The regular school board meeting of the ISD #2902 (Russell-Tyler-Ruthton) School Board will be held on Wednesday, August 13, 2025, at 7:00 pm, RTR Public School Boardroom, 111 County Road 8, Tyler, MN.

RTR Public Schools ISD #2902
Board Meeting Agenda
August 13, 2025 – 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 9, 2025
   b. Approval of Assistant Cook – Jean Gilbert
   c. Approval of Assistant Cook – Danelle Bernardy
   d. Approval of Concession Stand Manager & Event Supervisor – Jordan Lichtsinn
   e. Approval of Youth Football Coordinator – Josh Hook
   f. Approval of Junior Hoopsters Coordinator – Josh Hook
   g. Approval of Volunteer Volleyball Coach – Ella Hesse
   h. Approval of Volunteer Football Coach – AJ Anderson
   i. Approval of Volunteer Football Coach – Darrick Baartman
   j. Approval of Resignation of Secondary Paraprofessional Student Assistant – Sara Vogt
   k. Approval of Resignation of Middle School English Teacher – Colby Hadler

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

6. Approval of Bills (action)
   a. Expenditures Report - $380,787.41
   b. Manual Checks - $ 12,479.27
   c. Payroll Report - $416,039.73
   $ 809,306.41

   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, Barb Paulson
   b. MS Dean of Students, Darren Baartman
   c. HS Principal, Rick Gossen
   d. Superintendent, David Marlette

9. Approval of setting the Annual Truth in Taxation Hearing Date to December 10, 2025, 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: _____

10. Approval to Declare 2012 Dodge Grand Caravan as Surplus Equipment. (action)

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

11. Approval of the 2025-2026 RTR Elementary School Student Handbook. (action)

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

12. Approval of the 2025-2026 RTR Secondary School Student Handbook. (action)

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

13. Approval to Transfer $16.61 of Non-Deliverable Lunch Refunds from the 2024-2025 School Year to the Delinquent Lunch Account. (action)

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

14. Approval to Write Off $8.70 for three (3) Delinquent Lunch Accounts for families who no longer attend RTR. (action)

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

15. Approval to add a half-time 9th Grade Volleyball Coach to our current RTR Master Agreement Extra-Curricular Schedule – Schedule "B" at 2.25 % ($1,147.50 for FY26) to be used only upon Athletic Director and Superintendent approval, if and when we have high participant numbers in the sport. (Ashlei Hoffmann has agreed to be this coach for FY26, if motion is approved.) (action)

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

16. Approval of the 2025-2026 Fundraisers for the District, as per attached list. (action)

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

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

Policy #	Policy Title	Policy #	Policy Title
414	Mandated Reporting of Child Neglect or Abuse	524	Internet, Technology, and Cell Phone Acceptable Use
418	Drug-Free Workplace/Drug-Free School	534	School Meals Policy
425	Staff Development and Mentoring	602	Organizing the School Calendar and School Day
501	School Weapons Policy	613	Graduation Requirements
515	Protection and Privacy of Pupil Records	620	Credit for Learning
516	Student Medication and Telehealth	709	Student Transportation Safety Policy
516.5	Overdose Medication		

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

18. Approval of Memorandum of Understanding (MOU) with RTR Education Association for an annual attendance stipend for any licensed certified staff members that meet or exceed all limited leave requirements. (action)

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

19. Approval of Memorandum of Understanding (MOU) with RTR Education Association for certified staff, who have served the District for over four (4) years of continuous service, an opportunity to annually convert one accumulated sick day to one additional personal leave day. (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 10, 2025 @ 7:00 p.m.
RTR Public School Boardroom
111 County Road 8, Tyler, MN 56178

RTR Public Schools ISD # 2902
School Board Minutes
July 9, 2025
RTR Public School in Tyler, MN – 7:00 p.m.

School Board Attendance: Dunblazier, Hess, Johansen, Kerkaert, Lensing, Matzner
Administration Attendance: Marlette, Baartman, Gossen, Paulson

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

The Pledge of Allegiance was recited by those in attendance.

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

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

a. Approval of Minutes from Regular School Board Meeting on June 18, 2025
b. Approval of 2025-2026 Employee Notifications – See Attachment A

M/S/C Kerkaert, Johansen to approve the bills. – Schedule A (6-0 vote)

a.	Expenditures Report -	$764,002.02
b.	Manual Checks -	$ 81,702.31
c.	Payroll Report -	$459,808.80
		$1,305,513.13

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

Administrative reports were presented.

M/S/C Johansen, Dunblazier to approve the 2025-2026 Substitute Teacher Pay at $185.00 per day. (6-0 vote)

M/S/C Dunblazier, Lensing to approve the following 2025-2026 admission prices. (6-0 vote)

Adults:	$7.00	Student Activity Ticket:	$40.00/year
Students (grades 1 – 12):	FREE	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 Kerkaert, Matzner to approve the following 2025-2026 activity fees. (6-0 vote)

High School Activity Fees for 2025-2026

- 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 2025-2026

- 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 Lensing, Johansen to approve the 2025-2026 meal prices as below. (6-0 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 Matzner, Kerkaert to approve the 2025-2026 Fall and Winter Coaches. (6-0 vote)

Football

Head Coach	Ted Kern
Assistant Coach	Carter Hansen
Assistant Coach	Payton Hess
Assistant Coach	Curt Gosser
Middle School Coach	Sawyer Hansen
Middle School Coach	Corey Castell

Boys Basketball

Head Coach	Daren Gravley
Assistant Coach	Ted Kern
9th Grade Coach	Carter Hansen
Middle School Coach	Garrett Kern
Middle School Coach	Sawyer Hansen

Volleyball

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

Girls Basketball

Head Coach	Steve Hesse
Assistant Coach	TBD
9th Grade Coach	Bobbi Werkman
Middle School Coach	Tricia Osbakken
Middle School Coach	Alexandra Stitt

Cross Country

Head Coach	Madison Johnson
Assistant Coach	TBD

Cheerleading

Head Coach	Sandy Carpenter

M/S/C Kerkaert, Lensing to approve the Resolution Approving School District #2902 Long-Term Facility Maintenance Ten Year Plan for its Facilities for 2025-2035. (6-0 roll call vote)

M/S/C Lensing, Kerkaert to approve the 2025-2026 school psychologist contract for Jay Trenhaile at a cost of $17,475. (6-0 vote)

M/S/C Kerkaert, Matzner to approve the graduation cords and sashes policy as presented. (6-0 vote)

M/S/C Lensing, Matzner to approve the Language Instruction Educational Program (LIEP) Plan as presented. (6-0 vote)

M/S/C Kerkaert, Johansen to approve the 2025-2027 Certified Staff Master Contract Agreement between ISD #2902 and the Russell-Tyler-Ruthton Education Association (RTREA). (6-0 vote)

M/S/C Matzner, Lensing to adjourn at 7:45 p.m. (6-0 vote)

Bobbie Lensing, Clerk

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

ISD #2902 - RTR Public Schools												
July, 2025 Manual Checks												
Vendor Name	**Vou #**	**Units**	**Rate**	**Total**	**Description**	**Period**	**Fd**	**Org**	**Pro**	**Crs**	**Fin**	**Obj**
BOONEVILLE FCCLA	43076	1	420.00	420.00	Aquatica Tickets (Std) (FCCLA)	202601	01	300	291	208	000	369
BOONEVILLE FCCLA	43076	1	60.00	60.00	Aquatica Tickets (Adv) (FCCLA)	202601	01	300	291	208	000	366
BOONEVILLE FCCLA Total			480.00	480.00								
BUCKINGHAM COUNTY FCCLA	43077	1	280.00	280.00	Aquatica Tickets (Std) (FCCLA)	202601	01	300	291	208	000	369
BUCKINGHAM COUNTY FCCLA Total			280.00	280.00								
ISD #2904	43113	1	100.00	100.00	Mobile Smartboard Carts	202601	01	100	203	000	000	401
ISD #2904 Total			100.00	100.00								
VISA	43117	1	734.12	734.12	Shuttle (Std) (FCCLA)	202601	01	300	291	208	000	369
VISA	43117	1	45.88	45.88	Shuttle (Adv) (FCCLA)	202601	01	300	291	208	000	366
VISA	43119	1	59.26	59.26	State Golf Lodging	202601	01	300	292	225	000	366
VISA	43118	1	2,926.80	2,926.80	Walt Disney World Tickets (Std) (FCCLA)	202601	01	300	291	208	000	369
VISA	43118	1	182.92	182.92	Walt Disney World Tickets (Adv) (FCCLA)	202601	01	300	291	208	000	366
VISA	43138	1	25.00	25.00	FCCLA Registration	202512	01	300	291	208	000	369
VISA	43138	1	1,285.44	1,285.44	Seaworld Tickets (Std) (FCCLA)	202512	01	300	291	208	000	369
VISA	43138	1	256.00	256.00	Trolley Tickets (Std) (FCCLA)	202512	01	300	291	208	000	369
VISA	43138	1	16.00	16.00	Trolley Ticket (Adv) (FCCLA)	202512	01	300	291	208	000	366
VISA	43137	1	43.66	43.66	Crayons	202601	01	100	203	241	000	430
VISA	43136	1	840.00	840.00	CPI Training	202601	01	005	640	000	306	366
VISA	43135	1	880.00	880.00	Para Conference	202601	01	005	640	000	306	366
VISA	43138	1	98.88	98.88	Seaworld Ticket (Adv) (FCCLA)	202512	01	300	291	208	000	366
VISA	43134	1	400.00	400.00	Food Service Workshop	202601	02	005	770	000	701	366
VISA	43133	1	10.99	10.99	State Baseball NSPN Subscription	202512	01	300	294	217	000	305
VISA	43132	1	630.72	630.72	JL/TS/CG Summer Conference	202512	01	300	640	000	306	366
VISA	43162	1	45.00	45.00	Parking (FFA)	202512	01	300	291	207	000	366
VISA	43161	1	331.97	331.97	112.61 Gal	202601	01	005	760	190	733	440
VISA	43165	1	106.80	106.80	Folders/Markers/Crayons/Supplies	202601	01	300	050	000	000	401
VISA	43164	1	564.01	564.01	Posters/Lesson Plans/Unit Bundles	202601	01	300	220	000	000	430
VISA	43163	1	453.54	453.54	Camp Invention Food	202512	04	005	505	000	321	401
VISA	43162	1	1,682.28	1,682.28	Golf Lodging	202512	01	300	292	225	000	366
VISA Total			11,619.27	11,619.27								
Grand Total			12,479.27	12,479.27								
ISD #2902 - RTR Public Schools												
August 13th, 2025												
Vendor Name	**Vou #**	**Units**	**Rate**	**Total**	**Description**	**Period**	**Fd**	**Org**	**Pro**	**Crs**	**Fin**	**Obj**
A & B BUSINESS, INC.	43169	1	1,121.94	1,121.94	Copies	202602	01	300	211	000	000	560
A & B BUSINESS, INC.	43169	1	280.49	280.49	Copies	202602	01	005	020	000	000	560

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
A & B BUSINESS, INC.	43169	1	841.45	841.45	Copies	202602	01	100	203	000	000	560
A & B BUSINESS, INC.	43169	1	280.49	280.49	Copies	202602	01	100	050	000	000	560
A & B BUSINESS, INC.	43169	1	280.48	280.48	Copies	202602	01	300	050	000	000	560
A & B BUSINESS, INC.	43169	1	280.49	280.49	Copies	202602	01	005	110	000	000	560
A & B BUSINESS, INC. Total			3,085.34	3,085.34								
ABERNATHY, SHELLEY	43170	1	100.00	100.00	Preschool Tuition Refund	202602	04	005	582	000	344	040
ABERNATHY, SHELLEY Total			100.00	100.00								
AMAZON CAPITAL SERVICES	43179	1	29.99	29.99	Magnetic Blocks	202602	01	100	203	242	000	430
AMAZON CAPITAL SERVICES	43189	1	1,124.86	1,124.86	Bookshelves/Desks/Cables	202602	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	43183	1	283.54	283.54	Glue/Popsicle Sticks/Tape/Supplies	202602	01	300	256	000	000	430
AMAZON CAPITAL SERVICES	43191	1	217.07	217.07	Minute Book	202602	01	005	010	000	000	401
AMAZON CAPITAL SERVICES	43196	1	3,121.47	3,121.47	Note Pads/Markers/Lead Refills/Supplies	202602	01	300	211	000	000	401
AMAZON CAPITAL SERVICES	43185	1	185.12	185.12	Stapler/Rock Salt/Beakers/Supplies	202602	01	300	260	000	000	430
AMAZON CAPITAL SERVICES	43195	1	935.83	935.83	Dehydrator/Knives/Dish Towels/Pan (Foundation)	202602	01	300	211	102	000	430
AMAZON CAPITAL SERVICES	43181	1	105.80	105.80	Clorox Wipes/Sticky Notes/Scissors/Supplies	202602	01	300	620	000	000	401
AMAZON CAPITAL SERVICES	43182	1	171.54	171.54	Glue/Pens/Pencils/Headphones/Supplies	202602	01	300	220	000	000	430
AMAZON CAPITAL SERVICES	43171	1	175.03	175.03	Trim/Bulletin Board/Stapler/Supplies	202602	01	100	258	000	000	430
AMAZON CAPITAL SERVICES	43176	1	163.13	163.13	Timers/Megaphone/Belletin Board/Supplies	202602	01	100	203	245	000	430
AMAZON CAPITAL SERVICES	43178	1	313.96	313.96	Stickers/Glow Sticks/Paint/Supplies	202602	01	100	201	000	000	430
AMAZON CAPITAL SERVICES	43177	1	166.24	166.24	Pencil Case/Markers/Erasers/Supplies	202602	01	100	201	000	000	430
AMAZON CAPITAL SERVICES	43194	1	177.73	177.73	Laminating Film	202602	01	300	211	000	000	401
AMAZON CAPITAL SERVICES	43180	1	283.58	283.58	Tape/Streamers/Aluminum Foil/Supplies	202602	01	300	230	000	000	430
AMAZON CAPITAL SERVICES	43187	1	151.70	151.70	Water Filters/Bulleting Boarder/Cups/Supplies	202602	01	300	050	000	000	401
AMAZON CAPITAL SERVICES	43173	1	125.47	125.47	Stickers/Cipboards/Markers/Supplies	202602	01	100	203	241	000	430
AMAZON CAPITAL SERVICES	43192	1	47.99	47.99	Computer Privacy Screens	202602	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	43197	1	11.76	11.76	Restickable/Removable Mounting Squares	202602	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	43186	1	20.59	20.59	Teaching Book	202602	01	300	050	000	000	401
AMAZON CAPITAL SERVICES	43188	1	183.13	183.13	Adjustable Desk/Monitor Mounts/Cables	202602	01	300	256	000	000	430
AMAZON CAPITAL SERVICES	43172	1	100.80	100.80	Pencil Sharpener/Doorbell/Dice Set/Supplies	202602	01	100	203	244	000	430
AMAZON CAPITAL SERVICES	43194	1	177.72	177.72	Laminating Film	202602	01	100	203	000	000	401
AMAZON CAPITAL SERVICES	43193	1	58.65	58.65	Tape/Moinster/Pens/Sticky Notes	202602	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	43190	1	20.05	20.05	Tab Dividers	202602	01	005	020	000	000	401
AMAZON CAPITAL SERVICES	43175	1	86.19	86.19	Zipper Pouch/Cloths Pins/Blocks/Supplies	202602	04	005	582	000	344	430
AMAZON CAPITAL SERVICES	43174	1	112.34	112.34	Easel Pads/Puzzles/Markers/Supplies	202602	01	100	203	242	000	430
AMAZON CAPITAL SERVICES	43197	1	407.18	407.18	Menstrual Products	202602	01	005	720	000	302	401
AMAZON CAPITAL SERVICES	43184	1	93.74	93.74	Poster Board/Stapler/Yard Stick/Supplies	202602	01	300	270	000	000	430
AMAZON CAPITAL SERVICES	43187	1	94.99	94.99	Coffee	202602	01	005	010	000	000	401
AMAZON CAPITAL SERVICES Total			9,147.19	9,147.19								
AMERICAN BOOK COMPANY	43198	1	1,414.00	1,414.00	Reading Books	202602	01	300	220	000	000	460
AMERICAN BOOK COMPANY Total			1,414.00	1,414.00								
A-OX WELDING, INC	43287	1	70.35	70.35	Cylinder Rent	202602	01	300	301	000	830	433

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
A-OX WELDING, INC Total			70.35	70.35								
APOLLO WATER SYSTEMS INC.	43199	1	100.00	100.00	Salt	202602	02	005	770	000	701	401
APOLLO WATER SYSTEMS INC. Total			100.00	100.00								
ARBITERSPORTS LLC	43200	1	450.00	450.00	Activities Registration Subscription	202602	01	300	292	000	000	305
ARBITERSPORTS LLC Total			450.00	450.00								
AVERA MARSHALL	43201	1	755.00	755.00	Athletic Training	202512	01	300	292	000	000	305
AVERA MARSHALL Total			755.00	755.00								
AVIBEN LLC	43202	1	193.20	193.20	Aug Service Fee/Flex Benefits Plan	202602	01	005	010	000	000	305
AVIBEN LLC Total			193.20	193.20								
BFG SUPPLY COMPANY	43286	1	4,341.59	4,341.59	Plants/Supplies (FFA)	202602	01	300	291	207	000	619
BFG SUPPLY COMPANY Total			4,341.59	4,341.59								
BORMAN, TAMMY	43203	1	107.15	107.15	Shirts/Vinyl Rolls (FCCLA)	202512	01	300	291	208	000	401
BORMAN, TAMMY	43203	1	253.94	253.94	Meals (FCCLA)	202512	01	300	291	208	000	366
BORMAN, TAMMY Total			361.09	361.09								
BRUENDER'S CORNER MART, INC	43204	1	54.98	54.98	18.33 Gal	202602	01	005	760	190	733	440
BRUENDER'S CORNER MART, INC	43204	1	213.53	213.53	57.73 Gal Diesel	202602	01	005	810	191	000	440
BRUENDER'S CORNER MART, INC	43204	1	20.80	20.80	6.94 Gal Diesel	202602	01	005	810	191	000	440
BRUENDER'S CORNER MART, INC Total			289.31	289.31								
CARLSON & STEWART INC.	43205	1	835.25	835.25	Kitchen Equipment Preventative Maintenance	202602	02	005	770	000	701	350
CARLSON & STEWART INC.	43206	1	272.86	272.86	Ice Machine Cleaning	202602	01	300	292	000	000	350
CARLSON & STEWART INC. Total			1,108.11	1,108.11								
CAROLINA BIOLOGICAL SUPPLY CO.	43207	1	46.82	46.82	Ammonium Dictromate	202602	01	300	260	000	000	430
CAROLINA BIOLOGICAL SUPPLY CO. Total			46.82	46.82								
CHRISTIANSON FARM MACHINERY INC.	43208	1	205.99	205.99	Skidsteer Beacon	202602	01	005	810	000	000	401
CHRISTIANSON FARM MACHINERY INC.	43209	1	1,648.10	1,648.10	Skidsteer Broom	202602	01	005	810	000	000	401
CHRISTIANSON FARM MACHINERY INC. Total			1,854.09	1,854.09								
CLIMATE CONTROL SYSTEMS & SERVICE	43210	1	3,230.00	3,230.00	EMS Agreement	202512	01	005	865	000	380	350
CLIMATE CONTROL SYSTEMS & SERVICE Total			3,230.00	3,230.00								
COMMERCIAL INTERIOR DECOR, INC.	43211	1	1,365.00	1,365.00	Floor Cleaner	202602	01	005	810	000	000	401
COMMERCIAL INTERIOR DECOR, INC. Total			1,365.00	1,365.00								
DEMCO	43212	1	595.03	595.03	Laminate/Labels/Bookmarks/Supplies	202602	01	005	620	000	343	401
DEMCO Total			595.03	595.03								
ENVIRO PUMP PLUS	43274	1	334.75	334.75	Pump Concession Stand Bathroom	202602	01	300	292	219	000	305
ENVIRO PUMP PLUS Total			334.75	334.75								
FLINN SCIENTIFIC INC.	43213	1	358.41	358.41	Stoppers/Mirrors/Bunsen Burner/Supplies	202602	01	300	260	000	000	430
FLINN SCIENTIFIC INC. Total			358.41	358.41								
FULL SPECTRUM LASER LLC	43214	1	686.77	686.77	Laser Cutter Control Board	202602	01	300	301	000	830	433
FULL SPECTRUM LASER LLC Total			686.77	686.77								
GET MORE MATH	43277	1	5,865.30	5,865.30	Licenses	202602	01	005	790	000	313	406
GET MORE MATH Total			5,865.30	5,865.30								
GOSSEN, RICK	43276	1	226.80	226.80	324 Miles	202512	01	300	050	000	000	366

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
GOSSEN, RICK Total			226.80	226.80								
GRANITE TELECOMMUNICATIONS	43285	1	80.62	80.62	Aug Phone	202602	01	100	203	000	000	320
GRANITE TELECOMMUNICATIONS	43285	1	161.24	161.24	Aug Phone	202602	01	300	211	000	000	320
GRANITE TELECOMMUNICATIONS Total			241.86	241.86								
GREATER MINNESOTA FAMILY SERVICES	43215	1	625.00	625.00	Mental Health Practioner	202602	01	100	730	000	317	379
GREATER MINNESOTA FAMILY SERVICES Total			625.00	625.00								
GUARANTEE ROOFING & SHEET METAL OF SD, INC.	43275	1	1,556.90	1,556.90	Roof Repair (Included in Insurance Claim)	202602	01	005	810	000	000	350
GUARANTEE ROOFING & SHEET METAL OF SD, INC. Total			1,556.90	1,556.90								
HEALTH PARTNERS	43216	1	53,655.25	53,655.25	Aug Health Insurance	202602	01	215	028			
HEALTH PARTNERS Total			53,655.25	53,655.25								
HILLYARD - SIOUX FALLS	43217	1	528.83	528.83	Applicator Kit/Foaming Cleaner	202602	01	005	810	000	000	401
HILLYARD - SIOUX FALLS	43219	1	308.82	308.82	Squeegee Blades/Wheel Kit	202602	01	005	810	000	000	401
HILLYARD - SIOUX FALLS	43220	1	1,059.98	1,059.98	Floor Pads/Receptacles/Supplies	202602	01	005	810	000	000	401
HILLYARD - SIOUX FALLS	43218	1	109.86	109.86	Squeegee Blades	202602	01	005	810	000	000	401
HILLYARD - SIOUX FALLS Total			2,007.49	2,007.49								
INDEPENDENT	43221	1	226.20	226.20	12 mo. Subscription	202602	01	300	620	000	000	430
INDEPENDENT Total			226.20	226.20								
INNOVATIVE OFFICE SOLUTIONS, LLC	43222	1	581.25	581.25	Rubberbands/Index Cards/Staplers/Supplies	202602	01	300	211	000	000	401
INNOVATIVE OFFICE SOLUTIONS, LLC Total			581.25	581.25								
INTEGRATED MECHANICAL SOLUTIONS	43223	1	1,444.66	1,444.66	HVAC Filters	202512	01	005	810	000	000	401
INTEGRATED MECHANICAL SOLUTIONS Total			1,444.66	1,444.66								
ISD #413	43224	1	4,494.05	4,494.05	Wrestling Fees - to Marshall School	202602	01	300	294	212	000	390
ISD #413 Total			4,494.05	4,494.05								
JIM'S CLOTHING & SPORTING GOOD	43225	1	378.00	378.00	Track Ribbons	202512	01	300	292	219	000	401
JIM'S CLOTHING & SPORTING GOOD	43226	1	767.50	767.50	Drama Patches	202512	01	300	291	236	000	401
JIM'S CLOTHING & SPORTING GOOD Total			1,145.50	1,145.50								
KASSON-MANTORVILLE SCHOOLS	43227	1	292.32	292.32	Bus Transportation (Std) (FCCLA)	202512	01	300	291	208	000	369
KASSON-MANTORVILLE SCHOOLS	43227	1	18.27	18.27	Bus Transportation (Adv) (FCCLA)	202512	01	300	291	208	000	366
KASSON-MANTORVILLE SCHOOLS Total			310.59	310.59								
KCK WILDFIRE	43228	1	2,000.00	2,000.00	Cheer Stunt & Tumble Camp	202602	01	300	292	229	000	369
KCK WILDFIRE Total			2,000.00	2,000.00								
KIBBLE EQUIPMENT LLC	43272	1	515.76	515.76	Gator Maintenance	202602	01	005	810	000	000	350
KIBBLE EQUIPMENT LLC Total			515.76	515.76								
MAP OF THE MONTH	43229	1	336.00	336.00	Maps	202602	01	300	270	000	000	430
MAP OF THE MONTH Total			336.00	336.00								
MCDOWELL AGENCY INC.	43230	1	42.00	42.00	Background Check	202602	01	005	715	000	342	315
MCDOWELL AGENCY INC. Total			42.00	42.00								
MEASURE BY DESIGN LLC	43231	1	380.00	380.00	FCCLA Nationals T-Shirts	202602	01	300	291	208	000	401
MEASURE BY DESIGN LLC Total			380.00	380.00								
MENARDS	43273	1	257.74	257.74	Grass Seed/Storage Box/Glue/Supplies	202602	01	005	810	000	000	401
MENARDS	43232	1	395.79	395.79	Landscape Fabric/Jumper Cables/Supplies	202602	01	005	810	000	000	401

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
MENARDS Total			653.53	653.53								
MINNESOTA FFA ASSOCIATION	43282	1	450.00	450.00	SGLC Registration (FFA)	202602	01	300	291	207	000	369
MINNESOTA FFA ASSOCIATION Total			450.00	450.00								
MINNESOTA UNEMPLOYMENT INS	43233	1	13,182.46	13,182.46	Para/Cook Unemployment	202602	01	005	211	000	000	281
MINNESOTA UNEMPLOYMENT INS	43233	1	0.56	0.56	BB Unemployment	202602	01	005	211	000	000	280
MINNESOTA UNEMPLOYMENT INS Total			13,183.02	13,183.02								
MINNTEX CITRUS, INC	43278	1	1,231.40	1,231.40	Fruit (FFA)	202602	01	300	291	207	000	619
MINNTEX CITRUS, INC Total			1,231.40	1,231.40								
MN RURAL EDUCATION ASSN	43234	1	1,833.00	1,833.00	25-26 Membership	202602	01	005	105	000	000	820
MN RURAL EDUCATION ASSN Total			1,833.00	1,833.00								
MYSTERY SCIENCE INC.	43235	1	1,695.00	1,695.00	District Membership 1 Yr	202602	01	100	203	000	000	406
MYSTERY SCIENCE INC. Total			1,695.00	1,695.00								
PEPSI COLA BOTTLING, INC	43236	1	38.00	38.00	Pop	202602	01	300	292	000	000	619
PEPSI COLA BOTTLING, INC Total			38.00	38.00								
PLUNKETT'S, INC.	43237	1	99.32	99.32	Pest Control	202602	01	005	810	000	000	350
PLUNKETT'S, INC. Total			99.32	99.32								
PREMIER FURNITURE & EQUIPMENT	43238	1	674.84	674.84	Bookcases	202602	01	100	203	000	000	401
PREMIER FURNITURE & EQUIPMENT Total			674.84	674.84								
PRINCIPAL LIFE INSURANCE COMPANY	43239	1	68.22	68.22	Aug STD	202602	01	215	033			
PRINCIPAL LIFE INSURANCE COMPANY	43239	1	1,146.22	1,146.22	Aug LTD	202602	01	215	029			
PRINCIPAL LIFE INSURANCE COMPANY	43239	1	752.02	752.02	Aug Bd/Dep/Life	202602	01	215	028			
PRINCIPAL LIFE INSURANCE COMPANY Total			1,966.46	1,966.46								
RED ROCK CONFERENCE	43292	1	900.00	900.00	Conference Dues	202602	01	300	292	000	000	820
RED ROCK CONFERENCE Total			900.00	900.00								
RESTAURANT DESIGN EQUIPMENT & SUPPLY	43279	1	42,408.40	42,408.40	Dishwasher/Sink/Dishtables/Supplies - Remodel	202602	02	005	770	000	701	530
RESTAURANT DESIGN EQUIPMENT & SUPPLY Total			42,408.40	42,408.40								
RIDDELL/ALL AMERICAN SPORTS CORP.	43240	1	3,092.40	3,092.40	Recondition Helmets	202602	01	300	294	211	000	401
RIDDELL/ALL AMERICAN SPORTS CORP. Total			3,092.40	3,092.40								
S & K AUTO REPAIR	43290	1	322.13	322.13	107.41 Gal	202602	01	005	760	190	733	440
S & K AUTO REPAIR	43291	1	86.99	86.99	Oil Change/Tire Rotation	202602	01	005	760	190	733	350
S & K AUTO REPAIR	43290	1	229.00	229.00	Switch Drivers Ed Brake Pedal	202602	04	005	505	149	321	401
S & K AUTO REPAIR Total			638.12	638.12								
SAVVAS LEARNING COMPANY LLC	43242	1	4,539.24	4,539.24	Health Books	202602	01	300	240	000	000	460
SAVVAS LEARNING COMPANY LLC	43241	1	6,267.51	6,267.51	Social Studies Books	202602	01	100	203	000	000	460
SAVVAS LEARNING COMPANY LLC Total			10,806.75	10,806.75								
SCHOOL MATE	43245	1	720.00	720.00	Student Planners	202602	01	100	203	000	000	401
SCHOOL MATE Total			720.00	720.00								
SCHOOL OUTFITTERS	43246	1	2,037.62	2,037.62	Book Cases	202602	01	100	203	000	302	530
SCHOOL OUTFITTERS Total			2,037.62	2,037.62								
SCHOOL SPECIALTY LLC	43247	1	21.29	21.29	Supplies	202602	01	300	260	000	000	430
SCHOOL SPECIALTY LLC	43247	1	59.50	59.50	Supplies	202602	01	300	256	000	000	430

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
SCHOOL SPECIALTY LLC	43248	1	38.05	38.05	Paint	202602	04	005	582	000	344	430
SCHOOL SPECIALTY LLC	43249	1	64.20	64.20	Magnetic Coins	202602	01	100	203	241	000	430
SCHOOL SPECIALTY LLC Total			183.04	183.04								
SCHOOLSIN	43243	1	1,520.29	1,520.29	Whiteboard	202602	01	100	203	000	302	530
SCHOOLSIN	43244	1	4,357.24	4,357.24	Choir Chairs	202602	01	100	203	000	302	530
SCHOOLSIN Total			5,877.53	5,877.53								
SCHUMACHER ELEVATOR COMPANY	43250	1	1,868.57	1,868.57	Elevator Maintenance	202602	01	005	865	000	369	350
SCHUMACHER ELEVATOR COMPANY Total			1,868.57	1,868.57								
SERIE, KEITH	43251	1	50.00	50.00	Trapping Fee	202602	01	005	810	000	000	305
SERIE, KEITH Total			50.00	50.00								
SFM	43252	1	35,097.00	35,097.00	Annual Workers Compensation Insurance	202602	01	005	940	000	000	340
SFM Total			35,097.00	35,097.00								
SHADETREE AUTO REPAIR	43253	1	133.00	133.00	Van Oil Change/Brake Inspection/Battery Test	202602	01	005	760	190	733	350
SHADETREE AUTO REPAIR Total			133.00	133.00								
SOUTHWEST GLASS CTR INC	43254	1	3.00	3.00	Cut Key	202602	01	005	810	000	000	305
SOUTHWEST GLASS CTR INC Total			3.00	3.00								
SOUTHWEST HEALTH & HUMAN SERVICES	43255	1	100.00	100.00	2025 Collaborative Fee	202602	01	005	740	000	000	305
SOUTHWEST HEALTH & HUMAN SERVICES Total			100.00	100.00								
STREET GRAPHEX, INC.	43280	1	63.30	63.30	Youth FB Camp T-Shirts	202512	01	300	292	919	301	401
STREET GRAPHEX, INC. Total			63.30	63.30								
SUMMIT FIRE PROTECTION	43256	1	1,139.50	1,139.50	Semi-Annual Maint Cont	202602	01	005	865	000	363	305
SUMMIT FIRE PROTECTION Total			1,139.50	1,139.50								
SUPREME SCHOOL SUPPLY	43257	1	216.95	216.95	Planners/Passes/Permits/Slips	202602	01	300	211	000	000	401
SUPREME SCHOOL SUPPLY Total			216.95	216.95								
SW/WC SERVICE COOPERATIVES	43258	1	24.11	24.11	Bus Driver Training	202512	01	005	760	000	720	305
SW/WC SERVICE COOPERATIVES	43258	1	47.11	47.11	Student Bussing	202512	01	100	203	000	733	360
SW/WC SERVICE COOPERATIVES	43258	1	1,425.00	1,425.00	May Business Services	202512	01	005	110	000	000	315
SW/WC SERVICE COOPERATIVES	43258	1	13,529.50	13,529.50	May/June Tech Support	202512	01	005	630	000	000	316
SW/WC SERVICE COOPERATIVES	43258	1	3,104.40	3,104.40	ALC/STARRS Online Tuition	202512	01	300	211	000	000	390
SW/WC SERVICE COOPERATIVES Total			18,130.12	18,130.12								
TPRS BOOKS	43259	1	192.00	192.00	Spanish Books	202602	01	300	230	000	000	460
TPRS BOOKS Total			192.00	192.00								
TRAFERA	43281	1	9,630.00	9,630.00	Chromebooks	202602	01	005	630	000	000	466
TRAFERA	43260	1	8,025.00	8,025.00	Chromebooks	202512	01	005	630	000	000	466
TRAFERA	43261	1	780.00	780.00	AC Adapters	202512	01	005	630	000	000	466
TRAFERA Total			18,435.00	18,435.00								
TRANE U.S. INC.	43262	1	3,686.00	3,686.00	Annual Chiller Maintenance Agreement	202602	01	005	865	000	380	350
TRANE U.S. INC. Total			3,686.00	3,686.00								
TYLER BUS SERVICE, INC.	43289	1	73,111.44	73,111.44	Contracted Transportation	202602	01	005	760	000	720	360
TYLER BUS SERVICE, INC. Total			73,111.44	73,111.44								
TYLER CITY OF	43263	1	7,500.00	7,500.00	April-June School Resource Officer	202512	01	005	715	000	342	310

Vendor Name	Vou #	Units	Rate	Total	Description	Period	Fd	Org	Pro	Crs	Fin	Obj
TYLER CITY OF	43263	1	80.73	80.73	June Garbage	202512	01	005	810	186	000	330
TYLER CITY OF	43263	1	293.40	293.40	June Sewer	202512	01	005	810	183	000	330
TYLER CITY OF	43263	1	1,025.87	1,025.87	June Water	202512	01	005	810	183	000	330
TYLER CITY OF	43263	1	171.74	171.74	June Gas	202512	01	005	810	000	000	440
TYLER CITY OF	43263	1	20,720.00	20,720.00	June Electric	202512	01	005	810	184	000	330
TYLER CITY OF Total			29,791.74	29,791.74								
TYLER ELECTRIC LLC	43264	1	200.90	200.90	Floor Machine Repair	202512	01	005	810	000	000	350
TYLER ELECTRIC LLC	43265	1	460.25	460.25	Flag Pole Light Parts/Labor	202512	01	005	810	000	000	350
TYLER ELECTRIC LLC	43266	1	110.00	110.00	Sewer Pump Repair	202512	01	005	865	000	370	350
TYLER ELECTRIC LLC Total			771.15	771.15								
TYLER LUMBER COMPANY	43267	1	522.14	522.14	Paint Pad/Refill/Tray Liner/Supplies	202602	01	005	810	000	000	401
TYLER LUMBER COMPANY Total			522.14	522.14								
TYLER TRIBUTE	43268	1	133.30	133.30	Minutes	202602	01	005	010	000	000	305
TYLER TRIBUTE Total			133.30	133.30								
U.S. POSTAL SERVICE	43288	1	140.00	140.00	Box Rent	202602	01	300	211	000	000	329
U.S. POSTAL SERVICE	43288	1	140.00	140.00	Box Rent	202602	01	100	203	000	000	329
U.S. POSTAL SERVICE Total			280.00	280.00								
US POSTAL SERVICE	43269	1	1,200.00	1,200.00	Postage	202602	01	005	110	000	000	329
US POSTAL SERVICE Total			1,200.00	1,200.00								
WASTE MANAGEMENT OF MN, INC.	43284	1	1,189.21	1,189.21	July Garbage	202602	01	005	810	186	000	330
WASTE MANAGEMENT OF MN, INC. Total			1,189.21	1,189.21								
WAYSIDE PUBLISHING	43270	1	522.90	522.90	Spanish Books	202602	01	300	230	000	000	460
WAYSIDE PUBLISHING Total			522.90	522.90								
WEX	43283	1	122.00	122.00	July Participant Fees	202602	01	005	010	000	000	305
WEX Total			122.00	122.00								
Grand Total			380,787.41	380,787.41								

	Bills	Manual	July	GRAND
	8/13/2025	Checks	Payroll	TOTAL
Fund 01 - General	336,990.52	11,625.73	392,158.87	740,775.12
Fund 02 - Food Service	43,343.65	400.00	1,161.84	44,905.49
Fund 04 - Community Service	453.24	453.54	22,719.02	23,625.80
Fund 06 - Building Construction	0.00	0.00	0.00	0.00
Fund 07 - Debt Redemption	0.00	0.00	0.00	0.00
Fund 09 - Agency	0.00	0.00	0.00	0.00
Total	380,787.41	12,479.27	416,039.73	809,306.41

Presented by Alex Rott, District Treasurer	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Treasurer's Report				2025-2026 July 2025
TYPE OF FUND	MONTHLY STARTING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	MONTHLY ADJUSTMENTS	MONTHLY ENDING BALANCE
GENERAL FUND 01*	$ 4,016,825.73	$ 443,285.35	$ 705,160.32	$0.00	$ 3,754,950.76
FOOD SERVICE FUND 02*	$ 490,322.31	$ 18,463.77	$ 3,525.69	$0.00	$ 505,260.39
COMM. SERVICE FUND 04*	$ 76,930.47	$ 4,002.74	$ 30,996.52	$0.00	$ 49,936.69
Building Fund 06*	$ (129,265.34)	$ 1,058.59	$ -	$0.00	$ (128,206.75)
DEBT REDUCTION FUND 07*	$ 914,024.15	$ 242,295.05	$ 505,632.50	$0.00	$ 650,686.70
Agency 09*	$ 5,947.29	$ -	$ -	$0.00	$ 5,947.29
FY 26 DISTRICT TOTALS FUNDS (01* - 09*)	$ 5,374,784.61	$ 709,105.50	$ 1,245,315.03	$0.00	$ 4,838,575.08
FY25 Comparisons	$ 5,238,243.46	$ 835,684.73	$ 1,369,812.63	$0.00	$ 4,704,115.56
FY26 Difference	$ 136,541.15	$ (126,579.23)	$ (124,497.60)	$0.00	$ 134,459.52

CCOUNT BALANCES	BALANCE PER FY25 ACCOUNT BOOKS	FY26 - FY25 ACCOUNT DIFFERENCE	NAME AND TYPES OF ACCOUNTS	BALANCE PER FY26 ACCOUNT BOOKS
RTR FINANCIAL ACCOUNT BALANCES	$ 69,220.82	$ 170,623.94	DISTRICT CHECKING ACCOUNTS	$ 239,844.76
	$ 563,259.01	$ 63,603.13	INVESTMENTS/CD's	$ 626,862.14
	$ 3,437,749.12	$ 202,800.01	MN LIQUID ASSET FUND ACCOUNT	$ 3,640,549.13
	$ 633,886.61	$ (302,567.56)	INVESTMENTS/PMA/UMB FINANCIAL NETWORK	$ 331,319.05
	$ 4,704,115.56	$ 134,459.52	DISTRICT TOTALS:	$ 4,838,575.08

BANK STATEMENT	FY25 ACCOUNT TOTALS:	FY26 BALANCE PER BANK STATEMENT	FY26 OUTSTANDING CHECKS PER	FY26 RATE OF INTEREST AND	FY26 BALANCE PER TREASURER'S BOOKS
First Independent Bank Checking	0.25% $ 69,220.82	$ 269,214.47	$ (29,432.67)	0.25% $ 62.96	$ 239,844.76
PMA Public Investment	5.20% $ 552,842.95	$ 614,239.65	$ -	4.23% $ 2,206.43	$ 616,446.08
First Independent Bank CD's, Voice of Democracy	.5% AND 2.00% $ 10,416.06	$ 10,416.06	$ -	1.5% AND 1.71% $ -	$ 10,416.06
MN Liquid Asset Fund Liquid	5.14% $ 79,120.61	$ 72,486.43	$ -	4.15% $ 611.51	$ 73,097.94
MN Liquid Asset Fund Maximum	5.23% $ 3,358,628.51	$ 3,554,038.80	$ -	4.24% $ 13,412.39	$ 3,567,451.19
PMA Financial Network Construction Financing	5.20% $ 633,886.61	$ 330,133.19	$ -	4.23% $ 1,185.86	$ 331,319.05
TOTALS	$ 4,704,115.56	$ 4,850,528.60	$ (29,432.67)	$ 17,479.15	$ 4,838,575.08
				FY24 DIFFERENCE	$ 134,459.52

MONTH ENDING July, 2025	RTR INDEPENDENT SCHOOL DISTRICT No. 2902 Russell, Tyler, Ruthton, Minnesota Revenue vs. Disbursement Report						Presented by Alex Rott, RTR Treasurer	
TYPE OF FUND	FY26 YTD REVENUES	FY25 BUDGET REVENUES	%	FY26 YTD EXPENSES	FY26 BUDGET EXPENSES	%	YTD REVENUES MINUS EXPENSES	%
01* - GENERAL FUND (WITH TRANS & CAPITAL)	$ 443,285	$ 9,172,722	4.83%	$ 243,291	$ 9,185,369	2.65%	$ 199,995	2.18%
FY25 COMPARISON	$ 485,740	$ 9,129,656	5.32%	$ 277,976	$ 9,038,784	3.08%	$ 207,764	2.25%
YEARS DIFFERENCE	$ (42,455)	$ 43,066	-0.49%	$ (34,685)	$ 146,585	-0.43%	$ (7,770)	-0.06%
02* - FOOD SERVICE FUND	$ 18,464	$ 632,500	2.92%	$ 2,376	$ 588,462	0.40%	$ 16,088	2.52%
FY25 COMPARISON	$ 82	$ 637,360	0.01%	$ 1,879	$ 532,516	0.35%	$ (1,797)	-0.34%
YEARS DIFFERENCE	$ 18,381	$ (4,860)	2.91%	$ 497	$ 55,946	0.05%	$ 17,885	2.86%
04* - COMMUNITY SERVICE FUND	$ 4,003	$ 178,079	2.25%	$ 8,116	$ 318,755	2.55%	$ (4,113)	-0.30%
FY25 COMPARISON	$ 3,444	$ 164,280	2.10%	$ 136	$ 321,391	0.04%	$ 3,308	2.1%
YEARS DIFFERENCE	$ 559	$ 13,799	0.2%	$ 7,980	$ (2,636)	2.50%	$ (7,422)	-2.4%
07* - DEBT REDEMPTION FUND	$ 242,295	$ 2,430,296	9.97%	$ 505,633	$ 2,435,115	20.76%	$ (263,337)	-10.79%
FY25 COMPARISON	$ 198,558	$ 2,452,462	8.10%	$ 537,968	$ 2,439,785	22.05%	$ (339,409)	-13.95%
YEARS DIFFERENCE	$ 43,737	$ (22,166)	0.00%	$ (32,335)	$ (4,670)	-1.29%	$ 76,072	1.29%
2025 - 2026 TOTALS	$ 708,047	$ 12,413,597	5.70%	$ 759,415	$12,527,701	6.06%	$ (51,368)	-0.36%
2024 - 2025 TOTALS	$ 687,825	$ 12,383,758	5.55%	$ 817,959	$12,332,476	6.63%	$ (130,134)	-1.08%
FY26 DIFFERENCE	$ 20,222	$ 29,839	0.15%	$ (58,543)	$ 195,225	-0.57%	$ 78,765	0.72%
06* - BUILDING CONSTRUCTION FUND	$ -	$ -	0.00%	$ -	$ -	0.00%	$ -	0.00%
FY26 YTD REVENUES	Our 2025-2026 receivables are $20,222 ahead of last year at this time. In that figure, our General Fund is running $42,455 behind last year in revenue, which is just a timing issue.							
FY26 YTD EXPENSES	Our 2025-2026 expenses are $58,543 lower this year than last year at this time. So this means that the District is $78,765 dollars to the good this year over last year.							

RTR Public Schools

Petty Cash – Check Book Reimbursement

August 13, 2025

CHECK #	VENDOR	DESCRIPTION	AMOUNT
		TOTAL	0.00

Activity	July 1st Balance	Revenue	Expense	July 31st Balance
FFA	23,404.13	0.00	0.00	23,404.13
Yearbook	3,181.84	0.00	0.00	3,181.84
Student Council	2,064.94	3,500.00	0.00	5,564.94
FCCLA	4,163.31	0.00	0.00	4,163.31
Drumline	1,940.07	0.00	0.00	1,940.07
Football	5,110.51	0.00	0.00	5,110.51
Volleyball	13,979.51	0.00	2,969.00	11,010.51
Cheer	5,247.24	900.00	0.00	6,147.24
Baseball	5,113.38	0.00	0.00	5,113.38
MS Basketball	328.01	0.00	0.00	328.01
Caring is Sharing	8,312.94	0.00	0.00	8,312.94
Golf	3,053.96	0.00	0.00	3,053.96

RTR Pu Schools #2902
Exp Detail - Fd, Org, Pro
Period Ending July 31, 2025

Sequence: Fd, Org, Pro

L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	26BUD Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General															
		005	Districtwide													
			810	Operations & Maint.												
E	01	005	810	000	000	230	422	00	Custodial Life Ins	144.00	7.35	147.01	102%	0.00	102%	(3.01)
E	01	005	810	000	000	220	422	00	Custodial Health Insurances	49,797.00	2,616.96	54,674.92	110%	0.00	110%	(4,877.92)
E	01	005	810	000	000	214	422	00	Custodial PERA	20,962.00	1,465.91	22,562.72	108%	0.00	108%	(1,600.72)
E	01	005	810	000	000	210	422	00	Custodial FICA	23,550.00	1,603.59	23,289.20	99%	0.00	99%	260.80
E	01	005	810	000	000	199	422	00	Custodial Cash in Lieu	904.00	94.12	1,151.50	127%	0.00	127%	(247.50)
E	01	005	810	000	000	170	422	00	Custodial Salary	298,049.00	21,328.92	310,935.34	104%	0.00	104%	(12,886.34)
E	01	005	810	000	000	401	422	00	Custodial Sup/Mat	72,000.00	0.00	79,075.08	110%	0.00	110%	(7,075.08)
E	01	005	810	000	000	440	422	00	Natural Gas	65,000.00	0.00	61,585.60	95%	0.00	95%	3,414.40
E	01	005	810	000	302	530	424	00	Cust Equipment Purchased	10,000.00	0.00	51,221.64	512%	0.00	512%	(41,221.64)
E	01	005	810	000	733	365	422	00	Custodial Chargeback	124.00	0.00	0.00	0%	0.00	0%	124.00
E	01	005	810	000	000	251	422	00	Custodial Health Reimb Arra	0.00	41.66	545.08	0%	0.00	0%	(545.08)
E	01	005	810	000	000	270	422	00	Custodial Workers Compens	5,664.00	0.00	0.00	0%	0.00	0%	5,664.00
E	01	005	810	000	000	305	422	00	Custodial Fees For Svc	14,000.00	0.00	12,356.90	88%	0.00	88%	1,643.10
E	01	005	810	000	000	350	422	00	Custodial Repair & Maint Se	17,500.00	0.00	16,044.51	92%	0.00	92%	1,455.49
E	01	005	810	183	000	330	422	00	Water/Sewer	12,000.00	0.00	13,482.92	112%	0.00	112%	(1,482.92)
E	01	005	810	184	000	330	422	00	Electricity Services	131,950.00	0.00	167,376.00	127%	0.00	127%	(35,426.00)
E	01	005	810	186	000	330	422	00	Garbage Services	18,000.00	0.00	17,989.72	100%	0.00	100%	10.28
E	01	005	810	191	000	440	422	00	Fuels-Custodial	2,000.00	(67.44)	1,946.43	97%	0.00	97%	53.57
			810	**Operations & Maint.**						**741,644.00**	**27,091.07**	**834,384.57**	**113%**	**0.00**	**113%**	**(92,740.57)**
			850	Capital Facilities												
E	01	005	850	000	389	335	422	00	Short-Term Lease/Rentals	21,000.00	0.00	18,963.00	90%	0.00	90%	2,037.00
E	01	005	850	000	000	520	422	00	Bldgs Acquisition & Improver	0.00	0.00	32,441.98	0%	0.00	0%	(32,441.98)
E	01	005	850	000	000	580	422	00	Principal Ctf of Part	125,000.00	0.00	120,000.00	96%	0.00	96%	5,000.00
E	01	005	850	000	000	581	422	00	Interest Ctf of Part.	42,600.00	21,300.00	67,500.00	158%	0.00	158%	(24,900.00)
E	01	005	850	000	302	896	424	00	Taxes & Special Assessment	460.00	0.00	0.00	0%	0.00	0%	460.00
			850	**Capital Facilities**						**189,060.00**	**21,300.00**	**238,904.98**	**126%**	**0.00**	**126%**	**(49,844.98)**
			865	Long Term Facitly Maint												
E	01	005	865	000	347	305	467	00	FS Inspection	350.00	0.00	300.00	86%	0.00	86%	50.00
E	01	005	865	000	382	214	467	00	PERA	0.00	41.25	945.30	0%	0.00	0%	(945.30)
E	01	005	865	000	382	220	467	00	Employee Insurances	0.00	86.52	2,045.24	0%	0.00	0%	(2,045.24)
E	01	005	865	000	382	230	467	00	Life Ins	0.00	0.25	5.65	0%	0.00	0%	(5.65)
E	01	005	865	000	384	350	467	00	Site Proj Repair & Maint Ser	1,000.00	0.00	7,316.00	732%	0.00	732%	(6,316.00)
E	01	005	865	000	380	350	467	00	Mechanical Sys-Repair & Ma	10,000.00	0.00	35,673.64	357%	0.00	357%	(25,673.64)
E	01	005	865	000	381	350	467	00	LTFM Plumbing Repair & Ma	1,000.00	0.00	2,325.00	233%	0.00	233%	(1,325.00)

RTR Public Schools #2902
Exp Detail - Fd, Org, Pro
Period Ending July 31, 2025

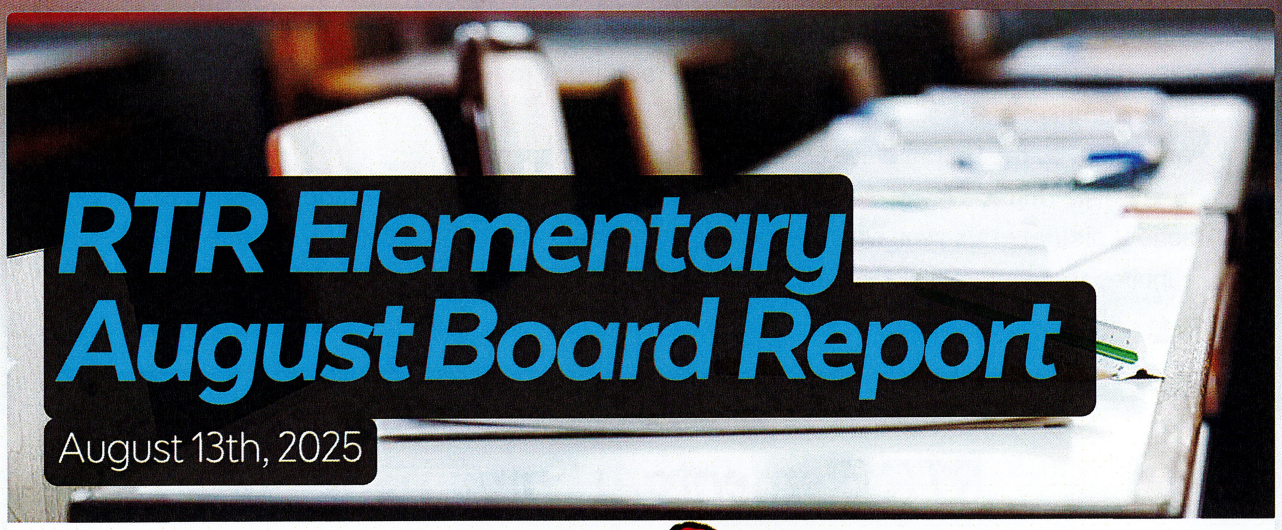
Sequence: Fd, Org, Pro

	L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	26BUD Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General																
			005		Districtwide												
				865	Long Term Facitly Maint												
	E	01	005	865	000	382	170	467	00	Non-Instructional Support	12,740.00	550.00	12,604.00	99%	0.00	99%	136.00
	E	01	005	865	000	382	210	467	00	FICA	0.00	40.83	957.71	0%	0.00	0%	(957.71)
	E	01	005	865	000	368	350	467	00	LTFM Bldg Env-Repair & Ma	2,000.00	0.00	6,575.00	329%	0.00	329%	(4,575.00)
	E	01	005	865	000	369	350	467	00	Elevator Repair & Maint Serv	2,000.00	0.00	1,806.30	90%	0.00	90%	193.70
	E	01	005	865	000	370	350	467	00	LTFM Electrical Repair	5,000.00	0.00	38,205.96	764%	0.00	764%	(33,205.96)
	E	01	005	865	000	349	305	467	00	Haz Chem Inv Fee/Bulb Rec	700.00	0.00	0.00	0%	0.00	0%	700.00
	E	01	005	865	000	352	305	467	00	H/S Contract	9,500.00	0.00	9,442.00	99%	0.00	99%	58.00
	E	01	005	865	000	352	401	467	00	H/S Supplies	500.00	0.00	680.09	136%	0.00	136%	(180.09)
	E	01	005	865	000	363	305	467	00	Fire Safety Fees for Service	5,000.00	0.00	9,395.50	188%	0.00	188%	(4,395.50)
	E	01	005	865	000	363	350	467	00	Fire Safety Repair & Maint L	1,000.00	0.00	341.50	34%	0.00	34%	658.50
			865	**Long Term Facitly Maint**							**50,790.00**	**718.85**	**128,618.89**	**253%**	**0.00**	**253%**	**(77,828.89)**
			005	**Districtwide**							**981,494.00**	**49,109.92**	**1,201,908.44**	**122%**	**0.00**	**122%**	**(220,414.44)**
			100	Elementary													
				850	Capital Facilities												
	E	01	100	850	000	302	530	424	00	Fac Equipment	0.00	166.65	166.65	0%	0.00	0%	(166.65)
			850	**Capital Facilities**							**0.00**	**166.65**	**166.65**	**0%**	**0.00**	**0%**	**(166.65)**
				865	Long Term Facitly Maint												
	E	01	100	865	000	347	530	467	00	Physical Hazards Equipment	0.00	5,212.02	5,212.02	0%	0.00	0%	(5,212.02)
			865	**Long Term Facitly Maint**							**0.00**	**5,212.02**	**5,212.02**	**0%**	**0.00**	**0%**	**(5,212.02)**
			100	**Elementary**							**0.00**	**5,378.67**	**5,378.67**	**0%**	**0.00**	**0%**	**(5,378.67)**
			300	High School													
				850	Capital Facilities												
	E	01	300	850	000	302	896	424	00	Taxes & Special Assessment	0.00	0.00	76.74	0%	0.00	0%	(76.74)
			850	**Capital Facilities**							**0.00**	**0.00**	**76.74**	**0%**	**0.00**	**0%**	**(76.74)**
				865	Long Term Facitly Maint												
	E	01	300	865	000	370	350	467	00	LTFM Electrical Repair	0.00	0.00	1,229.89	0%	0.00	0%	(1,229.89)
			865	**Long Term Facitly Maint**							**0.00**	**0.00**	**1,229.89**	**0%**	**0.00**	**0%**	**(1,229.89)**
			300	**High School**							**0.00**	**0.00**	**1,306.63**	**0%**	**0.00**	**0%**	**(1,306.63)**
01	**General**										**981,494.00**	**54,488.59**	**1,208,593.74**	**123%**	**0.00**	**123%**	**(227,099.74)**

RTR Pu Schools #2902
Exp Detail - Fd, Org, Pro
Period Ending July 31, 2025

Sequence: Fd, Org, Pro

	L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	26BUD Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
06	Building Construction																
		005	Districtwide														
			870	Bldg Construction													
	E	06	005	870	801	000	520	464	801	Bldgs Acquisition & Impr-Ath	0.00	0.00	30,950.00	0%	0.00	0%	(30,950.00)
	E	06	005	870	000	000	520	464	000	Bldgs Acquisition & Improver	0.00	0.00	12,921.54	0%	0.00	0%	(12,921.54)
			870	**Bldg Construction**							**0.00**	**0.00**	**43,871.54**	**0%**	**0.00**	**0%**	**(43,871.54)**
		005	**Districtwide**								**0.00**	**0.00**	**43,871.54**	**0%**	**0.00**	**0%**	**(43,871.54)**
06	**Building Construction**										**0.00**	**0.00**	**43,871.54**	**0%**	**0.00**	**0%**	**(43,871.54)**
										Report Totals:	**981,494.00**	**54,488.59**	**1,252,465.28**	**128%**	**0.00**	**128%**	**(270,971.28)**



RTR Elementary August Board Report

August 13th, 2025



Preparing for the School Year

Schedules, Class Lists, Supply Orders and Open House



- The Elementary office is a buzz! Jordan Lichtsinn is on top of everything from new registrations, ordering and disbursing supplies, to updating class lists and more.
- We are trying something new this year at Open House - school pictures will be taken. We also have Lingen Dairy coming to have free cones for the students and even a food truck for those families that want to partake.
- We picked up the United Way - Stuff a Bus school supplies today - The United Way of Southwest Minnesota is proud to provide school supplies to 23 school districts this year, with RTR getting a generous amount of supplies. We use these supplies to help families that aren't able to get their own supplies.

RTR Elementary Enrollment

August 5, 2025

Preschool - 69
Kindergarten - 45

First Grade - 46
Second Grade - 33

Third Grade - 51
Fourth Grade - 45

Fifth Grade - 42
Total Enrollment: **331**

RTR Elementary Handbook 2025-26

The only changes in the RTR elementary handbook were:

- Some updates on some links
- The year was changed
- Page numbers were updated to be correct.

RTR 2025-2026 Elementary Student Handbook - Click Here

Class Lists

Our staff learned who they will have in their classes for the 2025-26 school year last week and the RTR families were notified who their children will have as their teacher for the coming year this week. A letter also went to families through our JMC program with information to remind them about immunization requirements, school supply lists, Open House on Aug. 27th and the first day of school - September 2.

Parent Letter in JMC - Click Here

Meet the Principal Meetings with Elementary Staff



I have enjoyed meeting over 1/2 the elementary staff this past week. I sent out an email introducing myself to the elementary staff and inviting each of them to set up a meeting with me. I asked that they share four things they want me to know about them, three things that are going well at RTR and two things they would like to see changed or improved at RTR. I also asked them to share one unique thing about themselves. Did you know that we have some scuba divers and rugby players on our elementary staff? I can't wait to see what other unique things I learn as I meet the rest of the crew.



Barb Paulson
RTR Director of Elementary Education

Contact

ACTIVITIES
BOARD REPORT
AUGUST 2025

1. We held the fall sports meeting on Monday, August 4th for parents and players.

2. Fall sports practices started on Monday, August 11th with some JH practices starting at a later date.

3. Parents can now register their participants online using Arbiter which will save on paper copies.

4. We will continue utilizing Hudl to provide more tools for coaches as well as the ability to livestream games/events that are not available through Christensen Broadcasting. The RTR Foundation helped purchase another Hudl camera which is going to be installed in the Auxiliary gym so more indoor JH games can be livestreamed.

5. The new press box that was built for last season has been a very welcome addition to our outdoor facility. Not only has the box freed up space with opposing coaches using it, but it also has been a great space for much needed storage.

6. The youth football program (grades 4-6) will also be starting up soon with Josh Hook once again taking the lead role in running the program.

7. Fall schedules are in place and published. All fall coaches are in place and we are ready to go.

8. Questions?

School Board Meeting
August 13, 2025
7:00 PM

Secondary Principal Report

- Summer School: We had six students do credit recovery this summer. All six students were successful, but one student attempted two courses and was only successful with one of them.

- English Teacher: We had another late resignation. This time it was a new hire that had not even started at RTR yet. He opted for an opportunity in his home town. With little options in this area, Mr. Marlette and I requested a conversation with Angie Fritz. Angie was a 3rd grade teacher at RTR before resigning her position last spring. I had heard she was looking to get into a classroom with older students so we called her to gauge her interest in the MS ELA position. She is interested. We plan to run the posting until August 13th and then have a more serious conversation with her about the position. I feel this is our best option at this point.

- Cell Phones: The phone policy adopted last year was a huge success. That being said, there were a few changes that were needed in the policy. Please see the attached document and I will discuss these changes at the meeting. RTR Cell Phone Policy (2).docx

- Handbook Revisions: Here are the handbook updates. Handbook Changes 25-26

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

Grade 6:	45	
Grade 7:	48	
Grade 8:	53	146
Grade 9:	59	
Grade 10:	54	
Grade 11:	62	
Grade 12:	58	233
Total 6-12:		**379**

(we finished the year at 381 last year. The MS was at 160 and the HS was at 221.)

RTR ELEMENTARY HANDBOOK CHANGES 2025-26

The only changes in the RTR Elementary Handbook were:

- Some updates on some links.
- The year was changed.
- Page numbers were updated to be correct.

June 17, 2025

Secondary Student Handbook Changes for 2025-2026 school year.

- p. 3…..Advisory Schedule: Changed 40 minutes periods on advisory day to 41 which decreased the advisory period from 37 minutes to 29 minutes.
- p. 4…..Lockers: added "students are encouraged to lock their lockers"
- p. 4…..Electronic Use Policy: linked the cell phone policy to the handbook. 1st offense students will be able to pick their phone up in the office at the end of the day. 3rd offense added "until further notice"
- p. 5…..Dates changed
- p. 5….Grading Scale did not change, but I wanted to communicate that I have had parents question how high it is. Discussion…..
- p. 8….Weighted grades: delete it. We don't have weighted grades any longer due to new statute.
- p. 9…..Attendance: I continue to struggle with the best way to approach attendance. We have good attendance, but there is a population that isn't good. I will explain this further at the meeting.
- p. 10…..Tardies: per quarter rather than per semester.
- p. 11…..Removal: added that kids will not be allowed back in that class the day they were removed unless the teacher agrees to take them back.
- p. 11……Detention: skip results in an extra hour. If they skip more than twice, it will result in ISS.
- p. 16……Eligibility Dates updated.

2025-2026 FUNDRAISERS			
Group	**Fundraiser**	**Dates**	**Contact Person**
After Prom	Sports Supper	Winter	Amanda Drake
After Prom	Lingen Ice Cream	Sept. FB Game	Amanda Drake
After Prom	Junior Raffle	Oct/Nov.	Amanda Drake
After Prom	Bingo Night	TBA	Amanda Drake
Arts	Holiday Art Show	December 13, 2024	Cerrisa Gile/Jennifer Christensen
Arts	Community Holiday Show	December 18, 2023	Cerrisa Gile/Jennifer Christensen/Lorilee Malecha
Arts	Spring Art Show	April 26, 2024	Cerrisa Gile/Jennifer Christensen
Basketball Boosters/Honor S	50/50 Split the Pot	Boys/Girls Basketball Season	Judd Guida/Sandy Carpenter
Basketball Boosters	Mighty Knights	Boys/Girls Basketball Season	Judd Guida
Cheerleaders	Little Knight Cheer Camp	Fall	Sandy Carpenter
Cheerleaders	Gameday Spirit	Home Football Games	Sandy Carpenter
Cheerleaders	Popcorn	After football depending on availability	Sandy Carpenter
Cheerleaders	Deja Brew Fundraiser	first home game	Sandy Carpenter
FCCLA	Wreath Sales	Oct/Nov	Tammy Borman
FCCLA	Valentine Cookies	Valentines Day	Tammy Borman
FCCLA	Pizza/Butter Braid	Oct/Feb	Tammy Borman
FCCLA	5K Run	May	Tammy Borman
FCCLA	Cupcakes	February/May	Tammy Borman
FCCLA	Freeze Pop Sales	All Year	Tammy Borman
FFA	Fruit Sales	December	Jen Boersma
FFA	Puffin Sales	December	Jen Boersma
FFA	Plant Sales	April/May	Jen Boersma
Football Boosters	Brats	Football Season	Joy Wichmann/Ted Kern
Football Boosters	Yardline Fundraiser	Football Season	Joy Wichmann
History Club	Driveway Painting		Erick Harper
Honor Society	Dodgeball Tournament	Thursday Before Thanksgiving	Sandy Carpenter
Honor Society	Crush Pop Cans	Valentines Day	Sandy Carpenter
Honor Society	Easter Egg Drop	Spring	Sandy Carpenter
Honor Society	Puzzle Tournament	TBA	Sandy Carpenter
HS Student Council	Pennies For Patients	January/February	Johnson/Teske
HS Student Council	Senior Parking Spot Raffle	Fall	Johnson/Teske
HS Student Council	Homecoming T-Shirts	Fall	Johnson/Teske
HS Student Council	Hat/Donut Day	Monthly	Johnson/Teske
HS Student Council	Homecoming Admission	Coronation Night	Johnson/Teske
Jr. Class	Concessions/Prom	Fall/Winter Sports Seasons	Jordan Lichtsinn
MS Student Council	Family Activity Nights	All Year	Tammy Borman
MS Student Council	Concessions	Periodically During the Year	Tammy Borman
PTSA	Homecoming Spirit 5k	fall	Amanda Reider
PTSA	3-5 grade dance/elementary formal	Spring	Amanda Reider
PTSA	Family Movie Night	X-mas Vacation	Amanda Reider
PTSA	Family Bingo Night	Spring	Amanda Reider
PTSA	Split the Pot	Elementary Concerts	Amanda Reider
RTR Baseball/Softball	Cookie Dough	Spring	Darren Baartman
RTR Booster Club	Half-time Shoot	Boys/Girls Basketball Season	Amy Cowell
RTR Clay Target	Spring Fund Drive	March/April	Jen Boersma
RTR Football	Coupon Books	Fall	Ted Kern
RTR Foundation	Pancake Feed	Aebleskiver Weekend	
RTR Foundation	TBD	Fall	
RTR Foundation	TBD	Spring	
RTR Scholarship	Burger Feed	March	
RTR Softball	Youth Camp	Spring	Tori Teske
RTR Speech	Concessions at Speech Meets	Winter	Erick Harper
RTR Speech/History Club	Concesssions at 1-Act Section Meet	Winter	Erick Harper
RTR Volleyball	Community Assistance	As Needed	
RTR Volleyball	Donuts & Athletes	Volleyball Season	Daynica Brown
RTR Volleyball	Youth Program	Volleyball Season	Daynica Brown
RTR Volleyball	Mini Knights	Volleyball Season	Daynica Brown
RTR Volleyball	Taco Meal/BBQ Meal	Dates TBD	Daynica Brown
RTR Volleyball	Selling of Mums/Pumpkins		Daynica Brown
Yearbook	Ad Sales	February-June	Jodi Dubbeldee
Yearbook	Activity Photographs	various activities during the year	Jodi Dubbeldee

APPENDIX I

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
RTR INDEPENDENT SCHOOL DISTRICT No. 2902, RUSSELL-TYLER-RUTHTON, MINNESOTA
AND THE
RUSSELL-TYLER-RUTHTON EDUCATION ASSOCIATION (RTREA)

RE: ANNUAL ATTENDANCE STIPEND FOR CERTIFIED STAFF WITH LIMITED LEAVE REQUIREMENTS:

This Memorandum of Understanding (MOU) is entered into by and between the RTR INDEPENDENT SCHOOL DISTRICT No. 2902, RUSSELL-TYLER-RUTHTON, MINNESOTA, (hereinafter referred to as the District), and the RUSSELL-TYLER-RUTHTON EDUCATION ASSOCIATION (RTREA), (hereinafter referred to as the "Association"), for the purpose of providing a one-time annual stipend to certified staff who meet specific attendance criteria.

1. Purpose

The purpose of this MOU is to recognize and reward certified staff members who maintain high levels of attendance throughout each school year by offering an annual one-time stipend.

2. Eligibility Criteria

To be eligible for the attendance stipend, certified staff must meet the following conditions:

- **2025-2027 Annual Attendance Base**: $110,000.00 Base Cost of all approved Certified Staff Substitutes.
- **Actual Cost of Substitutes:** will be calculated at the end of 2025-2026 and at the end of 2026-2027 Years.
- **Qualifying Certified Staff**: Those certified staff who used less than (56.00) hours of leave in a given school year.
- **Bereavement Leaves, Military Leaves, Jury Leave, and Family Paid Medical Leave** hours shall be **excluded** and will not count against the leave limit.
- **Leave Hours:** All official leave hours shall be calculated using the district's leave tracking system.
- **Attendance Stipend:** The remaining funds (base minus actual substitute costs) divided equally among attendance qualifying certified staff. **(Attendance Base – Actual Substitute Cost) divided by number of qualifying staff.**

3. Payment Terms

- Qualifying Certified Staff, that use less than (56.00) hours of leave in a given school year, will receive a minimum of a $500.00 attendance stipend for that qualifying attendance for that given school year.
- The stipend shall be processed and disbursed no later than September 15th of each year of this MOU Agreement following the conclusion of the school year for which eligibility and stipend amount is calculated and determined.
- The stipend is subject to all applicable taxes and withholdings.

4. Term

This MOU shall be effective as of the date of execution and shall remain in effect until **June 30, 2027**, unless otherwise modified or terminated by mutual written agreement of both parties.

Approved by:
Russell-Tyler-Ruthton Educational Association:

_____
Mr. Neil Witte, RTREA Representative

Date of Signature:

_____

Approved by:
RTR Independent School District No. 2902

_____
Bobbie Lensing, School Board Clerk

Date of Signature:

_____

APPENDIX I

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
RTR INDEPENDENT SCHOOL DISTRICT No. 2902, RUSSELL-TYLER-RUTHTON, MINNESOTA
AND THE
RUSSELL-TYLER-RUTHTON EDUCATION ASSOCIATION (RTREA)

RE: Article 10; Leaves of Absence, Section 3, Personal Leave, Subdivision 5:

This Memorandum of Understanding (MOU) is entered into by and between the RTR INDEPENDENT SCHOOL DISTRICT No. 2902, RUSSELL-TYLER-RUTHTON, MINNESOTA, (hereinafter referred to as the District), and the RUSSELL-TYLER-RUTHTON EDUCATION ASSOCIATION (RTREA), (hereinafter referred to as the "Association"), for the purpose of providing an opportunity to annually convert one day of sick leave into a personal day of leave.

1. **Purpose**

The purpose of this MOU is to recognize and reward certified staff members who have served the RTR ISD No. 2902 School District for over four (4) years of continuous service, an opportunity to annually convert one accumulated sick day to one additional personal leave day.

2. **Eligibility Criteria**

To be eligible for the sick leave day conversion to personal leave, certified staff must meet the following conditions:

- **Certified Staff Member** must teach for four (4) years of consecutive service to the RTR ISD No. 2902 School District to qualify for this program.
- **Qualifying Certified Staff** member must have a minimum of five accumulative sick leave days banked at the end of the current school year to qualify for this program.

3. **Qualifying Staff Reward:**

- Qualifying Certified Staff, that meet the above eligibility criteria, may annually convert one banked sick leave day to a personal leave day, subject to all existing rules regarding the annual accumulation and use of sick days in RTR Master Agreement, Article 10, Leaves of Absence, Section 3, Personal Leave, Subdivisions (1-4).

4. **Term**

This MOU shall be effective as of the date of execution and shall remain in effect until **June 30, 2027**, unless otherwise modified or terminated by mutual written agreement of both parties.

Approved by:
Russell-Tyler-Ruthton Educational Association:

_____
Mr. Neil Witte, RTREA Representative

Date of Signature:
_____

Approved by:
RTR Independent School District No. 2902

_____
Bobbie Lensing, School Board Clerk

Date of Signature:
_____