volleyball, Football, Track, Golf, Baseball, Softball, Speech, Wrestling, Football Cheerleading, Cross Country, Drama (One Acts/Spring Play): \$80/activity
- Band 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 2024-2025

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

M/S/C Dunblazier, Johansen to approve the 2024-2025 meal prices as below. (7-0 vote)

Student Breakfast:	Free
Adult Breakfast:	\$3.00/meal
Preschool/Elem. Lunch:	Free
MS/HS Lunch:	Free
Adult Lunch:	\$5.00/meal
Milk:	\$0.50/milk
Salad Bar:	\$4.00

M/S/C Hess, Kerkaert to approve the 2024-2025 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	Sawyer Hansen
Middle School Coach	Corey Castell

Volleyball

Head Coach	Daynica Brown
Assistant Coach	Neil Witte
9 th Grade Coach	Ashlei Hoffmann
Middle School Coach	Miranda VanRuler
Middle School Coach	Tara King

Cross Country

Head Coach	Madison Johnson
Assistant Coach	Alexandra Stitt

Boys Basketball

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

Girls Basketball

Head Coach	Steve Hesse
Assistant Coach	Carter Hansen
9 th Grade Coach	Bobbi Werkman
Middle School Coach	Alexis Nelson
Middle School Coach	Alexandra Stitt

Cheerleading

Head Coach	Sandy Carpenter
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M/S/C Dybdahl, Johansen to approve the MN legislative updates to the following MSBA policies. (7-0 vote)

102	Equal Educational Opportunity
413	Harassment & Violence
418	Drug-Free Workplace/Drug-Free School
419	Tobacco-Free Environment
425	Staff Development
506	Student Discipline
515	Protection and Privacy of Pupil Records
516	Student Medication and Telehealth
521	Student Disability Nondiscrimination
524	Internet, Technology, and Cell Phone Acceptable Use
532	Use of Peace Officers and Crisis Teams
535	Service Animals in Schools
601	School District Curriculum & Instruction Goals
602	Organizing the School Calendar and School Day
603	Curriculum Development
613	Graduation Requirements
616	School District System Accountability
620	Credit for Learning
709	Student Transportation Safety Policy

M/S/C Hess, Kerkaert to approve the RTR Cell Phone Policy, effective September 2, 2024. (7-0 vote)

M/S/C Hess, Chandler to approve the Resolution Approving School District #2902 Long-Term Facility Maintenance Ten Year Plan for its Facilities for 2024-2034. (7-0 roll call vote)

M/S/C Chandler, Dybdahl to approve the Resolution Relating to the Election of School Board Members and Calling the School District General Election. (7-0 roll call vote)

M/S/C Kerkaert, Johansen to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy. (7-0 roll call vote)

M/S/C Dybdahl, Dunblazier to approve the Resolution Establishing Procedures for the counting of Write-In Votes for School Board Elections. (7-0 roll call vote)

M/S/C Dunblazier, Dybdahl to postpone the discussion and approval of the Minnesota Department of Education Commissioner's Review and Comment relating to the proposed construction project and issuance of school building bonds. (7-0 vote)

M/S/C Chandler, Kerkaert to approve the Resolution Relating to the Issuance of School Building Bonds and Calling an Election Thereon November 5, 2024. (7-0 roll call vote)

M/S/C Hess, Chandler to adjourn at 7:29 p.m. (7-0 vote)

Peggy Dunblazier Clerk

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

ISD #2902 - RTR Public Schools													
July, 2024 Manual Checks													
Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj	
BRUENDER'S CORNER MART, INC	40841	1	266.89	266.89	75.06 Gal Diesel	202501	01	005	810	191	000	440	
BRUENDER'S CORNER MART, INC	40841	1	510.48	510.48	162.92 Gal	202501	01	005	760	190	733	440	
BRUENDER'S CORNER MART, INC Total			777.37	777.37									
PRINCIPAL LIFE INSURANCE COMPANY	40842	1	636.80	636.80	July Bd/Dep/Vol/Life	202501	01	215	028				
PRINCIPAL LIFE INSURANCE COMPANY	40842	1	1,068.79	1,068.79	July LTD	202501	01	215	029				
PRINCIPAL LIFE INSURANCE COMPANY	40842	1	40.35	40.35	July STD	202501	01	215	033				
PRINCIPAL LIFE INSURANCE COMPANY Total			1,745.94	1,745.94									
VERIZON WIRELESS	40772	1	15.35	15.35	Phone Plan	202412	01	100	203	000	000	320	
VERIZON WIRELESS	40883	1	7.72	7.72	Phone Plan	202501	01	100	203	000	000	320	
VERIZON WIRELESS Total			23.07	23.07									
VISA	40877	1	642.60	642.60	State Softball Lodging	202412	01	300	296	217	000	366	
VISA	40877	1	3,986.73	3,986.73	State Softball Lodging	202412	01	300	296	217	000	366	
VISA	40878	1	199.26	199.26	64.17 Gal	202501	01	005	760	190	733	440	
VISA	40878	1	997.00	997.00	CO MESPA Membership	202501	01	100	050	000	000	820	
VISA	40878	1	100.00	100.00	MJ Workshop	202501	01	300	420	000	740	366	
VISA	40878	1	70.00	70.00	National FCCLA Parking	202501	01	300	291	208	000	366	
VISA	40882	1	457.81	457.81	Camp Invention Food	202412	04	005	505	000	321	401	
VISA	40881	1	105.81	105.81	Phonemic Awareness Curriculum	202501	04	005	582	000	344	430	
VISA	40880	1	230.00	230.00	Teacher Manuals	202412	01	005	790	000	167	430	
VISA	40879	1	1,957.14	1,957.14	State Golf Lodging	202412	01	300	292	225	000	366	
VISA	40879	1	7.00	7.00	Car Wash	202412	01	005	760	190	720	350	
VISA Total			8,753.35	8,753.35									
Grand Total			11,299.73	11,299.73									
ISD #2902 - RTR Public Schools													
August 14th, 2024													
Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj	
A & B BUSINESS, INC.	40884	1	270.85	270.85	Copies	202502	01	100	050	000	000	560	
A & B BUSINESS, INC.	40884	1	270.85	270.85	Copies	202502	01	005	020	000	000	560	
A & B BUSINESS, INC.	40884	1	1,354.23	1,354.23	Copies	202502	01	300	211	000	000	560	
A & B BUSINESS, INC.	40884	1	270.85	270.85	Copies	202502	01	005	110	000	000	560	
A & B BUSINESS, INC.	40884	1	541.70	541.70	Copies	202502	01	100	203	000	000	560	
A & B BUSINESS, INC.	40884	1	270.85	270.85	Copies	202502	01	300	050	000	000	560	
A & B BUSINESS, INC. Total			2,979.33	2,979.33									
ACTIVE INTERNET TECHNOLOGIES	40885	1	450.00	450.00	Web Site Online Training	202502	01	005	630	000	000	305	
ACTIVE INTERNET TECHNOLOGIES Total			450.00	450.00									
ADVANCED HEALTH, SAFETY & SECURITY	41026	1	1,650.00	1,650.00	Health & Safety Consulting	202502	01	005	865	000	352	305	

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
ADVANCED HEALTH, SAFETY & SECURITY Total			1,650.00	1,650.00								
AFFINITECH, INC.	41045	1	89.97	89.97	Perimeter Monitoring	202412	01	005	715	000	342	311
AFFINITECH, INC.	40887	1	3,313.07	3,313.07	Cameras/Licenses/Fobs	202502	01	005	630	014	160	465
AFFINITECH, INC.	40886	1	2,837.69	2,837.69	Camera/License	202502	01	005	630	014	160	465
AFFINITECH, INC. Total			6,240.73	6,240.73								
ALPHA WIRELESS COMMUNICATIONS CO.	40888	1	1,013.01	1,013.01	UHF Radios/Batteries/Chargers	202502	01	005	630	014	160	466
ALPHA WIRELESS COMMUNICATIONS CO. Total			1,013.01	1,013.01								
AMALGAMATED BANK OF CHICAGO	41032	1	300.00	300.00	Administrative Fee	202502	07	005	910	000	000	790
AMALGAMATED BANK OF CHICAGO Total			300.00	300.00								
AMAZON CAPITAL SERVICES	40900	1	34.19	34.19	Tape	202502	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	41000	1	104.47	104.47	Markers/Erasers/Pencils/Supplies	202502	01	100	201	000	000	430
AMAZON CAPITAL SERVICES	41002	1	353.07	353.07	Markers/Books/Pencils/Supplies	202502	01	005	216	000	401	430
AMAZON CAPITAL SERVICES	40890	1	183.16	183.16	Adhesive Strips/Tape/Velcro Dots/Supplies	202502	01	100	420	000	740	433
AMAZON CAPITAL SERVICES	41010	1	489.94	489.94	Sticky Notes/Erasers/Pens/Supplies	202502	01	300	420	000	740	433
AMAZON CAPITAL SERVICES	40902	1	1,032.46	1,032.46	Colored Paper	202502	01	300	211	000	000	430
AMAZON CAPITAL SERVICES	40998	1	56.88	56.88	Book Ends/Label Protectors/Tape	202502	01	005	620	000	343	401
AMAZON CAPITAL SERVICES	40899	1	16.89	16.89	Batteries	202502	02	005	770	000	701	401
AMAZON CAPITAL SERVICES	40903	1	59.94	59.94	Flip Scoreboard	202502	04	005	505	000	321	401
AMAZON CAPITAL SERVICES	41003	1	126.82	126.82	Posters/Games/Book/Cymbal Set	202502	01	100	258	000	000	430
AMAZON CAPITAL SERVICES	41017	1	178.67	178.67	Erasers/Baskets/Binders/Supplies	202502	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	40999	1	113.58	113.58	Stress Balls/Games/Markers/Supplies	202502	01	100	203	000	000	430
AMAZON CAPITAL SERVICES	41001	1	47.87	47.87	Glue Dots/Chart Tablet	202502	01	100	203	241	000	430
AMAZON CAPITAL SERVICES	40896	1	1,560.87	1,560.87	HDMI Cables/Power Cords/Storage Carts/Supplies	202502	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	41004	1	220.59	220.59	Standing Desk/Pencil Sharpener/Supplies	202502	01	100	203	242	000	430
AMAZON CAPITAL SERVICES	40897	1	38.18	38.18	iPad Case/Tripod	202502	01	300	296	213	000	401
AMAZON CAPITAL SERVICES	40894	1	143.28	143.28	Staples/Pens/Markers/Supplies	202502	01	300	220	000	000	430
AMAZON CAPITAL SERVICES	41011	1	66.92	66.92	Medicine Cabinet	202502	01	300	292	000	000	401
AMAZON CAPITAL SERVICES	40889	1	69.39	69.39	Glow Sticks/Pencils/Supplies	202502	01	100	203	244	000	430
AMAZON CAPITAL SERVICES	40904	1	239.98	239.98	Weed Eater Batteries	202502	01	005	810	000	000	401
AMAZON CAPITAL SERVICES	40891	1	73.57	73.57	Markers/Clipboards/Bulletin Board	202502	01	100	203	241	000	430
AMAZON CAPITAL SERVICES	40898	1	292.21	292.21	Mail Slot Center	202502	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	40901	1	405.31	405.31	Bingo Chips/Storage Bins/Supplies	202502	01	100	201	000	000	430
AMAZON CAPITAL SERVICES	40893	1	1,318.14	1,318.14	Markers/Pencils/Paint Pens/Supplies	202502	01	300	212	000	000	430
AMAZON CAPITAL SERVICES	40892	1	2,065.72	2,065.72	Pens/Rulers/Index Cards/Supplies	202502	01	300	211	000	000	430
AMAZON CAPITAL SERVICES	40895	1	79.89	79.89	Lesson Plan Book/Markers/Supplies	202502	01	300	270	000	000	430
AMAZON CAPITAL SERVICES	41009	1	62.81	62.81	Toys/Magnets/Mesh Zipper Pouches	202502	04	005	582	000	344	430
AMAZON CAPITAL SERVICES	41007	1	67.83	67.83	Seeds/Plant Pots/Book Marks/Supplies	202502	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	41008	1	1,533.90	1,533.90	Cardstock/Binder Dividers/Pens/Supplies	202502	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	41005	1	330.87	330.87	Organizer Bins/Paint/Dividers/Supplies	202502	01	100	212	000	000	430
AMAZON CAPITAL SERVICES	41006	1	330.87	330.87	Organizer Bins/Paint/Dividers/Supplies	202502	01	100	212	000	000	430
AMAZON CAPITAL SERVICES Total			11,698.27	11,698.27								

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
A-OX WELDING, INC	41013	1	70.35	70.35	Cylinder Rent	202502	01	300	301	000	830	433
A-OX WELDING, INC Total			70.35	70.35								
APOLLO WATER SYSTEMS INC.	40905	1	84.00	84.00	Salt	202502	02	005	770	000	701	401
APOLLO WATER SYSTEMS INC. Total			84.00	84.00								
AVERA MARSHALL	40906	1	1,140.00	1,140.00	Athletic Training	202412	01	300	292	000	000	305
AVERA MARSHALL Total			1,140.00	1,140.00								
BFG SUPPLY COMPANY	41039	1	4,074.30	4,074.30	Plants/Supplies (FFA)	202412	01	300	291	207	000	619
BFG SUPPLY COMPANY Total			4,074.30	4,074.30								
BISBEE PLUMBING & HEATING INC.	40907	1	665.00	665.00	RPZ Tests	202502	01	005	810	000	000	350
BISBEE PLUMBING & HEATING INC. Total			665.00	665.00								
BLICK ART MATERIALS	40932	1	281.71	281.71	Matboards/Tags/Supplies	202502	01	300	212	000	000	430
BLICK ART MATERIALS Total			281.71	281.71								
BRUENDER'S CORNER MART, INC	40909	1	43.47	43.47	13.67 Gal	202502	01	005	760	190	733	440
BRUENDER'S CORNER MART, INC Total			43.47	43.47								
CARLSON & STEWART INC.	40910	1	9,883.81	9,883.81	Freezer	202502	02	005	770	000	701	530
CARLSON & STEWART INC.	40910	1	692.84	692.84	Cooler Repairs	202502	02	005	770	000	701	350
CARLSON & STEWART INC. Total			10,576.65	10,576.65								
CAROLINA BIOLOGICAL SUPPLY CO.	40911	1	497.37	497.37	Water Test Kit/Ink Pad/Supplies	202502	01	300	260	000	000	430
CAROLINA BIOLOGICAL SUPPLY CO. Total			497.37	497.37								
CARSTENSEN, JIM	41037	1	2,010.65	2,010.65	Fertilize/Crabgrass Control	202502	01	005	810	000	000	350
CARSTENSEN, JIM Total			2,010.65	2,010.65								
CLIMATE CONTROL SYSTEMS & SERVICE	41023	1	2,006.29	2,006.29	HVAC Preventitive Maintenance	202502	01	005	865	000	380	350
CLIMATE CONTROL SYSTEMS & SERVICE Total			2,006.29	2,006.29								
DECKER INC.	40912	1	1,253.50	1,253.50	Corner Protectors	202502	01	005	810	000	000	401
DECKER INC. Total			1,253.50	1,253.50								
DELTA DENTAL OF MN	40913	1	3,034.34	3,034.34	Aug Dental	202502	01	215	032			
DELTA DENTAL OF MN Total			3,034.34	3,034.34								
DEMCO	41018	1	656.19	656.19	Laminate/Liquid Adhesive/Supplies	202502	01	005	620	000	343	401
DEMCO	40914	1	596.75	596.75	Book Tape/Protectors/Laminate/Supplies	202502	01	005	620	000	343	401
DEMCO Total			1,252.94	1,252.94								
DRAKE CHIMNEY SERVICE & CONST.	41046	1	4,820.36	4,820.36	FACS Cement Pad	202502	01	005	850	000	000	520
DRAKE CHIMNEY SERVICE & CONST. Total			4,820.36	4,820.36								
EDMENTUM, INC	41020	1	4,149.25	4,149.25	Study Island License	202502	01	005	790	000	313	406
EDMENTUM, INC Total			4,149.25	4,149.25								
EDUCATORS BENEFIT CONSULTANTS	40915	1	133.22	133.22	Aug/Sept Service Fees	202502	01	005	010	000	000	305
EDUCATORS BENEFIT CONSULTANTS	40915	1	125.00	125.00	Flex Benefits Plan	202502	01	005	010	000	000	305
EDUCATORS BENEFIT CONSULTANTS Total			258.22	258.22								
ELITE SPORTSWEAR LP	41040	1	154.72	154.72	Skirts (Cheer)	202502	01	300	292	917	301	401
ELITE SPORTSWEAR LP Total			154.72	154.72								
FIRST INDEPENDENT BANK	40916	1	20.00	20.00	Tyler Box Rent	202502	01	005	110	000	000	305
FIRST INDEPENDENT BANK Total			20.00	20.00								

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
FRONTLINE TECHNOLOGIES GROUP LLC	40917	1	3,166.80	3,166.80	Employee Evaluation Management	202502	01	005	105	000	000	405
FRONTLINE TECHNOLOGIES GROUP LLC Total			3,166.80	3,166.80								
GET MORE MATH	41036	1	5,078.70	5,078.70	Licenses	202502	01	005	790	000	313	406
GET MORE MATH Total			5,078.70	5,078.70								
GRANITE TELECOMMUNICATIONS	40918	1	85.32	85.32	July Phone	202502	01	100	203	000	000	320
GRANITE TELECOMMUNICATIONS	40918	1	170.65	170.65	July Phone	202502	01	300	211	000	000	320
GRANITE TELECOMMUNICATIONS Total			255.97	255.97								
GREATER MINNESOTA FAMILY SERVICES	40919	1	625.00	625.00	Mental Health Practioner	202412	01	100	203	000	000	305
GREATER MINNESOTA FAMILY SERVICES Total			625.00	625.00								
HANSEN SKILLS TRAINING	41047	1	1,130.50	1,130.50	Basketball Camp @ 85%	202502	04	005	505	000	321	305
HANSEN SKILLS TRAINING Total			1,130.50	1,130.50								
HEALTH PARTNERS	40920	1	52,330.49	52,330.49	July Health Insurance	202502	01	215	028			
HEALTH PARTNERS Total			52,330.49	52,330.49								
HESSE, ANNA	40997	1	45.85	45.85	Home Visits 70 Miles	202502	01	100	412	000	740	366
HESSE, ANNA Total			45.85	45.85								
HILLYARD - SIOUX FALLS	40921	1	1,226.97	1,226.97	Scrub Pads/Wipes	202502	01	005	810	000	000	401
HILLYARD - SIOUX FALLS Total			1,226.97	1,226.97								
HOLBECK, JIM	40922	1	2,500.00	2,500.00	Workshop Speaker	202502	01	005	640	000	306	305
HOLBECK, JIM Total			2,500.00	2,500.00								
INDEPENDENT	40933	1	210.60	210.60	12 mo. Subscription	202502	01	300	620	000	000	430
INDEPENDENT Total			210.60	210.60								
INNOVATIVE OFFICE SOLUTIONS, LLC	40934	1	309.57	309.57	Glue/Rubber Bands/Envelopes/Supplies	202502	01	005	020	000	000	401
INNOVATIVE OFFICE SOLUTIONS, LLC Total			309.57	309.57								
ISD #173	40935	1	400.00	400.00	National Convention Lodging Deposit (FFA)	202502	01	300	291	207	000	366
ISD #173	40935	1	400.00	400.00	National Convention Delegate Deposit (FFA)	202502	01	300	291	207	000	369
ISD #173 Total			800.00	800.00								
JIM'S CLOTHING & SPORTING GOOD	40936	1	16,060.00	16,060.00	Football Uniforms-Jersey's/Pants	202502	01	300	211	000	000	401
JIM'S CLOTHING & SPORTING GOOD Total			16,060.00	16,060.00								
KASSON-MANTORVILLE SCHOOLS	40994	1	275.00	275.00	FCCLA Nationals Lodging	202412	01	300	291	208	000	369
KASSON-MANTORVILLE SCHOOLS Total			275.00	275.00								
KELVIN L.P.	41044	1	299.75	299.75	CO2 Car Kits	202502	01	300	301	000	830	433
KELVIN L.P. Total			299.75	299.75								
KIBBLE EQUIPMENT LLC	40937	1	72.24	72.24	Mower Blades	202502	01	005	810	000	000	401
KIBBLE EQUIPMENT LLC Total			72.24	72.24								
KIRK, JENNY	40908	1	281.71	281.71	Matboards/Tags/Supplies	202502	01	300	212	000	000	430
KIRK, JENNY Total			281.71	281.71								
L.L. HARDER, INC.	41043	1	303.15	303.15	Oven Repair	202502	02	005	770	000	701	350
L.L. HARDER, INC. Total			303.15	303.15								
LYNX SYSTEM DEVELOPERS, INC.	41031	1	2,703.00	2,703.00	Track Timing Equipment	202502	01	300	292	219	000	401
LYNX SYSTEM DEVELOPERS, INC. Total			2,703.00	2,703.00								
MAP OF THE MONTH	40938	1	252.75	252.75	Maps	202502	01	300	270	000	000	430

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
MAP OF THE MONTH Total			252.75	252.75								
MAYNARD'S	40939	1	5.97	5.97	Water	202502	01	005	810	000	000	401
MAYNARD'S Total			5.97	5.97								
MCDOWELL AGENCY INC.	40940	1	260.40	260.40	Background Checks (4)	202412	01	005	715	000	342	311
MCDOWELL AGENCY INC. Total			260.40	260.40								
MEASURE BY DESIGN LLC	40941	1	171.00	171.00	FCCLA Nationals T-Shirts	202412	01	300	291	208	000	401
MEASURE BY DESIGN LLC Total			171.00	171.00								
MENARDS	40942	1	40.14	40.14	Concrete Mix/Bonding Additive	202502	01	005	810	000	000	401
MENARDS Total			40.14	40.14								
MINNESOTA UNEMPLOYMENT INS	40943	1	670.44	670.44	DG/SW/AW/BB Unemployment	202502	01	005	211	000	000	280
MINNESOTA UNEMPLOYMENT INS	40943	1	7,139.41	7,139.41	Para/Cook Unemployment	202502	01	005	211	000	000	281
MINNESOTA UNEMPLOYMENT INS Total			7,809.85	7,809.85								
MN DEPT OF LABOR & INDUSTRY	41025	1	60.00	60.00	Certificates-Pressurized Vessell	202502	01	005	810	000	000	305
MN DEPT OF LABOR & INDUSTRY Total			60.00	60.00								
MN FCCLA	40995	1	177.57	177.57	State Officer Training Lodging (Adv) (FCCLA)	202412	01	300	291	208	000	366
MN FCCLA	40996	1	40.00	40.00	Jacket Rentals (FCCLA)	202412	01	300	291	208	000	305
MN FCCLA	40944	1	135.00	135.00	Camp/Leadership Training (Std) (FCCLA)	202502	01	300	291	208	000	369
MN FCCLA	40944	1	365.00	365.00	Camp/Leadership Training (Adv) (FCCLA)	202502	01	300	291	208	000	366
MN FCCLA Total			717.57	717.57								
PEPPER, J.W. & SON INC.	41021	1	267.82	267.82	Music/CD's	202502	01	100	258	000	000	430
PEPPER, J.W. & SON INC. Total			267.82	267.82								
PEPSI COLA BOTTLING, INC	40945	1	80.00	80.00	Pop	202502	01	300	292	000	000	619
PEPSI COLA BOTTLING, INC Total			80.00	80.00								
PERFORMANCE FOODSERVICE	41012	1	39.26	39.26	Ala Carte	202502	02	005	770	000	707	490
PERFORMANCE FOODSERVICE Total			39.26	39.26								
PLUNKETT'S, INC.	41022	1	95.50	95.50	Pest Control	202502	01	005	810	000	000	350
PLUNKETT'S, INC. Total			95.50	95.50								
PMA SECURITIES LLC	40946	1	2,000.00	2,000.00	Bond Continuing Disclosure	202502	07	005	910	000	000	790
PMA SECURITIES LLC Total			2,000.00	2,000.00								
PREMIER FURNITURE & EQUIPMENT	40948	1	970.25	970.25	Bookcases	202502	01	100	203	000	000	401
PREMIER FURNITURE & EQUIPMENT Total			970.25	970.25								
PRINCIPAL LIFE INSURANCE COMPANY	40947	1	40.35	40.35	Aug STD	202502	01	215	033			
PRINCIPAL LIFE INSURANCE COMPANY	40947	1	1,069.41	1,069.41	Aug LTD	202502	01	215	029			
PRINCIPAL LIFE INSURANCE COMPANY	40947	1	636.80	636.80	Aug Bd/Dep/Life	202502	01	215	028			
PRINCIPAL LIFE INSURANCE COMPANY Total			1,746.56	1,746.56								
RENAISSANCE	41016	1	4,216.93	4,216.93	Software Subscriptions	202502	01	300	211	000	000	406
RENAISSANCE	41016	1	4,216.92	4,216.92	Software Subscriptions	202502	01	100	203	000	000	406
RENAISSANCE Total			8,433.85	8,433.85								
RIDDELL/ALL AMERICAN SPORTS CORP.	40949	1	6,513.95	6,513.95	New Helmets	202502	01	300	294	211	000	401
RIDDELL/ALL AMERICAN SPORTS CORP.	40950	1	3,141.38	3,141.38	Recondition Helmets	202502	01	300	294	211	000	401
RIDDELL/ALL AMERICAN SPORTS CORP. Total			9,655.33	9,655.33								

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
S & K AUTO REPAIR	41027	1	87.49	87.49	27.52 Gal	202502	01	005	760	190	733	440
S & K AUTO REPAIR	41028	1	58.49	58.49	Van Oil Change	202502	01	005	760	190	733	350
S & K AUTO REPAIR	41029	1	54.50	54.50	Van Oil Change	202502	01	005	760	190	733	350
S & K AUTO REPAIR	41030	1	79.49	79.49	Van Oil Change/Rotate Tires	202502	01	005	760	190	733	350
S & K AUTO REPAIR Total			279.97	279.97								
SAVVAS LEARNING COMPANY LLC	40951	1	3,411.72	3,411.72	Social Studies Books	202502	01	100	203	000	000	460
SAVVAS LEARNING COMPANY LLC Total			3,411.72	3,411.72								
SCHOOL MATE	41019	1	741.00	741.00	Student Planners	202502	01	100	203	000	000	430
SCHOOL MATE Total			741.00	741.00								
SCHOOL SPECIALTY LLC	40952	1	33.06	33.06	Spelling Slips/Tape	202502	01	100	203	243	000	430
SCHOOL SPECIALTY LLC	40953	1	920.81	920.81	Shrink Film/Paint/Pencils/Supplies	202502	01	100	212	000	000	430
SCHOOL SPECIALTY LLC	40954	1	1,357.18	1,357.18	Cups/Construction Paper/Erasers/Supplies	202502	01	300	212	000	000	430
SCHOOL SPECIALTY LLC	40955	1	234.28	234.28	Paint/Bulletin Board Paper	202502	01	300	211	000	000	401
SCHOOL SPECIALTY LLC	41015	1	133.92	133.92	Construction Paper	202502	01	100	203	000	000	401
SCHOOL SPECIALTY LLC Total			2,679.25	2,679.25								
SCHUMACHER ELEVATOR COMPANY	40956	1	1,806.30	1,806.30	Elevator Maintenance	202502	01	005	865	000	369	350
SCHUMACHER ELEVATOR COMPANY Total			1,806.30	1,806.30								
SOUTHWEST GLASS CTR INC	40958	1	6.00	6.00	Cut Keys	202502	01	005	810	000	000	305
SOUTHWEST GLASS CTR INC Total			6.00	6.00								
SOUTHWEST HEALTH & HUMAN SERVICES	40957	1	100.00	100.00	2024 Collaborative Fee	202502	01	005	740	000	000	305
SOUTHWEST HEALTH & HUMAN SERVICES Total			100.00	100.00								
SUMMIT FIRE PROTECTION	40959	1	117.50	117.50	Fixed Nozzle Coverage Position	202502	01	005	865	000	363	350
SUMMIT FIRE PROTECTION Total			117.50	117.50								
SW/WC SERVICE COOPERATIVES	40960	1	3,000.00	3,000.00	Functional Phonics & Morphology Event	202412	01	100	640	000	306	305
SW/WC SERVICE COOPERATIVES	40960	1	53.25	53.25	Student Bussing	202412	01	005	760	000	720	360
SW/WC SERVICE COOPERATIVES	40960	1	3,333.25	3,333.25	4/4 23-24 Salary	202412	01	005	405	000	740	396
SW/WC SERVICE COOPERATIVES	40960	1	14,125.75	14,125.75	4/4 23-24 Salary	202412	01	005	401	000	740	396
SW/WC SERVICE COOPERATIVES	40960	1	7,056.75	7,056.75	4/4 23-24 Salary	202412	01	005	404	000	740	396
SW/WC SERVICE COOPERATIVES	40960	1	832.32	832.32	4/4 23-24 Travel	202412	01	005	408	000	740	366
SW/WC SERVICE COOPERATIVES	40960	1	310.23	310.23	4/4 23-24 Benefits	202412	01	005	408	000	740	397
SW/WC SERVICE COOPERATIVES	40960	1	912.45	912.45	4/4 23-24 AA Salary	202412	01	005	408	000	740	396
SW/WC SERVICE COOPERATIVES	40960	1	339.00	339.00	23-24 LETRS For Teacher Training	202412	01	005	790	000	167	303
SW/WC SERVICE COOPERATIVES	40960	1	13,104.00	13,104.00	May/June Tech Support	202412	01	005	630	000	000	316
SW/WC SERVICE COOPERATIVES	40960	1	275.00	275.00	ACA Submission/Transmission	202412	01	005	110	000	000	316
SW/WC SERVICE COOPERATIVES	40960	1	1,365.00	1,365.00	May Business Services	202412	01	005	110	000	000	316
SW/WC SERVICE COOPERATIVES Total			44,707.00	44,707.00								
TE UNDERGROUND, LLC	40972	1	860.00	860.00	Dig Spot for FACS Shed	202502	01	005	810	000	000	305
TE UNDERGROUND, LLC Total			860.00	860.00								
TEACHER CREATED RESOURCES	40971	1	44.90	44.90	Calendar Charts	202502	01	100	203	242	000	430
TEACHER CREATED RESOURCES Total			44.90	44.90								
TRANE U.S. INC.	40973	1	3,494.00	3,494.00	Annual Chiller Maintenance Agreement	202502	01	005	865	000	380	350

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
TRANE U.S. INC. Total			3,494.00	3,494.00								
TYLER BUS SERVICE, INC.	41034	1	67,370.15	67,370.15	Contracted Transportation	202502	01	005	760	000	720	360
TYLER BUS SERVICE, INC.	41033	1	610.28	610.28	Knights Camp 368 Miles	202412	04	005	570	401	321	360
TYLER BUS SERVICE, INC.	41033	1	238.49	238.49	Excess Fuel	202412	01	005	760	000	720	360
TYLER BUS SERVICE, INC. Total			68,218.92	68,218.92								
TYLER CITY OF	40974	1	80.73	80.73	June Garbage	202412	01	005	810	186	000	330
TYLER CITY OF	40974	1	114.00	114.00	June Sewer	202412	01	005	810	183	000	330
TYLER CITY OF	40974	1	245.61	245.61	June Water	202412	01	005	810	183	000	330
TYLER CITY OF	40974	1	1,569.91	1,569.91	June Gas	202412	01	005	810	000	000	440
TYLER CITY OF	40974	1	16,358.00	16,358.00	June Electric	202412	01	005	810	184	000	330
TYLER CITY OF Total			18,368.25	18,368.25								
TYLER GOLF CLUB	40975	1	384.00	384.00	Golf Invite	202412	01	300	292	225	000	369
TYLER GOLF CLUB Total			384.00	384.00								
TYLER HARDWARE HANK	40976	1	508.28	508.28	Grass Seed/Insect Repellent/Bolts/Supplies	202502	02	005	770	000	701	401
TYLER HARDWARE HANK Total			508.28	508.28								
TYLER OIL CO	41014	1	749.76	749.76	250 Gal for Generator	202502	01	005	810	000	000	440
TYLER OIL CO Total			749.76	749.76								
TYLER PETTY CASH	40977	1	75.00	75.00	Golf Meet	202412	01	300	292	225	000	369
TYLER PETTY CASH	40978	1	460.00	460.00	Beg FB Gate	202502	01	300	294	211	000	305
TYLER PETTY CASH	40977	1	20.00	20.00	Car Wash	202412	01	005	760	190	720	350
TYLER PETTY CASH	40977	1	65.46	65.46	Postage	202412	01	005	110	000	000	329
TYLER PETTY CASH	40977	1	30.00	30.00	Softball Laundry	202412	01	300	296	217	000	305
TYLER PETTY CASH	40977	1	350.00	350.00	Track Meets	202412	01	300	292	219	000	369
TYLER PETTY CASH Total			1,000.46	1,000.46								
TYLER TRIBUTE	40979	1	94.60	94.60	Minutes	202502	01	005	010	000	000	305
TYLER TRIBUTE	40979	1	103.20	103.20	General Election Notice	202502	01	005	010	000	000	305
TYLER TRIBUTE Total			197.80	197.80								
U.S. POSTAL SERVICE	41024	1	266.00	266.00	Box Rent	202502	01	300	211	000	000	329
U.S. POSTAL SERVICE Total			266.00	266.00								
VIDEO SERVICES, INC.	40980	1	888.00	888.00	PAC Equipment Repair	202412	01	005	865	000	370	350
VIDEO SERVICES, INC. Total			888.00	888.00								
VOS, BEVA	41035	1	208.00	208.00	Rolls	202502	01	300	640	000	306	490
VOS, BEVA	41035	1	104.00	104.00	Rolls	202502	01	100	640	000	306	490
VOS, BEVA Total			312.00	312.00								
WASTE MANAGEMENT OF MN, INC.	41041	1	1,132.64	1,132.64	Aug Garbage	202502	01	005	810	186	000	330
WASTE MANAGEMENT OF MN, INC. Total			1,132.64	1,132.64								
WEX	41042	1	116.50	116.50	July Participant Fees	202502	01	005	010	000	000	305
WEX Total			116.50	116.50								
WICHMANN, GRANT	40981	1	440.00	440.00	Run Baseball Scoreboard	202412	01	300	294	217	000	305
WICHMANN, GRANT Total			440.00	440.00								
XELLO INC.	41038	1	3,100.00	3,100.00	College & Career Readiness Software	202502	01	005	790	000	313	406

[illegible]

Presented by Alex Rott, District Treasurer	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Treasurer's Report				2024-2025 July 2024
TYPE OF FUND	MONTHLY STARTING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	MONTHLY ADJUSTMENTS	MONTHLY ENDING BALANCE
GENERAL FUND 01*	\$ 3,740,437.43	\$ 433,975.49	\$ 688,918.10	\$0.00	\$ 3,485,494.82
FOOD SERVICE FUND 02*	\$ 416,625.36	\$ 13,273.81	\$ 3,826.94	\$0.00	\$ 426,072.23
COMM. SERVICE FUND 04*	\$ 126,080.09	\$ 14,335.02	\$ 29,754.19	\$0.00	\$ 110,660.92
Building Fund 06*	\$ (100,038.09)	\$ 2,788.34	\$ 109,345.90	\$0.00	\$ (206,595.65)
DEBT REDUCTION FUND 07*	\$ 1,053,873.41	\$ 371,312.07	\$ 537,967.50	\$0.00	\$ 887,217.98
Agency 09*	\$ 1,265.26	\$ -	\$ -	\$0.00	\$ 1,265.26
FY 25 DISTRICT TOTALS FUNDS (01* - 09*)	\$ 5,238,243.46	\$ 835,684.73	\$ 1,369,812.63	\$0.00	\$ 4,704,115.56
FY24 Comparisons	\$ 5,198,304.12	\$ 440,842.34	\$ 1,159,515.75	\$0.00	\$ 4,479,630.71
FY25 Difference	\$ 39,939.34	\$ 394,842.39	\$ 210,296.88	\$0.00	\$ 224,484.85
ACCOUNT BALANCES	BALANCE PER FY24 ACCOUNT BOOKS	FY25 - FY24 ACCOUNT DIFFERENCE	NAME AND TYPES OF ACCOUNTS		BALANCE PER FY25 ACCOUNT BOOKS
RTR FINANCIAL ACCOUNT BALANCES	\$ 371,639.87	\$ (302,419.05)	DISTRICT CHECKING ACCOUNTS		\$ 69,220.82
	\$ 563,137.33	\$ 121.68	INVESTMENTS/CD's		\$ 563,259.01
	\$ 2,980,913.29	\$ 456,835.83	MN LIQUID ASSET FUND ACCOUNT		\$ 3,437,749.12
	\$ 592,280.42	\$ 41,606.19	INVESTMENTS/PMA/UMB FINANCIAL NETWORK		\$ 633,886.61
	\$ 4,507,970.91	\$ 196,144.65	DISTRICT TOTALS:		\$ 4,704,115.56
BANK STATEMENT	FY24 ACCOUNT TOTALS:	FY25 BALANCE PER BANK STATEMENT	FY25 OUTSTANDING CHECKS PER	FY25 RATE OF INTEREST AND	FY25 BALANCE PER TREASURER'S BOOKS
First Independent Bank	0.25%			0.25%	
Checking	\$ 371,639.87	\$ 93,744.29	\$ (24,600.99)	\$ 77.52	\$ 69,220.82
PMA	5.04%			5.20%	
Public Investment	\$ 552,721.27	\$ 552,830.25	\$ -	\$ 12.70	\$ 552,842.95
First Independent Bank	.5% AND 2.00%			1.5% AND 1.71%	
CD's, Voice of Democracy	\$ 10,416.06	\$ 10,416.06	\$ -	\$ -	\$ 10,416.06
MN Liquid Asset Fund	5.05%			5.14%	
Liquid	\$ 125,897.52	\$ 78,776.98	\$ -	\$ 343.63	\$ 79,120.61
MN Liquid Asset Fund	5.15%			5.23%	
Maximum	\$ 2,855,015.77	\$ 3,342,906.46	\$ -	\$ 15,722.05	\$ 3,358,628.51
PMA Financial Network	5.04%			5.20%	
Construction Financing	\$ 592,280.42	\$ 631,098.27	\$ -	\$ 2,788.34	\$ 633,886.61
TOTALS	\$ 4,507,970.91	\$ 4,709,772.31	\$ (24,600.99)	\$ 18,944.24	\$ 4,704,115.56
				FY24 DIFFERENCE	\$ 196,144.65

MONTH ENDING	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Revenue vs. Disbursement Report						Presented by Alex Rott, RTR Treasurer	
JULY, 2024								
TYPE OF FUND	FY25 YTD REVENUES	FY25 BUDGET REVENUES	%	FY25 YTD EXPENSES	FY25 BUDGET EXPENSES	%	YTD REVENUES MINUS EXPENSES	%
01* - GENERAL FUND (WITH TRANS & CAPITAL)	\$ 433,975	\$ 8,756,932	4.96%	\$ 399,221	\$ 8,873,393	4.50%	\$ 34,755	0.46%
FY24 COMPARISON	\$ 352,163	\$ 8,585,540	4.10%	\$ 155,530	\$ 9,078,460	1.71%	\$ 196,633	2.39%
YEARS DIFFERENCE	\$ 81,813	\$ 171,392	0.85%	\$ 243,691	\$ (205,067)	2.79%	\$ (161,878)	-1.93%
02* - FOOD SERVICE FUND	\$ 13,274	\$ 673,800	1.97%	\$ 3,827	\$ 498,364	0.77%	\$ 9,447	1.20%
FY24 COMPARISON	\$ 7,878	\$ 539,500	1.46%	\$ 1,625	\$ 492,299	0.33%	\$ 6,254	1.13%
YEARS DIFFERENCE	\$ 5,395	\$ 134,300	0.51%	\$ 2,202	\$ 6,065	0.44%	\$ 3,193	0.07%
04* - COMMUNITY SERVICE FUND	\$ 14,335	\$ 163,502	8.77%	\$ 10,436	\$ 200,172	5.21%	\$ 3,899	3.55%
FY24 COMPARISON	\$ 11,035	\$ 244,479	4.51%	\$ 2,829	\$ 194,785	1.45%	\$ 8,206	3.1%
YEARS DIFFERENCE	\$ 3,300	\$ (80,977)	4.3%	\$ 7,607	\$ 5,387	3.76%	\$ (4,307)	0.5%
07* - DEBT REDEMPTION FUND	\$ 371,312	\$ 2,425,463	15.31%	\$ 537,968	\$ 2,424,900	22.19%	\$ (166,655)	-6.88%
FY24 COMPARISON	\$ 204,842	\$ 2,559,889	8.00%	\$ 194,785	\$ 2,439,605	7.98%	\$ 10,057	0.02%
YEARS DIFFERENCE	\$ 166,470	\$ (134,426)	0.00%	\$ 343,183	\$ (14,705)	14.20%	\$ (176,713)	-14.20%
2024 - 2025 TOTALS	\$ 832,896	\$ 12,019,697	6.93%	\$ 951,451	\$11,996,829	7.93%	\$ (118,555)	-1.00%
2023 - 2024 TOTALS	\$ 575,919	\$ 11,929,408	4.83%	\$ 354,768	\$12,205,149	2.91%	\$ 221,151	1.92%
FY25 DIFFERENCE	\$ 256,978	\$ 90,289	2.10%	\$ 596,683	\$ (208,320)	5.02%	\$ (339,706)	-2.92%
06* - BUILDING CONSTRUCTION FUND	\$ 2,788	\$ 29,000	9.61%	\$ 109,346	\$ 79,800	0.00%	\$ (106,558)	0.00%
FY25 YTD REVENUES	The RTR ISD 2902 Revenues for 2024-2025 in July are up \$256,978.							
FY25 YTD EXPENSES	The RTR ISD 2902 Expenses for 2024-2025 in July are up \$596,683. This increase in Expenses is due to a \$537,968 paid in July on our Debt Redemption Fund for interest paid on our current bonds.							

RTR Public Schools
Petty Cash – Check Book Reimbursement
August 14, 2024

CHECK #	VENDOR	DESCRIPTION	AMOUNT
13769	Lakeview Public School	Track Meet	150.00
13770	Lakeview Public School	Track Meet	100.00
13783	Lakeview Public School	Track Meet	100.00
13792	Elks Golf	Golf Meet	75.00
13795	Cash	Beg FB Gate	460.00
13806	Cash	Reimburse Cash Box	115.46
		TOTAL	1,000.46

Activity	July 1st Balance	Revenue	Expense	July 31st Balance
FFA	26,147.67	181.59	0.00	26,329.26
Yearbook	3,311.08	0.00	0.00	3,311.08
Student Council	2,338.80	0.00	0.00	2,338.80
FCCLA	2,821.10	248.21	0.00	3,069.31
Drumline	1,940.07	0.00	0.00	1,940.07
Football	3,797.50	0.00	0.00	3,797.50
Volleyball	10,435.35	0.00	0.00	10,435.35
Cheer	8,018.38	0.00	900.00	7,118.38
Baseball	4,261.15	0.00	0.00	4,261.15
MS Basketball	328.01	0.00	0.00	328.01
Caring is Sharing	3,630.91	0.00	0.00	3,630.91

RTR Public Schools #2902

Exp Detail - Fd, Org, Pro

Period Ending July 31, 2024

Sequence: Fd, Org, Pro

										25BUD			% YTD			Remaining
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	005	Districtwide														
		810	Operations Maint.													
E	01	005	810	000	000	170	422	00	Custodial Salary	318,521.00	15,781.97	310,364.57	97	0.00	97	8,156.43
E	01	005	810	000	000	199	422	00	Custodial Cash in Lieu	904.00	78.38	1,051.43	116	0.00	116	147.43
E	01	005	810	000	000	210	422	00	Custodial FICA	22,920.00	1,193.86	23,345.30	102	0.00	102	425.30
E	01	005	810	000	000	214	422	00	Custodial PERA	20,401.00	1,054.76	22,111.45	108	0.00	108	1,710.45
E	01	005	810	000	000	220	422	00	Custodial Health Insurances	48,464.00	2,443.35	50,410.03	104	0.00	104	1,946.03
E	01	005	810	000	000	230	422	00	Custodial Life Ins	140.00	6.65	158.28	113	0.00	113	18.28
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	0.00	11,170.83	131	0.00	131	2,670.83
E	01	005	810	184	000	330	422	00	Electricity Services	131,950.00	0.00	129,526.00	98	0.00	98	2,424.00
E	01	005	810	186	000	330	422	00	Garbage Services	33,000.00	1,131.40	15,530.01	47	0.00	47	17,469.99
E	01	005	810	191	000	440	422	00	Fuels-Custodial	0.00	266.89	1,389.93	0	0.00	0	1,389.93
E	01	005	810	000	000	401	422	00	Custodial Sup Mat	45,000.00	0.00	81,303.88	181	0.00	181	36,303.88
E	01	005	810	000	000	440	422	00	Natural Gas	70,000.00	0.00	49,177.52	70	0.00	70	20,822.48
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	366.18	305	0.00	305	246.18
E	01	005	810	000	000	251	422	00	Custodial Health Reimb Arra	0.00	41.66	41.66	0	0.00	0	41.66
E	01	005	810	000	000	270	422	00	Custodial Workers Compens	5,512.00	0.00	4,427.46	80	0.00	80	1,084.54
E	01	005	810	000	000	305	422	00	Custodial Fees For Svc	14,000.00	0.00	14,005.61	100	0.00	100	5.61
E	01	005	810	000	000	350	422	00	Custodial Repair Maint Sei	85,300.00	95.50	26,864.76	31	0.00	31	58,435.24
E	01	005	810	000	000	366	422	00	Custodial Travel	300.00	0.00	0.00	0	0.00	0	300.00
		810	Operations & Maint.							833,732.00	22,094.42	741,244.90	89%	0.00	89%	92,487.10
		850	Capital Facilities													
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	0.00	19,336.65	0	0.00	0	19,336.65
E	01	005	850	000	000	580	422	00	Principal Ctf of Part	120,000.00	0.00	115,000.00	96	0.00	96	5,000.00
E	01	005	850	000	000	581	422	00	Interest Ctf of Part.	46,200.00	23,100.00	72,750.00	157	0.00	157	26,550.00
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 Assessmer	460.00	0.00	0.00	0	0.00	0	460.00
E	01	005	850	000	348	570	422	00	Princ LT Bld Land Leases	0.00	0.00	8,272.47	0	0.00	0	8,272.47
E	01	005	850	000	348	571	422	00	Inter LT Bld Land Leases	0.00	0.00	1,024.53	0	0.00	0	1,024.53
		850	Capital Facilities							179,800.00	23,100.00	216,383.65	120%	0.00	120%	(36,583.65)
		865	Long Term Facility Maint													
E	01	005	865	000	347	305	467	00	FS Inspection	500.00	0.00	300.00	60	0.00	60	200.00

Sequence: Fd, Org, Pro

										25BUD			% YTD			Remaining
										Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	005 Districtwide															
	865 Long Term Facitly Maint															
E	01	005	865	000	349	305	467	00	Ha Chem Inv Fee Bulb Rec	700.00	0.00	570.00	81	0.00	81	130.00
E	01	005	865	000	380	350	467	00	Mechanical Sys-Repair Ma	0.00	0.00	20,725.29	0	0.00	0	20,725.29
E	01	005	865	000	381	350	467	00	LTFM Plumbing Repair Mai	0.00	0.00	8,596.11	0	0.00	0	8,596.11
E	01	005	865	000	368	350	467	00	LTFM Bldg Env-Repair Ma	0.00	0.00	1,863.00	0	0.00	0	1,863.00
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
E	01	005	865	000	369	350	467	00	Elevator Repair Maint Ser	0.00	0.00	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	0.00	4,505.19	451	0.00	451	3,505.19
E	01	005	865	000	352	305	467	00	H S Contract	8,600.00	0.00	6,937.00	81	0.00	81	1,663.00
E	01	005	865	000	352	401	467	00	H S Supplies	0.00	0.00	3,970.00	0	0.00	0	3,970.00
E	01	005	865	000	363	305	467	00	Fire Safety Fees for Service	2,000.00	0.00	5,298.50	265	0.00	265	3,298.50
E	01	005	865	000	363	350	467	00	Fire Safety Repair Maint L1	4,000.00	0.00	25,594.50	640	0.00	640	21,594.50
			865	Long Term Facitly Maint						36,800.00	0.00	80,105.59	218%	0.00	218%	(43,305.59)
			005	Districtwide						1,050,332.00	45,194.42	1,037,734.14	99%	0.00	99%	12,597.86
	300 High School															
	850 Capital Facilities															
E	01	300	850	000	302	896	424	00	Taxes Special Assessmer	0.00	0.00	70.00	0	0.00	0	70.00
			850	Capital Facilities						0.00	0.00	70.00	0%	0.00	0%	(70.00)
	865 Long Term Facitly Maint															
E	01	300	865	000	370	350	467	00	LTFM Electrical Repair	0.00	0.00	827.15	0	0.00	0	827.15
			865	Long Term Facitly Maint						0.00	0.00	827.15	0%	0.00	0%	(827.15)
			300	High School						0.00	0.00	897.15	0%	0.00	0%	(897.15)
01	General									1,050,332.00	45,194.42	1,038,631.29	99%	0.00	99%	11,700.71

Sequence: Fd, Org, Pro

											25BUD				% YTD	Remaining		
	L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
06	Building Construction																	
			005	Districtwide														
			870	Bldg Construction														
	E	06	005	870	801	000	520	464	801	Bldgs Acquisition Impr-Ath	60,000.00	0.00	59,532.27	99	0.00	99	467.73	
	E	06	005	870	000	000	520	464	000	Bldgs Acquisition Improver	7,800.00	0.00	267,145.90	3425	0.00	3425	259,345.90	
	E	06	005	870	801	000	305	464	801	Consult Fees For Svc-Athl C	6,200.00	0.00	6,124.80	99	0.00	99	75.20	
	E	06	005	870	000	000	305	464	000	Consult Fees For Svc	5,800.00	0.00	5,760.90	99	0.00	99	39.10	
	E	06	005	870	000	000	401	464	000	Construction Supplies	0.00	0.00	270.90	0	0.00	0	270.90	
			870	Bldg Construction							79,800.00	0.00	338,834.77	425%	0.00	425%	(259,034.77)	
			005	Districtwide							79,800.00	0.00	338,834.77	425%	0.00	425%	(259,034.77)	
06	Building Construction										79,800.00	0.00	338,834.77	425%	0.00	425%	(259,034.77)	
Report Totals:											1,130,132.00	45,194.42	1,377,466.06	122%	0.00	122%	(247,334.06)	



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. It is always an exciting time of the year as teachers trickle in and work in their rooms to create their amazing learning environments for our kids!! We are preparing to write a great story for every child who enters our doors this year! (Yes - I have a theme in mind!)

Please note that we do have a boost in enrollment this year and we are truly bursting at the seams! We ended the year at 325 and are beginning this school year with 343 currently enrolled students. That number will continue to fluctuate over the next couple of weeks, but we are busy!

Grading Changes: We have had several discussions with our 3rd-5th grade teachers and the decision has been made to take a step back from standards-based grading and move to letter grades. This will give us more consistency in how we approach grading. We are still teaching to the standards, but the grading system will move to percentages and letter grades as is the case in the middle school. We will use the following grading scale:

A 90 -100
B 80 - 89
C 70 -79
D 60- 69
F - Below 59

Read Act and Literacy Requirements: We continue to work to meet the requirements of the Read Act. We have all teachers trained or in the process so we are in good shape with training. Our RtI program is a work in progress and with each year we are growing and changing to make it the best possible program to ensure academic growth in our students in the area of literacy!

Staffing Updates: We are happy to report that we are fully staffed at the elementary which is quite an accomplishment. We are looking forward to our new teachers and paraprofessionals. They each bring greatness to our team!

Our **Open House** will be held on Wednesday, August 28 from 5:00-8:00 pm. We are excited to kick off the new school year and see everyone back in the school. This is our story and we are ready to start writing.

Here are the current enrollment numbers:

Preschool (3 and 4-year-olds) - 81

Kindergarten - 44

First Grade - 33

Second Grade - 53

Third Grade - 46

Fourth Grade - 42

Fifth Grade -44

Total Enrollment: 343

**ACTIVITIES
BOARD REPORT
AUGUST 2024**

1. We held the fall sports meeting on Monday, August 5th for parents and players.
2. Fall sports practices started on Monday, August 12th with some JH practices starting at a later date.
3. Though rSchool, parents can now register their participants online which will save on paper copies.
4. We have upgraded our Hudl subscription. The upgrade will provide more tools for coaches as well as give RTR the opportunity to livestream games/events that are not livestreamed through Christensen Broadcasting.
5. A new press box is being built on the visitors side of the football field for opposing teams to use during games. This will free up some area for our home side press box.
6. The youth football program (grades 4-6) will be getting new football pants this season. Last season we did new helmets and jerseys. Josh Hook will once again be the lead person for our youth football program.
7. Fall schedules are in place and published. I have all fall coaches in place and we are ready to go.
8. Questions

**School Board Meeting
August 14, 2024
7:00 PM**

Secondary Principal Report

- Summer School: I would call summer school a success this year. We had 12 kids involved and 10 of them completed the work for the credit recovery.
- SPED Teacher: We offered Will Rops the SPED job. He will be working under a Tier I license. We feel fortunate to have someone in this position and we feel like Will is going to be a great addition.
- English Teacher: After a late resignation in English, we did not have any applicants. I met with Mrs. DeSmith and the English department to try and figure out how to move forward. Without eliminating a bunch of electives and having our current staff on overload, it would have been very difficult. I approached Josh Inouye (current RTR substitute teacher) to see if he had any interest. He has accepted the challenge and we are excited to have him in that role. Whew!!!
- Cell Phones: The Yondr pouches have been ordered and should be here by the middle of August so we can prepare for the new cell phone policy.
- Technology & Acceptable Use Policy: Cristy, Darren, Jeremy and I worked on a Technology & Acceptable Use Policy which we will be looking for approval on. The meat of the subject is that we would like to begin charging a \$30 tech fee for each student in grades 5-12. There would be a \$90 max per family. This fee will help with technology expenses moving forward. We also want to try and limit the amount of damage to our devices by including some language that would charge students/families when they continually bring their device to the office with damages.
- Handbook Revisions: Here are the handbook updates. The big ticket items are the backpacks not being allowed in classrooms and the cell phone policy. In addition, I used the MSBA sample policy for dress code to rewrite our section in the handbook. The rest is pretty normal stuff from year to year. [MS/HS Handbook Updates 24-25](#)

- **Current Enrollment: May 30, 2024**

Grade 6:	48	
Grade 7:	53	
Grade 8:	59	160
Grade 9:	50	
Grade 10:	61	
Grade 11:	56	
Grade 12:	50	217

Total 6-12: 377 (finished the year at 374 last year)

School District Procurement Procedures

ISD #2902

Expense Reimbursements:

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

1. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Original receipts for lodging, registration, commercial transportation, and other reasonable expenses must be attached to the reimbursement form.
2. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost.

Mileage Reimbursement:

1. Staff will be compensated for mileage expenses at the IRS approved allowable rate.
2. All travel will be calculated from the primary job site office. Staff is required and encouraged to use a district-owned vehicle for all school travel. Staff must get prior Administrative approval to use their own private vehicle.

Staff Meal Reimbursement:

Meal expenses are reimbursed when requested or required travel requires that staff will be out of the district over meal times. Detailed item receipts must be attached for staff to be reimbursed for any meals for the following amounts:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00

Student State Tournament Qualifiers Approved Expenses:

RTR Activities that qualify for any Minnesota State High School League (MSHSL) sanctioned events shall receive the following reimbursements:

- a) Yellow Bus Transportation for the event
- b) Lodging for the event
- c) \$33.00 Daily Meal Allowance for the event as follows:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$15.00

Lodging Reimbursement:

Lodging expenses are reimbursed when requested or required travel requires that staff will be out of the district overnight. Detailed receipts must be attached in order for staff to be compensated for lodging.

Other Reimbursement:

Other expenses eligible for district business reimbursement by staff must be accompanied with a detailed receipt. These expenses included but are not limited to conference fees, commercial travel, parking fees and other reasonable district• related expenses.

Procedures for Reimbursement:

- A. All travel must be directed or approved by district or building administrators.
- B. Reimbursement requests should be submitted to the district office the 25th of each month.
- C. Payment for reimbursement requests will be double-checked by the Business Office
- D. Payment for reimbursement requests must be approved at the monthly board meetings
- E. Payments to the employee will be made following school board approval.

Capital Expenditures:

For all major expenditures such as computers, furniture, audit services, printing services, etc., prices are compared with at least two different vendors before a purchasing decision is made. Final approval for capital expenditures will be made by the Superintendent. Any capital expenditure over \$25,000 must have prior approval by the school board.

Consultants:

Contracts with consultants must include rate, schedule of pay, deliverables, timeframe, and other applicable information. All consultant contracts must be approved by the Superintendent.

Contracts:

Contracts for purchasing products or services, similar to a purchase order, are created and maintained for the file whenever appropriate. All District contracts must be approved by the Superintendent. All contracts that exceed \$25,000 over the course of the schoolyear, must be approved by the school board.

School Food Authority Purchasing:

Food service purchases, solicitations, and contracts must follow the Buy American provisions outlined in 7 CFR 210.21, 7 CFR 220.16 and Memo SP 23-2024. For foods that are unprocessed, the agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume.



July 23, 2024

David Marlette, Superintendent
Russell-Tyler-Ruthton Public School District, ISD #2902-01
111 County Highway 8
Tyler, MN 56178

Dear Superintendent Marlette:

Minnesota Statutes, section 123B.71, requires a review and comment statement on the educational and economic advisability of your proposed school construction project. Information supplied by your school district and from Minnesota Department of Education sources is the basis of this review and comment. With this positive review and comment, voter and school board approval is required for Russell-Tyler-Ruthton Public School District, Independent School District #2902-01, to proceed with the proposed projects.

The district shall publish a summary of the review and comment statement (the final two pages) in the legal newspaper of the district at least 48 days, but not more than 60 days, prior to holding a referendum for bonds or soliciting any bids for the construction, expansion, or remodeling of an educational facility. The department may request a statement certifying the publication, and require the submission, review, and approval of preliminary and final construction plans.

Minnesota Statutes, section 123B.71, requires the commissioner to include comments from residents of the school district in the review and comment. As of the date of this letter, no public comments have been received. In addition, Minnesota Statutes, section 123B.71, ***requires the school board hold a public meeting to discuss the review and comment prior to the date of the bond referendum election.***

Minnesota Statutes, section 123B.71, ***requires that a school district, prior to occupying a new or renovated facility after July 1, 2002, must submit a certification prepared by a system inspector to the commissioner and the building code official that will provide an occupancy permit.*** The certification must verify that the facility's installed or modified heating, ventilation, and air conditioning system operates according to design specifications and code, a system for monitoring outdoor airflow and total airflow of ventilation systems has been installed, and any installed or modified heating, ventilation, or air conditioning system provides an indoor air quality filtration system that meets ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard 52.1.

If you have any questions, please contact Chris Kubesh, Education Finance specialist, at 651-582-8319 or chris.kubesh@state.mn.us. Thank you for working with us to improve school facilities for Minnesota students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Willie L. Jett II'.

Willie L. Jett II
Commissioner

cc: Jeff Hansen, School Board Chair

Enclosure

**The Commissioner of the Department of Education
Review and Comment on the School Construction
Proposal of Russell-Tyler-Ruthton Public School District, ISD #2902-01**

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minnesota Statutes, section 123B.71, subdivisions 9 and 10, and Minnesota Statutes, section 123B.72. The district provides the following information:

1. The geographic area and population to be served:
 - a. preschool through grade 12 student enrollment for the past five years, and
 - b. student enrollment projections for the next five years.
2. A list of existing school facilities:
 - a. by year constructed,
 - b. their uses, and
 - c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.
3. A list of specific deficiencies of the facility:
 - a. demonstrating the need for a new or renovated facility to be provided,
 - b. the process used to determine the deficiencies,
 - c. a list of those deficiencies that will and will not be addressed by the proposed projects,
 - d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.
4. A description of the project, including:
 - a. specifications of site and outdoor space acreage,
 - b. square footage allocations for classrooms, laboratories and support spaces,
 - c. estimated expenditures for major portions of the project,
 - d. estimated changes in facility operating costs, and
 - e. dates the project will begin and be completed.
5. A specification of the source of project financing, including:
 - a. applicable statutory citations,
 - b. the scheduled date for a bond issue or school board action,
 - c. a schedule of payments, including debt service equalization aid, and
 - d. the effect of a bond issue on local property taxes by property class and valuation.
6. Documentation obligating the school district and contractors to comply with the following items:
 - a. Minnesota Statutes, section 471.345 governing municipal contracts,
 - b. sustainable design,
 - c. school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including ASHRAE air filtration Standard 52.1,
 - d. American National Standards Institute (ANSI) acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
 - e. state fire code,
 - f. chapter 326B governing building codes, and
 - g. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

Description of Proposed School Construction Project

Russell-Tyler-Ruthton Public School District (RTR), ISD #2902-01 is proposing a referendum on November 5, 2024 that would authorize \$20 million in bonding authority to finance a new gymnasium, fitness center, secure entrance vestibule and a 14 classroom addition. The projects would be scheduled for completion in calendar years 2025 and 2026. Cost estimates by project component are as follows:

<u>Building Additions:</u>		<u>Other Projects Costs:</u>	
Elementary Classrooms	\$4,020,250	FF&E / Technology	\$625,000
High School Classrooms	\$4,020,250	Convert Fitness Area to Career Center	\$159,500
Gymnasium	\$5,060,250	Fitness Area Equipment	\$225,000
Weight/Fitness Area	\$1,493,375	Other Interior Renovations	\$36,500
Storage Area	\$911,000	Fees, Permits & Testing	\$1,314,773
	\$15,505,125	Contingencies	\$2,433,674
		Bond Issuance	\$375,460
			\$5,169,907
		Estimated Total Project Costs	\$20,675,032

After a successful \$35 million bond referendum in 2019, RTR completed construction of their new PK-12 facility in 2021. Subsequent to the bond referendum, the district issued roughly \$3.6 million of non-voter approved bonds and utilized \$575,000 of general fund dollars to finance a new football/track stadium complex with an artificial turf playing surface. The annual principal and interest payments for the non-voter approved bonds have and will continue to utilize much of the district's operating capital revenue until the bonds are retired in FY 2037. The district went to the voters again in November of 2023 with a bond referendum similar to the one proposed here. It failed by 15 votes.

Current enrollment is roughly 700 students or about 54 students per grade. The district is projecting an enrollment increase of roughly 50 students over the next five years. The proposed building addition additions would increase the building square footage per student from roughly 240 to almost 290; above MDE Guidelines. Four of the proposed classrooms would be used to create daycare/after school care programming. Other proposed classrooms would enable the district to add a third section for larger classes and provide a music room. In addition, the amount of gymnasium space in the current facility is at MDE Guidelines. An additional two station gymnasium will increase square footage.

The additional operating costs associated with the proposed two-station gymnasium, fitness center and additional classrooms is estimated to be \$100,000 annually. Those additional operating costs and the debt service payments (coming out of the general fund budget) for the non voter approved bonds will be important for the district to monitor going forward.

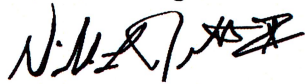
If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.

Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.



Willie L. Jett II

Commissioner

July 23, 2024

ELEMENTARY STUDENT HANDBOOK CHANGES FOR 2024-2025

Dress Code Changes to match MS/HS

DRESS CODE

- I. **Purpose:** The purpose of the following guideline is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of the importance of appearance in the school environment.

II. General Statement

- A. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- B. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 1. does not injure or damage property;
 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 3. does not interfere with the requirements of discipline in the operation of the school or school activities;
 4. does not involve substantial disorder or invasion of the rights of others.
- C. Such clothing includes, but is not limited to, the following:
 1. Clothing for weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing for the activity (i.e., physical education or the classroom)
- D. Student Clothing may not include the following:
 1. Extremely brief garments and see-through garments may not be worn.
 2. Hats and hoods may not be worn.
 3. Clothing (including emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others based on protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
 4. Apparel promoting products or activities that are illegal for use by minors.
 5. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

III. Procedures

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, not shaming students, and minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should

seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

- B. When, in the reasonable judgment of the administration, a student is in violation of the school dress code, the student will be directed to make modifications. If they are unable to make modifications, clothing may be provided for them. Parents or guardians will be notified. Other consequences may be enforced in line with the student discipline policy.
- C. The administration and staff may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians.
- D. An organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring the recommendation to the administration for approval.

ELECTRONIC USE GUIDELINES

During school hours personal student devices (i.e. Cell phones, Smartwatches, and AirPods/earpods) must be turned off and securely stored out of reach (hall locker or office). The school is not liable for the loss or destruction of these items.

FIELD TRIPS

Field trips serve as valuable educational experiences. Field trips may be planned for each grade level throughout 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 daily.

Students who have had significant acts of misbehavior such as fighting or physical aggression may result in loss of this opportunity. **Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.**

Students start with a clean slate after each field trip.

Classroom teachers will share specific information about field trips for individual grade levels.

Parents sign a field trip permission form as part of our registration process. Parents may be asked to assist with these field trips but there is no guarantee that parent volunteers will be needed. When trips are made in school buses, parents will be notified.

GRADING SYSTEM

Kindergarten-Second 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.

Third through Fifth Grade uses a letter grade system with the following grading scale:

- A 90 -100**
- B 80 - 89**
- C 70 -79**
- D 60- 69**
- F Below 69**

August 5, 2024

RTR Secondary School Handbook Changes

As with every year, the schedules, dates, etc are updated throughout the handbook. In addition to those yearly changes, the following things have changed in the handbook.

- Page 4: Back pack, school bags, etc will not be allowed in hallways or classrooms for students in grades 9-12.
- Page 4: Electronic Use Guidelines have been changed according to the new phone policy.
- Page 5: Date changes to match up with the new school calendar.
- Page 7: Credit requirement for graduation raised from 24 to 26. This is a result of moving to the 8 period day. Next year it will move to 27 and 28 the year after that.
- Page 10: In the tardy section under #1, the words "and secure their devices" was added as a result of the new phone policy.
- Page 12-13: School Dress has been totally changed. This is a touchy subject. We have to be very careful when we tell students how they can represent themselves. I took this from the policy given to us from MSBA.
- Page 15-16: Eligibility check dates and ineligibility periods have been changed to match our new calendar.
- Page 16: Athletic Training Rules was changed to say that students need to make arrangements with the Activities Director to see the trainer during the school day.

**RTR School District
#2902**

**RTR Public Schools
Technology & Acceptable Use Policy**



2024 - 2025

RTR Public Schools Technology & Acceptable Use Policy

Overview

The RTR Public School District is committed to preparing our learners to succeed in the changing societal landscape. It is essential that the District provide learners with the 21st century skills they need to be self-directional. We believe that effective educating and learning with technology will prepare each learner for the world in which we live. Excellence in education requires that technology is integrated throughout educational programs. Increasing access to technology is essential for our learners and to empower them to learn at their fullest potential and connect with the 4 C's (Creativity, Critical Thinking, Communication, Collaboration.) Integrating technology will enhance the curriculum that is in place and will give the RTR educators opportunities to facilitate learning in a variety of ways. To accomplish this vision, the District is making Chromebook technology available as described below.

Technology Fee: RTR Schools will be implementing a \$30 technology fee for each student beginning in September of 2024. Family cap of \$90. This fee will be used to update current technology as needed, pay for internet costs, site licenses for curriculum purposes, as well as many other technology expenses. This fee will be assessed on your JMC account and can be paid online or in the school office.

OPTION 1: Each student in grades 5-12 will be issued a school owned device.

OPTION 2: Students in grades 11-12 may wish to use a personal device at school due to needs associated with PSEO and other college level courses. These students should communicate their intent to use a personal device with the Secondary Office and understand that they are bound by the RTR Public Schools 524 Acceptable Use of Technology Policy, Administrative Procedures, Acceptable Use of Agreement, and all other guidelines wherever they use their device.

The RTR School District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.

RTR Device Maintenance

If a school device is lost, stolen, or damaged, it must be reported to the appropriate office (secondary or elementary) as soon as possible. Repair and/or replacement options will be determined by the RTR Schools.

- Depending on the reason for the lost, stolen, or damaged device, it may be the responsibility of the student and family to pay for the repair or replacement.
- Do not attempt to repair damaged devices on your own. This will likely cause more damage.
- Lost or damaged chargers will be replaced at the expense of the student/family at a cost of \$30 per charger.
- Intentional damage is not covered. Damage to devices will be investigated and fees will be assessed as determined by the administration.

Device Damage	Claim #1	Claim #2	Claim #3	Claim #4
Cost to student/family	\$0	\$30	\$50	\$100

Estimated Costs Chromebook (subject to change)

- Screen - \$125.00
- Keyboard/touchpad - \$60.00
- Power cord - \$30.00
- Full Replacement Cost (Chromebook, Charger) - \$350.00

Taking Care of Your Chromebook

Learners are responsible for the general care of the Chromebook that they have been issued by RTR Public Schools. Chromebooks that are broken or fail to work properly must be taken to the appropriate office where the learner will be asked to fill out a repair form. A loaner device will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions/Care

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by an educator.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a bag/backpack as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Never lift your Chromebook by the screen or carry it with the screen open.
- Do not put pressure on the top of a Chromebook/iPad when it is closed.
- Do not store a Chromebook/iPad with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Learners should charge Chromebooks at home every evening.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks will be set up for direct printing at school.
- Students may share items with their teacher/s for him/ her to print.

No Expectation of Privacy

Learners should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of learner Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, learners agree to such access, monitoring and recording of their use.

Content Filter

The district utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While on or off premise, ALL Chromebooks will have all internet activity protected and monitored by the district. Parents are encouraged to monitor child's/children's device activity when off campus.

Inspection

Learners may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Logging into a Chromebook

- Learners will log into their Chromebooks using their school-issued Google Apps for Education (@rtrschoools.org) account.
- Learners should never share their account passwords with others. In the event of a compromised account, RTR Public Schools reserves the right to disable the account.

RTR Acceptable Use Policy

The RTR Public School District provides a computer network and internet access for its students. This service allows students to share information, learn new concepts, and research diverse subjects.

Every year, any student who wants computer network and Internet access for that upcoming school year must sign and submit an acceptable Use policy. Students must also have their parents or guardians sign this policy. By signing this agreement, the student, and parent or guardian agree to follow the rules set forth in this document as well as Policy 524 available on the RTR School website.

SCOPE OF TECHNOLOGY POLICIES

The policies, guidelines, and roles described here refer to all devices:

1. Owned by, leased by, and/or on loan to RTR
2. Owned by, leased by, and/or on loan to any third party engaged in providing services for RTR
3. Any company or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier, or any type of connection including hardwired, fiber, infrared and/or wireless.

ACCEPTABLE USES

The district provides access to computer resources and the internet for educational purposes. If you have any doubt about whether a contemplated activity meets an education purpose, please consult your classroom teacher and/or responsible staff member. Among the uses that are considered acceptable include but are not limited to the following:

- 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.

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.

UNACCEPTABLE USES OF THE COMPUTER NETWORK OR THE INTERNET

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 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.
3. 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.
4. Users will not use the school district system to post private information about another person, personal contact information about themselves or 524-3 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.

Please refer to [Internet Acceptable Use and Safety Policy](#) for a more complete list of unacceptable uses.

PRIVACY

RTR Public Schools reserves the right to access all messages and files on the computer system as it deems necessary and appropriate for the safety of the student. Any misconduct or safety concerns will be investigated, documented, and shared with parents/guardians as well as law enforcement when necessary.

PENALTIES AND VIOLATIONS

A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of RTR Public School, and could also result in criminal prosecution where applicable.

RTR Public Schools will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through RTR Public Schools' computer network.

WARRANTIES/INDEMNIFICATION

RTR Public Schools assumes no responsibility for:

1. Any financial obligations arising out of unauthorized use of the system.
2. Any cost, liability, or damages caused by a user's violation of these guidelines.
3. Any information or materials that are transferred through the network.
4. The reliability of the data connection. RTR Public Schools shall not be liable of any loss or corruption of data resulting while using the network.
5. A student's illegal distribution (pirating) of software.

POLICY UPDATES

Due to the rapidly changing nature of technology, updates to this policy will be posted on the RTR website and these updates will supersede or amend the rules as stated within any printed document.

Student:

I have read the RTR Public School's Acceptable Use Policy regarding my use of the district's computer systems and the internet and understand my responsibility and the consequences if I misuse the district's computer systems or use the internet or email in an inappropriate manner. I will report any observed or suspected misuse of the district's computer systems to a teacher.

Printed name_____

Signature_____Date_____

Parent:

I have read the RTR Public School's Acceptable Use Policy regarding my student's use of the district's computer systems and the internet and understand his/her responsibilities and the consequences if he/she misuses the district's computer systems or uses the internet or email in an inappropriate manner.

Printed name_____

Signature_____Date_____