REGULAR MEETING OF THE RUSHFORD-PETERSON SCHOOL BOARD
MONDAY, JUNE 15, 2020
5:30 PM

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Public Comments are Heard - Limited to 5 minutes per person
6. **CONSENT AGENDA**
   A. May 18, 2020 Regular Monthly Meeting Minutes 2
   B. May hand payables, wires & payroll liabilities in the amount of $294,252.67. 3
   C. May payroll in the amount of $283,508.57.
   D. June board bills in the amount of $200,745.34. 5
   E. Personnel:
      1. Resignations:
         a. Joe Hatch - Assistant Boy's Basketball Coach.
         b. Chris Drinkall - Assistant Football Coach
7. **NEW BUSINESS**
   A. Approve revisions to the 2019-2020 budget. 13
   B. Approve the adoption of the 2020-2021 budget. 15
   C. Approve the 2019-2020 Q-Comp Annual Report. 17
   D. Approve the hiring of Smith Schafer to complete the audit of the 2019-2020 fiscal school year. 22
   E. Approve the membership with MSBA (Minnesota School Boards Association) for the 2020-2021 school year in the amount of $6,276. 29
   F. Designation of Identified Official with Authority for the MDE External User Access Recertification System. (Roll call vote) 30
   G. Review Transportation Bids and select provider. 31
8. Approve COVID-19 Preparedness Plan 34
9. MREA Membership 40
10. **NEW BUSINESS**
    A. Reports
       1. Superintendent's Report 42
       2. Principals, Community Education, and Activities Reports 44
11. **INFORMATION:**
    Monday, July 20, 2020 - Regular Monthly Meeting
    School Board Candidate Filing Dates for November 3, 2020 General Election - July 28 - August 11, 2020
12. **Adjournment**

MINUTES
REGULAR MEETING OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT #239

The regular meeting of the Rushford-Peterson School District #239 was called to order by Chairperson John Linder at 5:30 p.m. on Monday, May 18, 2020 at the Rushford-Peterson Schools Forum Room, 1000 Pine Meadows Lane, Rushford, MN 55971.

Members Present: Chris Grindland, Valarie Howe, Joyce Iverson, John Linder, Jeff Michel, Bonnie Prinsen, & Kathy Wade

Members Absent: None

Administration Present: Superintendent Jon Thompson, Jake Timm and Lisa Lawston

Moved by Prinsen, seconded by Iverson to adopt the agenda with the following addition: Consent Agenda - Discussion regarding coaches "slush funds". Motion carried unanimously.

There were no public comments.

Moved by Michel, seconded by Wade to approve the following consent agenda items: April 20, 2020 Regular Monthly Meeting Minutes, Donation in the amount of $850 from Pheasants Forever for Trapshooting, April hand payables, wires and payroll liabilities in the amount of $250,802.46, April Payroll in the amount of $264,735.41, May Board Bills in the amount of $108,833.37; Personnel: Hire of Joe Hatch – Head Girls' Basketball Coach and hire of Tiffany Doehling – Head Dance Team Coach. Motion carried unanimously.

Director Michel stated that he received an email regarding coaches having their own accounts. The board asked for more information and for the district to investigate more with the entities.

Moved by Iverson, seconded by Michel to approve the following costs for the construction of a garage: Beaver Builders Supply - $11,971.45, Rye Construction - $6,850 and R & R Construction, LLC. - $11,450 for a total cost of $30,271.45. Motion carried unanimously.

Moved by Wade, seconded by Prinsen to approve the purchase of a Ventrac 4500Z Lawn tractor in the amount of $30,368.11. Motion carried unanimously.

Superintendent Thompson presented the Superintendent's report.

Jake Timm gave a Middle School / High School update including trimester 3 grading, senior class trip refunds and senior award recipients.

INFORMATION:

Monday, June 15, 2020, 5:30 PM – Regular Monthly Meeting – Forum Room

Moved by Grindland, seconded by Michel, to adjourn the regular meeting at 6:35 PM. Motion carried unanimously.

John Linder, Chairperson

Bonnie Prinsen, Clerk

Rushford-Peterson Public School
Payment Reg by Bank and Check

MAY 2020 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0239	001	P20111	43846		Wire	1	38075		MN STATE RETIREMENT SYSTEM	No	No	No	USD	05/04/2020	6,636.36
0239	001	P2011p	43884		Wire	1	1291		EDUCATOR BENEFIT CONSULTANTS, L	No	No	No	USD	05/18/2020	6,763.78
0239	001	P2011p	43885		Wire	1	12990		COMMISSIONER OF REVENUE	No	No	No	USD	05/18/2020	7,052.72
0239	001	P2011p	43886		Wire	1	46168		PUBLIC EMPLOYEES RETIREMENT	No	No	No	USD	05/18/2020	6,086.30
0239	001	P2011p	43887		Wire	1	49200		RUSHFORD STATE BANK	No	No	No	USD	05/18/2020	45,713.88
0239	001	P2011p	43888		Wire	1	56000		TEACHERS RETIREMENT ASSN	No	No	No	USD	05/18/2020	26,116.56
0239	001	p2011q	43903		Wire	1	06600		BLUE CROSS/BLUE SHIELD MINN	No	No	No	USD	05/27/2020	21,233.50
0239	001	p2011q	43904		Wire	1	1291		EDUCATOR BENEFIT CONSULTANTS, L	No	No	No	USD	05/27/2020	6,763.78
0239	001	p2011q	43905		Wire	1	12990		COMMISSIONER OF REVENUE	No	No	No	USD	05/27/2020	6,610.83
0239	001	p2011q	43906		Wire	1	46168		PUBLIC EMPLOYEES RETIREMENT	No	No	No	USD	05/27/2020	6,135.95
0239	001	p2011q	43907		Wire	1	49200		RUSHFORD STATE BANK	No	No	No	USD	05/27/2020	43,267.68
0239	001	p2011q	43908		Wire	1	56000		TEACHERS RETIREMENT ASSN	No	No	No	USD	05/27/2020	24,538.76
0239	001	P20111	43909		Wire	1	1903		KWIK TRIP	No	No	No	USD	05/04/2020	4,047.10
0239	001	P20111	43910		Wire	1	1903		KWIK TRIP	No	No	No	USD	05/18/2020	1,425.00
0239	001	P20111	43914		Wire	1	1530		GATEWAY SERVICES	No	No	No	USD	05/06/2020	28.70
0239	001	P20111	43915		Wire	1	1531		PAYLINE DATA	No	No	No	USD	05/06/2020	109.31
0239	001	P20111	43916		Wire	1	52167		SELECT ACCOUNT	No	No	No	USD	05/06/2020	47.30
0239	001	P20111	43838	41604	Check	1	1598		ALPHA FOX ENTERPRISES - FRED PET	Yes	No	No	USD	05/06/2020	128.00
0239	001	P20111	43840	41605	Check	1	1990		AMERICAN CANCER SOCIETY	Yes	No	No	USD	05/06/2020	3,911.81
0239	001	P20111	43843	41606	Check	1	1993		ENGLER, ABBY	Yes	No	No	USD	05/06/2020	57.50
0239	001	P20111	43839	41607	Check	1	1988		EWELL EDUCATIONAL SERVICES, INC.	Yes	No	No	USD	05/06/2020	375.00
0239	001	P20111	43841	41608	Check	1	1991		KAHOUN, MICHELLE	Yes	No	No	USD	05/06/2020	25.00
0239	001	P20111	43842	41609	Check	1	1992		WELTI, KATE	Yes	No	Yes	USD	05/06/2020	330.00
0239	001	P20111	43842	41609	Check	1	1992		WELTI, KATE	Yes	No	Yes	USD	05/14/2020	(330.00)
0239	001	P20111	43845	41610	Check	1	1992		WELTI, KATE	Yes	No	No	USD	05/14/2020	182.86
0239	001	P20111	43847	41611	Check	1	23922		HIMLIE, FAY	Yes	No	No	USD	05/15/2020	35.00
0239	001	P2011p	43883	41612	Check	1	48175		RP EDUCATIONAL SUPPORT PERSONN	Yes	No	No	USD	05/18/2020	217.00
0239	001	P2011p	43882	41613	Check	1	48100		RUSHFORD-PETERSON EDUCATION	Yes	No	No	USD	05/18/2020	2,138.69
0239	001	P20111	43889	41648	Check	1	48020		RUSHFORD, CITY OF	Yes	No	Yes	USD	05/21/2020	0.00
0239	001	P20111	43890	41649	Check	1	48020		RUSHFORD, CITY OF	Yes	No	No	USD	05/21/2020	310.22
0239	001	P20111	43892	41650	Check	1	1997		KINGSLEY, SAM	Yes	No	No	USD	05/26/2020	500.00
0239	001	P20111	43891	41651	Check	1	1996		MORRISON, PEYTON	Yes	No	No	USD	05/26/2020	500.00
0239	001	p2011q	43893	41652	Check	1	02370		AFLAC	Yes	No	No	USD	05/27/2020	432.99
0239	001	p2011q	43897	41653	Check	1	32157		MADISON NATIONAL LIFE INSURANCE	Yes	No	No	USD	05/27/2020	1,096.21
0239	001	p2011q	43895	41654	Check	1	1274		MERCHANTS BANK	Yes	No	No	USD	05/27/2020	5,608.96
0239	001	p2011q	43896	41655	Check	1	1836		METLIFE - GROUP BENEFITS	Yes	No	No	USD	05/27/2020	8,930.92
0239	001	p2011q	43894	41656	Check	1	1241		MN PEIP	Yes	No	No	USD	05/27/2020	40,173.68
0239	001	p2011q	43898	41657	Check	1	37815		MN SCHOOL EMPLOYEE ASSN	Yes	No	No	USD	05/27/2020	214.91
0239	001	p2011q	43899	41658	Check	1	40998		NCPERS GROUP LIFE INS	Yes	No	No	USD	05/27/2020	48.00

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0239	001	p2011q	43901	41659	Check	1	48175		RP EDUCATIONAL SUPPORT PERSONN	Yes	No	No	USD	05/27/2020	217.00
0239	001	p2011q	43900	41660	Check	1	48100		RUSHFORD-PETERSON EDUCATION	Yes	No	No	USD	05/27/2020	2,138.69
0239	001	p2011q	43902	41661	Check	1	48210		RUSHFORD-PETERSON ESCROW ACC	Yes	No	No	USD	05/27/2020	2,096.72
0239	001	P20111	43912	41662	Check	1	1998		OUTLAW DESIGNS & GRAPHICS	Yes	No	No	USD	05/28/2020	240.00
0239	001	P20111	43911	41663	Check	1	04698		QUALI-TEE SCREEN PRINTING	Yes	No	No	USD	05/28/2020	646.00
0239	001	P20111	43913	41664	Check	1	46250		R & R CONSTRUCTION	Yes	No	No	USD	05/28/2020	11,450.00

Bank Total: $294,252.67

Report Total: $294,252.67

Rushford-Peterson Public School
Payment Reg by Bank and Check

JUNE 2020 BOARD BILLS

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0239	001	P20123	43918		Check	1	03137		ARNOLD'S SUPPLY	No	No	No	USD	06/15/2020	153.10
0239	001	P20123	43919		Check	1	03182		ANOKA HENNEPIN ISD #11	No	No	No	USD	06/15/2020	450.00
0239	001	P20123	43920		Check	1	04615		BERNARD BUS SERVICE	No	No	No	USD	06/15/2020	12,518.15
0239	001	P20123	43921		Check	1	06620		BROWN TIRE & BATTERY	No	No	No	USD	06/15/2020	97.80
0239	001	P20123	43922		Check	1	1083		LASER PRODUCT TECHNOLOGIES	No	No	No	USD	06/15/2020	415.97
0239	001	P20123	43923		Check	1	1144		LIND AWARDS & ENGRAVING	No	No	No	USD	06/15/2020	656.50
0239	001	P20123	43924		Check	1	1165		ROOT RIVER FLORAL	No	No	No	USD	06/15/2020	173.96
0239	001	P20123	43925		Check	1	1196		THE MASTER TEACHER	No	No	No	USD	06/15/2020	260.85
0239	001	P20123	43926		Check	1	1231		RYE, WAYNE	No	No	No	USD	06/15/2020	6,850.00
0239	001	P20123	43927		Check	1	1291		EDUCATOR BENEFIT CONSULTANTS, L	No	No	No	USD	06/15/2020	109.76
0239	001	P20123	43928		Check	1	1293		NOCTI	No	No	No	USD	06/15/2020	335.00
0239	001	P20123	43929		Check	1	13281		CUSTOM COMMUNICATIONS INC	No	No	No	USD	06/15/2020	96.39
0239	001	P20123	43930		Check	1	1391		ACENTEK	No	No	No	USD	06/15/2020	4,362.68
0239	001	P20123	43931		Check	1	1513		RPM ATHLETICS	No	No	No	USD	06/15/2020	902.90
0239	001	P20123	43932		Check	1	1519		METZ'S HART-LAND CREAMERY	No	No	No	USD	06/15/2020	1,120.70
0239	001	P20123	43933		Check	1	1586		PAN-O-GOLD BAKING CO.	No	No	No	USD	06/15/2020	257.20
0239	001	P20123	43934		Check	1	1587		L & R SMALL ENGINE	No	No	No	USD	06/15/2020	75.90
0239	001	P20123	43935		Check	1	1654		ANDERSON AUTO, LLC	No	No	No	USD	06/15/2020	193.46
0239	001	P20123	43936		Check	1	1691		SOUTHERN PLAINS EDUCATION COOF	No	No	No	USD	06/15/2020	2,400.00
0239	001	P20123	43937		Check	1	16945		CARDMEMBER SERVICE	No	No	No	USD	06/15/2020	1,861.84
0239	001	P20123	43938		Check	1	1714		MINNESOTA ENERGY RESOURCES	No	No	No	USD	06/15/2020	572.88
0239	001	P20123	43939		Check	1	1769		PARSONS ELECTRIC	No	No	No	USD	06/15/2020	70.00
0239	001	P20123	43940		Check	1	1796		FARMERS WIN COOP	No	No	No	USD	06/15/2020	4,206.43
0239	001	P20123	43941		Check	1	18398		FILLMORE COUNTY JOURNAL	No	No	No	USD	06/15/2020	92.92
0239	001	P20123	43942		Check	1	18400		FILLMORE COUNTY PHN SERVICE	No	No	No	USD	06/15/2020	2,583.54
0239	001	P20123	43943		Check	1	18460		FISHER TRACKS INC	No	No	No	USD	06/15/2020	66,869.00
0239	001	P20123	43944		Check	1	1856		AMAZON CAPITAL SERVICES	No	No	No	USD	06/15/2020	1,499.51
0239	001	P20123	43945		Check	1	1860		COULEE CONNECTIONS	No	No	No	USD	06/15/2020	10,126.00
0239	001	P20123	43946		Check	1	18696		FOLLETT EDUCATIONAL SERVICES	No	No	No	USD	06/15/2020	988.56
0239	001	P20123	43947		Check	1	1999		CRESCENT LANDSCAPE SUPPLY, INC.	No	No	No	USD	06/15/2020	877.50
0239	001	P20123	43948		Check	1	2000		BEAVER BUILDERS' SUPPLY	No	No	No	USD	06/15/2020	4,651.88
0239	001	P20123	43949		Check	1	2001		CUSHMAN MOTOR COMPANY	No	No	No	USD	06/15/2020	31,818.11
0239	001	P20123	43950		Check	1	23400		HIAWATHA VALLEY	No	No	No	USD	06/15/2020	11,642.26
0239	001	P20123	43951		Check	1	23401		HIAWATHA VALLEY MENTAL HEALTH	No	No	No	USD	06/15/2020	931.84
0239	001	P20123	43952		Check	1	25138		IEA INC	No	No	No	USD	06/15/2020	622.50
0239	001	P20123	43953		Check	1	27144		INTERSTATE ROOFING & WTP INC	No	No	No	USD	06/15/2020	572.10
0239	001	P20123	43954		Check	1	28050		J W PEPPER AND SON INC	No	No	No	USD	06/15/2020	872.48
0239	001	P20123	43955		Check	1	29744		KELLY PRINTING & SIGNS	No	No	No	USD	06/15/2020	1,038.50
0239	001	P20123	43956		Check	1	29759		KEMPS	No	No	No	USD	06/15/2020	1,739.00

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0239	001	P20123	43957		Check	1	31260		LASER PRODUCT TECHNOLOGIES INC	No	No	No	USD	06/15/2020	635.64
0239	001	P20123	43958		Check	1	32255		MESPA	No	No	No	USD	06/15/2020	689.00
0239	001	P20123	43959		Check	1	36606		MASBO	No	No	No	USD	06/15/2020	110.00
0239	001	P20123	43960		Check	1	37800		MINNESOTA SCHOOL BOARD ASSN.	No	No	No	USD	06/15/2020	6,276.00
0239	001	P20123	43961		Check	1	41400		NORMAN'S ELECTRIC SERVICE INC	No	No	No	USD	06/15/2020	264.00
0239	001	P20123	43962		Check	1	46082		POSTMASTER	No	No	No	USD	06/15/2020	208.00
0239	001	P20123	43963		Check	1	46954		RTS / ROCHESTER TELECOM SYSTEM	No	No	No	USD	06/15/2020	44.71
0239	001	P20123	43964		Check	1	48020		RUSHFORD, CITY OF	No	No	No	USD	06/15/2020	7,168.84
0239	001	P20123	43965		Check	1	48604		RUSHFORD HARDWARE	No	No	No	USD	06/15/2020	49.22
0239	001	P20123	43966		Check	1	51127		SCHOOL NURSE SUPPLY	No	No	No	USD	06/15/2020	132.99
0239	001	P20123	43967		Check	1	51136		SCHOOL HEALTH CORPORATION	No	No	No	USD	06/15/2020	1,617.01
0239	001	P20123	43968		Check	1	52157		SELCO	No	No	No	USD	06/15/2020	397.90
0239	001	P20123	43969		Check	1	55023		STERLING	No	No	No	USD	06/15/2020	24.78
0239	001	P20123	43970		Check	1	56040		PAM'S CORNER	No	No	No	USD	06/15/2020	160.14
0239	001	P20123	43971		Check	1	60606		US FOODS, INC.	No	No	No	USD	06/15/2020	3,988.09
0239	001	P20123	43972		Check	1	61278		VERIZON WIRELESS	No	No	No	USD	06/15/2020	84.59
0239	001	P20123	43973		Check	1	61614		WASTE MANAGEMENT	No	No	No	USD	06/15/2020	484.10
0239	001	P20123	43974		Check	1	63025		WHV INC	No	No	No	USD	06/15/2020	3,343.16

Bank Total: $200,745.34

Report Total: $200,745.34

Rushford-Peterson Public School

Summary Report for Board

Period Ending May 31, 2020

EXPENSES

Sequence: Fd, Pro

	Description	20ADP Annual Budget	Period 202011	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
010	Board of Education	22,121.00	352.86	21,107.44	95%	0.00	95%	1,013.56
020	Office of Supt	173,259.00	14,055.69	180,511.50	104%	0.00	104%	(7,252.50)
050	School Administration	385,053.00	29,436.67	330,099.20	86%	111.00	86%	54,842.80
107	Other Administrative Support	35,009.00	0.04	31,718.49	91%	0.00	91%	3,290.51
108	Administrative Technology Serv	21,385.00	999.06	14,980.84	70%	0.00	70%	6,404.16
110	Business Services	207,611.00	14,292.32	201,384.90	97%	314.70	97%	5,911.40
201	Kindergarten	171,369.00	18,336.65	171,734.93	100%	297.50	100%	(663.43)
203	Elementary Education	1,163,829.00	100,778.99	890,593.66	77%	6,143.67	77%	267,091.67
204	Title II, Part A	16,837.00	0.00	21,394.25	127%	0.00	127%	(4,557.25)
211	Secondary - General	584,735.00	67,829.23	346,730.82	59%	5,500.00	60%	232,504.18
212	Art	90,835.00	6,635.97	71,344.49	79%	325.00	79%	19,165.51
216	Title I	77,372.00	7,550.42	67,834.04	88%	0.00	88%	9,537.96
218	Gifted & Talented	19,122.00	1,274.23	18,697.20	98%	0.00	98%	424.80
219	Limited English Prof	70,436.00	4,847.78	44,698.92	63%	0.00	63%	25,737.08
220	English Language Art	268,349.00	14,933.69	208,027.76	78%	0.00	78%	60,321.24
230	Foreign Language	89,274.00	7,326.37	65,870.94	74%	0.00	74%	23,403.06
240	Physical Ed & Health	190,407.00	16,024.78	160,098.22	84%	0.00	84%	30,308.78
256	Mathematics	204,640.00	21,291.59	194,454.01	95%	735.92	95%	9,450.07
257	Computer Science	5,782.00	0.00	0.00	0%	0.00	0%	5,782.00
258	Music	203,483.00	16,359.05	150,193.02	74%	1,334.43	74%	51,955.55
260	Science	223,861.00	16,943.68	158,219.43	71%	0.00	71%	65,641.57
270	Social Studies	217,911.00	17,727.75	161,524.41	74%	396.65	74%	55,989.94
291	Cocurricular Activity	63,492.00	0.00	3,608.08	6%	0.00	6%	59,883.92
292	Boys/Girls Athletics	0.00	9,410.94	17,986.94	0%	0.00	0%	(17,986.94)
294	Boys Athletics	112,774.00	(96.17)	82,668.95	73%	1,608.48	75%	28,496.57
296	Girls Athletics	90,353.00	(55.00)	60,917.85	67%	1,767.37	69%	27,667.78
298	Extra-Curricular Activities	32,343.00	(7,052.46)	34,219.57	106%	374.28	107%	(2,250.85)
301	Agriculture	95,873.00	4,894.48	65,200.78	68%	0.00	68%	30,672.22
321	Health Science Technology Educ	12,460.00	1,004.46	12,627.68	101%	0.00	101%	(167.68)

Rushford-Peterson Public School

Summary Report for Board

Period Ending May 31, 2020

EXPENSES

Sequence: Fd, Pro

	Description	20ADP Annual Budget	Period 202011	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
331	Personal Fam Liv Sci	38,468.00	3,013.37	30,054.12	78%	335.00	79%	8,078.88
341	Business Education	26,280.00	2,149.88	22,944.99	87%	0.00	87%	3,335.01
361	Trade & Industrial	49,292.00	3,076.16	42,344.10	86%	1,845.06	90%	5,102.84
380	Vocational Transiton	15,059.00	1,664.40	14,966.85	99%	0.00	99%	92.15
400	General Special Education	33,300.00	1,686.16	17,403.89	52%	0.00	52%	15,896.11
401	Speech/Lang Impaired	67,046.00	2,990.34	9,964.63	15%	0.00	15%	57,081.37
402	Mental Impair Mild	92,668.00	11,056.97	112,607.43	122%	0.00	122%	(19,939.43)
403	Mentally Impaired	0.00	1,004.34	9,031.51	0%	0.00	0%	(9,031.51)
404	Adapted Phy Ed	22,768.00	536.43	6,012.17	26%	0.00	26%	16,755.83
405	Deaf-Hard of Hearing	100.00	462.71	2,102.84	2103%	0.00	2103%	(2,002.84)
407	Specific Learn Disability	440,054.00	22,839.44	183,685.05	42%	0.00	42%	256,368.95
408	Emotional/Behavioral Disorder	81,696.00	5,207.99	46,205.18	57%	0.00	57%	35,490.82
410	Other Health Impaired	0.00	6,261.17	58,154.92	0%	0.00	0%	(58,154.92)
411	Autism	2,500.00	1,558.53	20,034.40	801%	0.00	801%	(17,534.40)
412	Early Child Sp Ed	65,265.00	7,038.35	53,738.64	82%	0.00	82%	11,526.36
416	Severely Nultiply Impaired	0.00	2,415.61	25,336.47	0%	0.00	0%	(25,336.47)
420	Special Education	219,617.00	28,721.15	254,023.28	116%	0.00	116%	(34,406.28)
422	Students without disabilities	194,891.00	19,293.58	178,753.16	92%	192.80	92%	15,945.04
620	Library Ed Media	64,363.00	3,520.99	45,153.52	70%	2,362.12	74%	16,847.36
630	Instructional-Related Technolo	114,969.00	8,992.01	95,436.77	83%	400.00	83%	19,132.23
640	Staff Development	127,437.00	40.00	62,338.04	49%	0.00	49%	65,098.96
710	Secondary Counseling/Guidance	99,159.00	7,680.34	71,221.43	72%	0.00	72%	27,937.57
720	Health Services	6,724.00	476.90	6,426.34	96%	0.00	96%	297.66
740	Social Worker Salary	19,803.00	2,089.92	13,055.38	66%	0.00	66%	6,747.62
760	Pupil Transportation	622,236.00	39,729.47	547,916.94	88%	0.00	88%	74,319.06
810	Operation/Maintenance	587,522.00	38,651.37	514,021.05	87%	188.64	88%	73,312.31
850	Facilities	10,500.00	11,450.00	16,391.94	156%	4,938.00	203%	(10,829.94)
865	LTFM Excld Costs -Pro 866,867	165,821.00	1,287.50	66,766.13	40%	2,065.98	42%	96,988.89

Rushford-Peterson Public School

EXPENSES

Summary Report for Board

Period Ending May 31, 2020

Sequence: Fd, Pro

	Description	20ADP Annual Budget	Period 202011	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
940	**School Insurance**	38,500.00	0.00	37,898.34	98%	0.00	98%	601.66
01	**General Fund**	8,056,013.00	619,998.15	6,352,437.83	79%	31,236.60	79%	1,672,338.57
02	Food Service Fund							
770	**Food Service**	353,297.00	21,228.26	270,045.25	76%	0.00	76%	83,251.75
02	**Food Service Fund**	353,297.00	21,228.26	270,045.25	76%	0.00	76%	83,251.75
04	Community Service							
505	**Community Education**	100,498.00	6,483.03	66,173.53	66%	0.00	66%	34,324.47
510	**Adults With Disabili**	5,309.00	137.28	3,821.88	72%	0.00	72%	1,487.12
570	**School Age Care**	88,214.00	1,781.92	62,411.01	71%	34.99	71%	25,768.00
580	**ECFE**	32,439.00	4,368.08	26,154.00	81%	0.00	81%	6,285.00
582	**School Readiness**	147,493.00	12,714.04	141,931.56	96%	0.00	96%	5,561.44
583	**Preschool Screening**	4,928.00	0.00	1,617.20	33%	0.00	33%	3,310.80
585	**Youth Development**	23,579.00	1,094.11	22,480.46	95%	0.00	95%	1,098.54
590	**Other Community Ed Programs**	500.00	0.00	76.52	15%	0.00	15%	423.48
04	**Community Service**	402,960.00	26,578.46	324,666.16	81%	34.99	81%	78,258.85
07	Debt Redemption							
910	**Retire Long-Term Obl**	2,602,650.00	0.00	2,602,225.00	100%	0.00	100%	425.00
07	**Debt Redemption**	2,602,650.00	0.00	2,602,225.00	100%	0.00	100%	425.00
08	Trust Fund							
960	**Other - Scholarships**	0.00	1,000.00	3,050.00	0%	0.00	0%	(3,050.00)
08	**Trust Fund**	0.00	1,000.00	3,050.00	0%	0.00	0%	(3,050.00)
21	Activity Fund							
050	**School Administration**	0.00	0.00	774.91	0%	0.00	0%	(774.91)
203	**Elementary Education**	10,500.00	(30.00)	940.00	9%	0.00	9%	9,560.00
211	**Secondary - General**	4,300.00	0.00	728.00	17%	0.00	17%	3,572.00
258	**Music**	0.00	0.00	5,241.59	0%	0.00	0%	(5,241.59)
291	**Cocurricular Activity**	40,600.00	0.00	3,402.34	8%	0.00	8%	37,197.66
292	**Boys/Girls Athletics**	0.00	0.00	335.00	0%	0.00	0%	(335.00)
294	**Boys Athletics**	500.00	290.00	914.29	183%	0.00	183%	(414.29)
296	**Girls Athletics**	1,000.00	290.00	8,259.39	826%	1,436.13	970%	(8,695.52)

Rushford-Peterson Public School

Summary Report for Board

Period Ending May 31, 2020

EXPENSES

Sequence: Fd, Pro

		Description	20ADP Annual Budget	Period 202011	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
21	Activity Fund								
298	Extra-Curricular Activities		0.00	0.00	18,845.49	0%	4,645.50	0%	(23,490.99)
620	Library Ed Media		0.00	0.00	602.71	0%	0.00	0%	(602.71)
760	Pupil Transportation		7,000.00	0.00	4,197.68	60%	0.00	60%	2,802.32
960	Other - Scholarships		0.00	0.00	1,000.00	0%	0.00	0%	(1,000.00)
21	**Activity Fund**		**63,900.00**	**550.00**	**45,241.40**	**71%**	**6,081.63**	**80%**	**12,576.97**
50	Fundraising								
298	Extra-Curricular Activities		0.00	375.00	53,812.99	0%	601.26	0%	(54,414.25)
50	**Fundraising**		**0.00**	**375.00**	**53,812.99**	**0%**	**601.26**	**0%**	**(54,414.25)**
		Report Totals:	**11,478,820.00**	**669,729.87**	**9,651,478.63**	**84%**	**37,954.48**	**84%**	**1,789,386.89**

Rushford-Peterson Public School

REVENUES

Summary Report for Board

Period Ending May 31, 2020

Sequence: Fd, Pro

	Description	20ADP Annual Budget	Period 202011	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
000		(7,694,414.00)	(650,260.78)	(6,482,455.63)	84%	0.00	84%	(1,211,958.37)
204	**Ttile II, Part A**	0.00	0.00	(1,644.44)	0%	0.00	0%	1,644.44
211	**Secondary**	(1,100.00)	0.00	(910.00)	83%	0.00	83%	(190.00)
255	**Industrial Education**	0.00	0.00	(500.00)	0%	0.00	0%	500.00
258	**Music**	0.00	0.00	(1.00)	0%	0.00	0%	1.00
291	**Extra Curricular**	(1,500.00)	0.00	0.00	0%	0.00	0%	(1,500.00)
294	**Boys Athletics**	(27,400.00)	0.00	(30,522.00)	111%	0.00	111%	3,122.00
296	**Girls Athletics**	(18,900.00)	0.00	(17,397.55)	92%	0.00	92%	(1,502.45)
298	**Extra-Curricular Activities**	0.00	35.00	(12,595.68)	0%	0.00	0%	12,595.68
301	**Agriculture**	0.00	0.00	(420.00)	0%	0.00	0%	420.00
331	**Personal Family Life Science**	(400.00)	0.00	(550.00)	138%	0.00	138%	150.00
620	**Library Ed Media**	0.00	0.00	(36.98)	0%	0.00	0%	36.98
630	**Instruction Related Technology**	(2,000.00)	0.00	(2,150.00)	108%	0.00	108%	150.00
850	**Facilities**	(52,377.00)	0.00	0.00	0%	0.00	0%	(52,377.00)
865	**LTFM Districtwide Revenue**	(236,075.00)	0.00	0.00	0%	0.00	0%	(236,075.00)
01	**General Fund**	(8,034,166.00)	(650,225.78)	(6,549,183.28)	82%	0.00	82%	(1,484,982.72)
02	Food Service Fund							
000		(346,800.00)	(31,070.90)	(311,957.76)	90%	0.00	90%	(34,842.24)
02	**Food Service Fund**	(346,800.00)	(31,070.90)	(311,957.76)	90%	0.00	90%	(34,842.24)
04	Community Service							
505	**Community Education**	(57,962.00)	(2,395.00)	(47,995.15)	83%	0.00	83%	(9,966.85)
510	**Adults With Disabili**	(1,867.00)	(8,049.74)	(9,049.74)	485%	0.00	485%	7,182.74
570	**School Age Care**	(89,172.00)	(692.34)	(47,830.97)	54%	0.00	54%	(41,341.03)
580	**ECFE**	(35,356.00)	(5,461.39)	(17,445.45)	49%	0.00	49%	(17,910.55)
582	**School Readiness**	(115,241.00)	(15,118.14)	(99,295.18)	86%	1,139.35	85%	(17,085.17)
583	**Preschool Screening**	(2,400.00)	(347.40)	(1,384.50)	58%	0.00	58%	(1,015.50)
585	**Youth Development**	(30,548.00)	(753.00)	(14,149.69)	46%	0.00	46%	(16,398.31)
590	**Other Community Ed Programs**	(729.00)	0.00	(58.42)	8%	0.00	8%	(670.58)
04	**Community Service**	(333,275.00)	(32,817.01)	(237,209.10)	71%	1,139.35	71%	(97,205.25)
07	Debt Redemption							

Rushford-Peterson Public School

Summary Report for Board

Period Ending May 31, 2020

REVENUES

Sequence: Fd, Pro

		Description	20ADP Annual Budget	Period 202011	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
07	Debt Redemption								
000			(2,600,511.00)	0.00	(1,978,680.50)	76%	0.00	76%	(621,830.50)
07	**Debt Redemption**		(2,600,511.00)	0.00	(1,978,680.50)	76%	0.00	76%	(621,830.50)
08	Trust Fund								
000			0.00	0.00	(301.44)	0%	0.00	0%	301.44
08	**Trust Fund**		0.00	0.00	(301.44)	0%	0.00	0%	301.44
21	Activity Fund								
000			(69,000.00)	(8,355.03)	(27,303.43)	40%	0.00	40%	(41,696.57)
258	Music		0.00	0.00	(6,010.50)	0%	0.00	0%	6,010.50
291	Extra Curricular		7,800.00	(136.00)	(787.20)	(10%)	0.00	(10%)	8,587.20
294	Boys Athletics		0.00	0.00	(10,299.65)	0%	0.00	0%	10,299.65
296	Girls Athletics		0.00	0.00	(9,642.69)	0%	0.00	0%	9,642.69
298	Extra-Curricular Activities		(2,700.00)	0.00	(27,045.38)	1002%	0.00	1002%	24,345.38
21	**Activity Fund**		(63,900.00)	(8,491.03)	(81,088.85)	127%	0.00	127%	17,188.85
50	Fundraising								
298	Extra-Curricular Activities		0.00	3,666.03	(76,106.52)	0%	0.00	0%	76,106.52
50	**Fundraising**		0.00	3,666.03	(76,106.52)	0%	0.00	0%	76,106.52
		Report Totals:	(11,378,652.00)	(718,938.69)	(9,234,527.45)	81%	1,139.35	81%	(2,145,263.90)

Rushford-Peterson Schools

2019-2020 Adopted Budget

	REVENUE	EXPENDITURES	CHANGE IN FUND BALANCE
General Fund	$8,034,166.00	$8,056,013.00	($21,847.00)
Food Service Fund	$346,800.00	$353,297.00	($6,497.00)
Community Education Fund	$333,275.00	$402,960.00	($69,685.00)
Debt Service Fund	$2,600,511.00	$2,602,650.00	($2,139.00)
Fund 21	$63,900.00	$63,900.00	$0.00

2019-2020 Revised Budget

	REVENUE	EXPENDITURES	CHANGE IN FUND BALANCE
General Fund	$8,138,791.00	$8,221,082.00	($82,291.00)
Food Service Fund	$364,600.00	$363,270.00	$1,330.00
Community Education Fund	$326,096.00	$395,250.00	($69,154.00)
Debt Service Fund	$2,600,511.00	$2,602,650.00	($2,139.00)
Fund 21	$63,900.00	$63,900.00	$0.00

Budgeted Expenditures by Program 19-20

	FY 20 ADP	FY 20 REV	Change
Administration	$580,433.00	$575,933.00	($4,500.00)
District Support Services	$264,005.00	$288,205.00	$24,200.00
Regular Instruction	$3,897,204.00	$3,979,830.00	$82,626.00
Vocational Ed Instruction	$237,432.00	$237,032.00	($400.00)
Special Education Instruction	$1,219,905.00	$1,318,905.00	$99,000.00
Instruction Support Services	$306,769.00	$258,812.00	($47,957.00)
Pupil Support Services	$747,922.00	$717,922.00	($30,000.00)
Site and Buildings	$763,843.00	$805,943.00	$42,100.00
Fiscal and Other Fixed Costs	$38,500.00	$38,500.00	$0.00
GRAND TOTAL	$8,056,013.00	$8,221,082.00	$165,069.00

2020-2021 Budget - Rushford-Peterson Schools

	REVENUE	EXPENDITURES	CHANGE IN FUND BALANCE
General Fund	**$7,822,212.00**	**$7,957,821.00**	**($135,609.00)**
Food Service Fund	**$349,700.00**	**$360,154.00**	**($10,454.00)**
Community Education Fund	**$339,126.00**	**$402,131.00**	**($63,005.00)**
Debt Service Fund	**$2,598,217.00**	**$2,601,800.00**	**($3,583.00)**
Fund 21	**$85,000.00**	**$60,000.00**	**$25,000.00**
Fund 50	**$75,000.00**	**$65,000.00**	**$10,000.00**

Budgeted Expenditures by Program 19-20

	FY 20 REV	FY 21 ADP	Change
Administration	**$560,663.00**	**$591,702.00**	**$31,039.00**
District Support Services	**$288,205.00**	**$288,242.00**	**$37.00**
Regular Instruction	**$3,979,830.00**	**$3,891,418.00**	**($88,412.00)**
Vocational Ed Instruction	**$237,032.00**	**$240,292.00**	**$3,260.00**
Special Education Instruction	**$1,318,905.00**	**$1,235,682.00**	**($83,223.00)**
Instruction Support Services	**$258,812.00**	**$235,556.00**	**($23,256.00)**
Pupil Support Services	**$717,922.00**	**$792,690.00**	**$74,768.00**
Site and Buildings	**$805,943.00**	**$634,439.00**	**($171,504.00)**
Fiscal and Other Fixed Costs	**$38,500.00**	**$47,800.00**	**$9,300.00**
GRAND TOTAL	**$8,205,812.00**	**$7,957,821.00**	**($247,991.00)**

Q Comp Annual Report

This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per Minnesota Statutes, section 122A.414, subdivision 3(a) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. ***All information reported should be based on the current school year.*** We recommend that each question be addressed with a brief summary of 3-7 sentences.

Core Component: Career Advancement Options

Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)?

- Yes

If no, please explain what changes have occurred and why?

Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

- *As each teacher was observed and evaluated by their teacher leader, they were given feedback and coaching as needed to improve areas of instruction that the teacher and/or teacher leader felt would impact instruction. The PLC groups also worked on forming relationships with students and each PLC worked to identify strategies to increase relationships with students.*

How did the work of teacher leaders impact student achievement?

- *All learning communities focused on student relationships and connections. Student data was tracked in the form of informal and formal student connections survey's in the MS and HS as well as a summative student concern form at the elementary. In addition, student achievement was tracked through summative grades at the end of trimesters and weekly F List checks. At the elementary level, staff utilized the data from the standardized form along with discipline referrals and student achievement in classrooms to identify struggling students. The goal was that stronger student connections would lead to decreased student failings.*

Review Findings

How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

- *Teacher leaders had monthly trainings to prepare them to fulfill their PLC leading responsibilities. The teacher leaders used these as a Leadership PLC of sorts as well. Teacher leaders were able to bring ideas, suggestions, and questions from their individual PLC's and discuss them as a group while looking at each PLC's data.*

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

- *Teacher leaders are continually working and listening to what teachers need help with or would like to focus on. As teacher leaders are evaluated, it is clear that they are having a positive effect on the learning community members. Our staff members have commented on the value of peer feedback and interaction in regards to classroom teaching, as compared to purely administrative feedback. Teachers feel very comfortable in asking peers for suggestions and even asking peers to come in and observe in non-evaluation times to help grow.*

Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

- *The district will use the same model as prior years, as it is effective. In addition, the district continues to encourage as many staff members as possible to take a turn as a teacher leader. The district feels the more teachers that take on this role over the years, the more we get different teachers in different classrooms and our teachers can see all the different teaching methods and they all can learn from each other.*

Core Component: Job-embedded Professional Development

Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

- Yes

If no, please explain the changes that have occurred and why?

Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

- *Each learning community has its own action research goal that was set by the learning community. Based on that goal and our student connections goal, classroom instruction is impacted in various ways including implementation of new teaching strategies, better parent communication, increased student communication, increased discussions on students' academic and social well-being during PLC time.*

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

- *Increased student/staff connections lead to increased student attitude towards school and classes. The goal of the learning teams was to identify students who needed a connection and then work to identify strategies to form connections with the student. The increase in student motivation and connection to school lead to a more positive attitude and engagement with our students, and as the year progressed, overall student achievement in the classroom and on assessments was noted.*

Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

- *Teachers discussed student engagement and attitudes in different classroom settings and tried to find ways to incorporate techniques and strategies from each other to improve overall student engagement.*

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

- *Through the use of formal and informal student engagement and connection surveys given multiple times during the year, teachers were able to identify certain students who did not have a connection or potential engagement at school. Through PLC time and discussing connecting every student with an adult, teachers were able to identify ways to communicate better with all students and form connections that lead to different instructional strategies based on different student groups.*

Recommendations

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

- *We will continue to monitor student connections and helping teacher foster and build relationships with all students next year. Based on a continued effort to increase student connections, we will continue to have this be a focus at our PLC meetings, our teacher leader meetings, and work to identify professional development opportunities for our teachers.*
- *We would like to schedule 2 in-depth meetings by grade at the elementary and broken up by middle and high school near the start and the end of the school year to dig deeper into student survey results and create plans as grades/buildings on how to reach each student.*

Core Component: Teacher Evaluation

Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

- Yes

If no, please explain the changes that have occurred and why?

Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

- *Teachers are trying out new technology and teaching techniques as well as getting feedback on what they are doing well on in the classroom. Teachers are encouraged to try new techniques when they are observed since they have a peer to collaborate with in implementing these strategies. Teachers are becoming more willing to try new lessons in their classroom without the fear of failure as they see peer observations as a great resource vs. an evaluation/judging time.*

What impact did the observation/evaluation process, including coaching, have on student achievement?

- *Learning communities were able to look at the summative data from the assessments which were given throughout the year in each teacher's classroom to see if student achievement was improved after observations and evaluations. In addition, teachers and observers discussed student achievement in regards to students identified as lacking a connection to school and how an increased focus on forming connections lead to an increase in student achievement. Teachers seem very open to discussing the results of their observations with their teacher leader as well as their peers to help improve overall instruction and student connections.*
-

Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

- *Teachers were given both written and verbal feedback as well as the opportunity for individual coaching in areas the teacher would like help in. Through self-reflection and teacher leader feedback, teachers felt they had the support and resources for continued growth. Administration has noted seeing teachers try new techniques in their classrooms during both formal and informal observations. In conversations with teachers, they have stated that based off peer feedback they felt comfortable utilizing some of these techniques.*

How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

- *At the monthly lead teacher planning meetings, questions on observations and teaching strategies were discussed throughout the year to ensure meaningful feedback was provided to all teachers.*

Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

- *As our district encourages more teachers to take on a teacher leader role, more teachers become comfortable with giving and receiving feedback from peers. This comfort level allows teachers to use each other as resources and not think they have to go it alone. In addition, our teacher leaders and administration are able to discuss what each has seen in the classroom and our entire evaluation process is starting to be seen as individual growth plans for each individual teacher. The goal is for teachers to continue to improve without the feeling of judgement by others. We will continue to place new staff with quality mentors to ensure they understand and meet the district goal. Teachers that were observed to struggle during the first formal observations have been assigned informal observations as well to give them more feedback and help them improve their teaching skills.*

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

- *As teachers meet in learning communities, it helps unite the staff on the common focus of student achievement, student learning, and student connections. Teachers also are more focused and aware of ensuring that instruction and assessment align with each other. Teachers also have regular opportunities to discuss student and curricular concerns on a regular, ongoing basis. As stated earlier, teachers have been observed to be willing to try new techniques based on conversations with peers or feedback from other peers knowing that it's ok if it doesn't work and that they will get continual feedback to help them improve.*
- *Overall our focus on student relationships we felt played a significant role in our students/families distance learning participation. The hard work our staff put into relationships for six months, showed students our care level and paid dividends during the 3 months of distance learning.*

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

- *Classroom assessments have improved along with teacher/student connections and relationships. Our staff has found that an increase in student motivation and increase in forming meaningful relationships with students leads to increased achievement with students both on informal and formal assessments.*

How will the district use the review findings to improve the overall effectiveness of the program?

- *Overall our entire Q Comp and PLC program will remain relatively unchanged. Our staff and PLC leaders will be working on student engagement and relationships more in addition to creating quality assessments based on instruction and standards. Our staff hopes that increased communication and focus on these "soft skills" will help create a sense of pride in our students and help create a culture of trust and feeling valued in our students. Data shows that increased teacher-student relationships lead to an increase in student achievement. Our goal for next year is to continue to foster better relationships with all our students and help improve our staff's ability to create these genuine relationships.*
- *Our staff during PLC meetings discussed ways to make improvements to our student connections surveys as well as identified students who struggled during distance learning both academically and socially and are prepared to intervene with those students immediately in the fall.*

June 9, 2020

Independent School District #239
Rushford, Minnesota

We are pleased to confirm our understanding of the services we are to provide the Independent School District #239, Rushford, Minnesota for the year ending June 30, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Independent School District #239, Rushford, Minnesota as of and for the year ending June 30, 2020. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussions and analysis (MD&A), to supplement the Independent School District #239, Rushford, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Independent School District #239, Rushford, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Schedule of Changes in Net OPEB Liability and Related Ratios
3. Schedule of District and Non-Employer's Proportionate Share of Net Pension Liability-General Employees Retirement Fund
4. Schedule of District and Non-Employer's Proportionate Share of Net Pension Liability-TRA
5. Schedule of District's Contributions to Pension Plans-General Employees Retirement Fund
6. Schedule of District's Contributions to Pension Plans-TRA

We have also been engaged to report on supplementary information other than RSI that accompanies the Independent School District #239, Rushford, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

1. Financial data included in the management's discussion and analysis
2. Supplementary financial information
3. UFARS Compliance Table

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory section and Board of Education and Administration

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Independent School District #239 and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Independent School District #239's financial statements. Our report will be addressed to the Board of Education of the Independent School District #239. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Independent School District #239 is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the school district. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the school district and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Independent School District #239, Rushford, Minnesota's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Independent School District #239, Minnesota's in conformity with U.S. generally accepted accounting principles based on information provided by you. As required, we are disclosing the following non-attest services we have or will provide for the Independent School District #239 during the year:

1. Bookkeeping adjustments
2. Preparation of the Financial Statements
3. Other general consultation as requested by you from time to time

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the school district from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Smith, Schafer and Associates, Ltd's, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Smith, Schafer and Associates, Ltd's is not involved, you agree to clearly indicate in the exempt offering document that Smith, Schafer and Associates, Ltd's is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information.

You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management Responsibilities (Continued)

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Smith, Schafer and Associates, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Independent School District #239's Cognizant or Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U. S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Smith, Schafer and Associates, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Any dispute that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and the parties will engage in the mediation process in good faith. Any mediation initiated as a result of this engagement shall be administered within Olmsted County, Minnesota, by a mutually agreed upon mediator, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Minnesota law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The parties participating in the mediation shall bear their own costs, except that any charges assessed by the mediation organization shall be shared equally by the participating parties.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or any additional period requested by the Independent School District #239's Cognizant or Oversight Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Audit Administration, Fees, and Other (Continued)

By your signature below, you acknowledge and agree that upon expiration of the seven-year period Smith, Schafer and Associates, Ltd. shall be free to destroy our records related to this engagement.

If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval of the document.

We expect to begin preliminary audit procedures in September 2020 and to issue our reports no later than December 31, 2020. Jason Boynton is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. The fee for the audit of the District's financial statements for the year ending June 30, 2020 will not exceed $15,325, including expenses. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To ensure that Smith, Schafer and Associates, Ltd's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2017 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Independent School District #239 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Jason P. Boynton, CPA
SMITH, SCHAFER AND ASSOCIATES, LTD.
Principal

RESPONSE:
This letter correctly sets forth the understanding of the Independent School District #239,Rushford, Minnesota.

By: ____________________________ Title: ____

Report on the Firm's System of Quality Control

KerberRose

Certified Public Accountants

November 29, 2017

To the Shareholders of Smith, Schafer & Associates, Ltd.
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Smith, Schafer & Associates, Ltd. (the firm) in effect for the year ending May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Smith, Schafer & Associates, Ltd. in effect for the year ending May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Smith, Schafer & Associates, Ltd. has received a peer review rating of *pass*.

KerberRose SC

PrimeGlobal
An Association of Independent Accounting Firms
115 E. Fifth Street, Shawano, WI
54166 P: 715-526-9400
www.kerberrose.com

Where Minnesota School Boards Learn to Lead

Minnesota School Boards Association
1900 West Jefferson Ave
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

INVOICE

ATTN: Accounts Payable
I.S.D. 239
PO BOX 627
RUSHFORD, MN 55971-0627

Invoice No: 25126Z9D4Z2
Invoice Date: 6/11/2020
Acct No: 360
Due Date: 11/15/2020
PO Number:

Invoice Item	Qty	Unit Price	Extended
Association Dues (FY 7/1/20 to 6/30/21)	1	$3,811.00	$3,811.00
BoardBook Subscription Tier I	1	$1,750.00	$1,750.00
Policy Services Renewal (FY 7/1/20 to 6/30/21)	1	$715.00	$715.00

Subtotal:	$6,276.00
Amount Paid:	$0.00
Balance Due:	$6,276.00

Dues for **ISD #239** are based on 693.09 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2019, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2020-21 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Rushford-Peterson Public Schools
Independent School District No.239

1000 Pine Meadows Lane, P.O. Box 627
Rushford, MN 55971
Phone (507) 864-7785 | Fax (507) 864-2085
www.r-pschools.com

Jon Thompson Superintendent Ext. 1001
Jacob Timm MS / HS Principal Ext. 1006
Angela Shepard EC-5 Principal Ext. 1005
Lisa Lawston Community Education Program Director Ext. 1013
John Loney Activities Director Ext. 1012

Member ______________introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR THE MDE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM

BE IT RESOLVED by the School Board of Independent School District #239, State of Minnesota as follows:

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Jon Thompson to act as the Identified Official with Authority (IOwA) and Laura Hahn to act as the IOwA to add and remove names only for Rushford-Peterson Public Schools 0239-01.

The motion for the adoption of the foregoing resolution was duly seconded by: __________________and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted

.

Approved: June 15, 2020

____

Bonnie Prinsen
School Board Clerk

UPDATED as of June 15th -Summary of Transportation Proposals - 2020

Email to both companies, Bernards and Ready, with follow-up questions on Fuel Clause and asking for any adjustments to proposals by Friday, June 5th. Clarification of proposal made by Ready on Friday, June 12th.

Receive explanation and adjusted proposal from Ready.

Summary of Cost

	Bernard	Ready
Regular Routes		
Year 1	$316,414	$323,379
Year 2	$325,906	$331,463
Open Enrolled Routes		
Year 1	$82,047	$92,394
Year 2	$84,510	$94,703
Total For 2 Years	$808,877	$841,939

Bernards Base Proposal is $33,062 less

Fuel Clause (per gallon)	$2	$3

Fuel Clause indicates that the district would reimburse the bus company for any fuel purchased in excess of these rates per gallon. Difficult for us to price and therefore difficult to compare.

Explanation and adjustments to the proposal from Ready received on June 5th.

Ready estimates a savings for the district when compared to Bernards on Fuel Clause of $20,272.

Ready also indicated that they felt the district would save an additional $2,717 dollars if two days of school were missed.

Ready also offered a $6,000 discount from their original proposal.

Total of Ready's adjustments and <u>self-calculated savings</u> on Fuel Clause over 2 years would be $58,070.92

This leaves a difference of $25,008.92. Ready's proposal being the lower of the two. THE PRICE OF FUEL IS SO IMPORTANT TO CONSIDER IN THESE PROPOSALS.

Additional Information From Email on Friday, June 12

Year 1 savings as proposed by Ready Bus Company:
$20,272-fuel surcharge
$6000-discount offered
$2717-2 school days missed

Year 2 savings as proposed by Ready Bus Company:
$20,272-fuel surcharge
$6000-discount offered
$2809.92-2 school days missed

Calculation for Fuel Clause savings is based on the full $1 difference between company proposals.

- Reg Routes: 7 Routes X 60 Miles Per Route X 174 Days divided by 6 MPG = $12,180;
- Out of District Routes: (2 Routes X 105 Miles X 174)/8.5 MPG = $4,300;
- Charters (based on '19-'20 billings) = (22,750 miles)/6 = $3,792
- Total potential **District Savings with Ready's** Fuel surcharge = **$20,272**

Difficult to predict fuel prices over the next two years and it is probably fair to say the price will often fall between $2 and $3 a gallon. If the average is $2.50 a gallon then the savings projected by Ready Bus would be half of the projected $40,544.

What we know for sure. The difference between the base proposal was $33,062. If we subtract out the two $6,000 discounts from Ready that makes the total difference $21,062.

EXAMPLES - of fuel clause impact on total cost difference between companies.

Difference	**Savings**	**Final Proposal difference**
$1	$40,544	$21,062 - $40,544 = Ready $19,482
$0.50	$20,272	$21,062 - $20,20272 = Bernard $790
$0.25	$10,136	$21,062 - $10,136 = Bernard $10,926

I have not included the 2 snow day savings projected by Ready as Bernard indicated that they would negotiate that amount. That amount was $2,717 a year or $5,434 over two years.

COVID-19 Preparedness Plan for Rushford-Peterson Schools

Rushford-Peterson Schools is committed to providing a safe and healthy learning environment for all our students and staff. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Students, staff and administration are all responsible for implementing and complying with all aspects of this plan. Rushford-Peterson Schools' employees have our full support in enforcing the provisions of this plan.

Our plan objectives are to (1) mitigate potential for transmission of COVID-19 in our facilities, and (2) provide traditional (in-person) learning to the greatest extent possible. This will require full cooperation among our parents, students, staff, and administration. By following the public health orders and taking careful steps, we believe we can achieve both objectives.

Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by surveying staff to determine their comfort level for working environments. Previously arranged modifications to roles and responsibilities allow for some staff to work from home. We will provide masks for employees who do not have one. Efforts will be made to align job duties with employees' comfort level whenever possible. Training will be provided to all staff. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Our preparedness plan clearly outlines CDC and MDH guidelines in the areas of: health screening, social distancing, cleaning and disinfecting, handwashing, respiratory etiquette, communicating and training, PPE (face masks), drop off and pick up, program delivery, contact tracing, and properly handling materials. The guidelines are used to develop best practices for each Community Education Program to implement in their setting. Many of these measures are already being used within our schools in supporting emergency workers by providing Tier 1 and Tier 2 childcare. Community Education has already proven we can implement and adapt health and safety protocols during the distance learning period by providing child care for our emergency workers. We are prepared to expand and meet the needs of additional families by providing a safe and academically enriched environment for children throughout the summer.

Certified by:

Jon T Thompson

Jon Thompson
Rushford-Peterson Schools Superintendent

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Rushford-Peterson Schools employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the school and for staff to report when they are sick or experiencing symptoms:

- R-P Schools will require all staff to take their temperature and be COVID-19 symptom free.
- Employees will be required to communicate if they are sick or experiencing symptoms while at work.
- Sick employees will be isolated (somewhere other than the health office) until they can be sent home.
- If employees do not come to work because they are sick and experiencing symptoms, they must notify their supervisor.

Rushford-Peterson Schools have implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees are to refer to their contract's sick leave and leave policies. Paid leave also may be available under the FFCRA (Families First Coronavirus Response Act). Questions regarding the FFCRA or Rushford-Peterson Schools' leave policies should be directed to Toni Oian in the District Office.

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions will be made whenever feasible. Specific requests or concerns should be directed to their supervisor or the superintendent.

Rushford-Peterson Schools have also implemented a policy for informing our employees if they have been exposed to a person with COVID-19 at work and requiring them to quarantine for the required amount of time if needed. If an employee is confirmed to have COVID-19, employees will be informed of their possible exposure, but confidentiality will be maintained as required by the Americans with Disabilities Act.

Handwashing

Basic infection prevention measures are always being implemented in our schools. Students and staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the day, prior to any mealtimes and after using the toilet. All visitors will be required to wash their hands prior to or immediately upon entering the facility. Some areas of the building may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Rushford-Peterson Schools have restrooms throughout the building for handwashing. The school will also provide hand sanitizer stations throughout the building in various locations (i.e. Fitness Center, Auditorium, Gyms). The custodians of R-P Schools will ensure the soap and sanitizing stations remain stocked with supplies.

Respiratory etiquette: Cover your cough or sneeze

Students, staff, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all building occupants. COVID-19 posters and CDC recommendation posters have been placed on all doors entering R-P Schools that clearly demonstrate how to cover your cough and/or sneeze.

Social distancing

Social distancing is being implemented in our facilities through the following engineering and administrative controls:

- If applicable to the position held, Rushford-Peterson Schools will allow telework and flexible hours to staff.
- Employees are encouraged to maintain 6' apart and socially distant.
- Rushford-Peterson Schools have posted signs stating to maintain six feet apart, in both English and Spanish, throughout the school.
- Rushford-Peterson Schools will provide instructions for employees needing to use the school vehicles.
- Annually, employees are required to do the Bloodborne Pathogens and Employee Right to Know training. Employee Right-to-Know training will be updated to include information on COVID-19 prevention, symptoms, and risk factors, PPE, and chemical safety for any new cleaners and disinfectants being used.
- Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from sharing PPE, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. Enhanced cleaning and disinfecting will be conducted on high-touch surfaces, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Targeted cleaning and disinfecting will be conducted in areas of the building where a person with COVID-19 spent time. Targeted cleaning will include restricting access to the contaminated area(s) for 24 hours prior to any cleaning and disinfecting. Cleaning protocols will be conducted by the custodial staff. Only disinfectants that have been approved by the EPA will be used.

Communications and training

This Preparedness Plan was communicated to summer programming staff in June and to all employees during back-to-school training in August. Additional communication and training will be ongoing via email and at all-staff in-services throughout the year. Make-up training will be provided to employees who did not receive the initial training. Ongoing monitoring by administration and supervisors will be essential to successful implementation of this plan.

This Preparedness Plan has been reviewed and approved by the Rushford-Peterson Schools' Board of Education and was posted throughout the school on June 15, 2020. It will continue to be updated, as necessary.

Certified by:

John Linder
Rushford-Peterson School Board Chair

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

https://youtu.be/d914EnpU4Fo

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

June 5, 2020

Superintendent Jon Thompson
Rushford-Peterson Public Schools
PO Box 627
Rushford MN 55971-0627

Dear Jon,

During the COVID-19 pandemic MREA has remained steadfast to our mission to advocate for Greater Minnesota education, providing extensive support for the move to distance learning and assistance for pandemic planning. Our team has remained actively engaged with legislators and state officials to address E-12 distance learning funding and policy issues, track tax and budget issues with new federal funds, and advocate for flexible financing tools.

New Membership Fee Reductions

While we continue navigating this ever-changing environment and advocate for Rushford-Peterson Public Schools, we also seek to support our members with membership fee reductions for 2020-21 and 2021-22:

> **In the new membership year beginning July 1, members will receive a 10% membership fee reduction for 2020-21 and a 15% reduction for 2020-22, when paid by July 30, 2020.**

See your enclosed invoice for details, and know we are grateful for your district's membership that helps us guide rural schools like yours through immediate and ongoing COVID-19 impacts.

Your Voice at the Capitol

MREA's constant presence at the Capitol on behalf of Rushford-Peterson Public Schools is a cornerstone of our educational advocacy. As the Legislature moves into special session this summer, we'll continue leading and collaborating to gain critical legislative approvals. Key outcomes in the past session include:

- Preserve SPED and other categorical program funding despite distance learning service interruptions
- Provide school board fund transfer authority for fiscal years 2020-21
- Reduce youth vaping by raising the tobacco-purchasing age to 21
- Promote COVID-19 educational guideline flexibility and clarity

Nearly 98% of MREA members are satisfied with MREA's advocacy. See more about our key advocacy efforts on the enclosed flyer or at **MREAvoice.org/progressreport.**

Advocating Together for Greater Minnesota

As you look forward to the 20-21 school year, now is the time to renew your MREA membership, because only together are we the Voice for Greater Minnesota Education. **Renew by July 30 to take advantage of special membership discounts.** Contact Diane Vosen, Administrative Coordinator, with questions.

Thank you for the privilege of representing Rushford-Peterson Public Schools.

Sincerely,

Lance Bagstad

Lance Bagstad, Board President
Superintendent, Park Rapids Area Schools

Fred Nolan

Fred Nolan, Executive Director

MREA
Voice For Greater Minnesota Education

MEMBERSHIP RENEWAL
INVOICE

2020-21 MEMBERSHIP YEAR

~ Special 1- and 2-Year Renewal Discounts~

BILL TO:
Jon Thompson, Superintendent
Rushford-Peterson Public Schools
PO Box 627
Rushford MN 55971-0627

Date: June 5, 2020
Invoice #: 2021-1560
Due: **July 30, 2020**

Current expiration: June 30, 2020
New membership year: July 1, 2020-June 30, 2021
2020-21 Membership type: Full ISD Membership
APU = 762
****Shared District:** NA

**$1.00 per Adjusted Pupil Unit (APU) to $1,400 maximum, based on MDE APU estimates for 2020-21.*

***If sharing superintendent with another district, $275 discount has already been applied to Base Fee. Districts with shared Superintendents must each join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

Base Fee:	$1100
Legislative Fee:	+762*
Standard FY21 Dues	**$1862**
CHECK DUES ENCLOSED:	
2020-21 Discount	-$10%
☐ **1 Yr. Enclosed:**	**$1676**
***** OR *****	
2020-22 Discount	-$15%
Dues each year	$1583
☐ **2 Yrs. Enclosed:**	**$3165**

CORRECT the information below and on your enclosed subscription list as needed for 2020-21:

Organization: Rushford-Peterson Public Schools
Superintendent: Jon Thompson
Email Address: jonthompson@r-pschools.com
Address: PO Box 627
City, State, Zip: Rushford MN 55971-0627
Phone: 507 - 864-7785
Website: www.r-pschools.com

Update and return this form with membership dues payment.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 45.1% of FY21 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.

Questions? Contact Diane Vosen, Administrative Coordinator
info@mreavoice.org or (833)-MNVOICE

MAIL
PO Box 187
St. Cloud, MN 56302 0187

VISIT
2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL
(320) 762 6574
Toll Free (833) MNVOICE

LEARN
MREAvoice.org

Superintendent's Report
June 15, 2020

"Always Our Best"

Vision: Empowering all for lifelong learning

Mission: Creating an educational community where lifelong learning is valued, excellence is expected, and all are prepared for the future.

COVID-19 -

We'll take a few minutes to discuss any updated information relating to the coronavirus.

- Activity Update From R-P Schools (Loney) https://docs.google.com/document/d/1ta6e1sHPTbkP2QNNp_5JMzuz_OmQMrsyvgxy8kK1KNs/edit
- COVID-19 Preparedness Plan - (Link)
- REFUNDS - We briefly discussed refunds, such as the senior trip, at the last meeting. Also included in our refunds, or carryovers, will be milk and snack fees, fitness center fees, and any other activity that is fee based.
- NEXT SCHOOL YEAR - The state will be providing guidance for next school year this week. It is our understanding that we should plan for three possible scenarios with the very real possibility of utilizing all three during the 2020-21 school year.
    1) All kids in school with utilization of CDC, MDE guidance
    2) Distance Learning
    3) Hybrid Model -

Open Enrollment Transportation -

Over the course of the year I have had a few questions presented to me relating to open enrollment and transportation. I believe you have all seen a workup of the costs of transportation vs. the revenue we receive from open enrollment, but figured it might be worthwhile to research and share this type of data again.

In the end, we have a choice as a school district on if we offer transportation to students outside of our district boundaries. (Link)

Middle/High School Board Report
June 15, 2020
Mr. Timm
Respect - Integrity - Excellence

GRADUATION:

- We held our modified graduation on Sunday, May 24th. Each student was able to come in front of school, get their name announced, pick up their diploma and turn their tassel. Graduates were able to bring immediate family and we videotaped and had Ross Himlie here to take pictures. We were able to get through all our graduates in 4 hours and I thank our graduates and families for helping make the day a success. A big thank you to Holly Ekern, John Loney and Jon Thompson for taking part and helping the day run smooth as well.

- We followed up the modified ceremony with a parade through Rushford, South Rushford and Peterson. Our students decorated cars and traveled through the three communities. Many residents came out to show their support. It was a great ending to the day and the crazy year for these seniors. A big thank you to Rushford Police, Fillmore County Sherriff's office, and Rushford Fire Department for helping lead the parade.

- On July 18th, we are planning to hold a celebration to our graduates. We are working on plans to hold a celebration in the High School gym following guidance to allow for our graduates to be together, listen to classmate speeches and watch the slide show. It will allow on more time of all students to be together and recognized in front of their peers. A survey has been sent out to parents/graduates to gather interest. If we have 25 or more interested families, we will hold that day.

DISTANCE LEARNING:

- At the last board meeting we discussed our grading policy for students to finish up the school year. We had many students take advantage of the last week in May to complete missing work/assessments to help ensure a passing grade in class.

- I reached out to 14 families whose students didn't complete requirements and still had Incompletes following the final grading. 8 families chose the F on the report card and had their student start credit recovery. 6 families chose to keep the Incomplete and have their student work with teachers in the fall to complete.

SENIOR CLASS TRIP REFUNDS:

- Shari Michel (Sr Class Advisor) and the business office are working with Phillips Bus Company in regards to refunds for yearly senior class trip to Florida which did not happen this year. Each senior will be refunded the total amount they as a family paid out of pocket for the trip once refunds are returned to R-P Schools. In addition, MDE has granted a one-time exception that allows for schools to return fundraised dollars to students in the form of scholarships. We will be working with our seniors that fundraised, and they will have until June 1, 2021 to provide a transcript and tuition statement. Once provided, the individual student will receive a "scholarship" in the amount they individually fundraised.

Community Education Board Report
June 2020 Report
Lisa Lawston

Summer Rec/Enrichment: Due to COVID-19 all activities in June were either postponed or cancelled. This is what we are planning for the summer:

- Youth Golf: Wednesdays: July 8-August 5
- Rookie Baseball (as of June 1, no games to be played. Drills only.) M/W: July 6-29
- Pigtail Softball (as of June 1, no games to be played. Drills only.): Tu/Th: July 7-30
- Learning the Basics: Tuesdays: July 7-28
- Ball Basics (as of June 1, no games to be played. Drills only.): Tu/Th: July 7-30
- Basketball Camp: July 7-9 (Boys will be this week) Girls may be different.
- MS/HS Volleyball Camps: July 7-9 and August 10-14
- Youth Volleyball Camp: July 20-23
- Youth Soccer: August 3-20
- Theater Basics: July 28-30
- Explore Dance: August 10-13
- Horse Appreciation Camp I and August Horse Camp: July 29, 30, 31 Aug. 3, 4
- Summer Science Camp: August 4-6

Rescheduled:
- Sole Sisters: July 15-August 12; 6:30-7:45 pm, Saturdays, July 18, 25, August 1, 8 & 15
- Horse Camp:
  - Horse Appreciation Camp II: August 12, 13, 14, 17, 18 from 9:30-11:30 am
  - Horse Appreciation III: August 12, 13, 14, 17, 18 from 2-4 pm
- Hunter's Safety: We are waiting to reschedule when the DNR recommends

NEW: Softball Skills Camp: August 3-6

Planning: Baseball Skills Camp

Cancelled: The following classes have been cancelled and refunded:

- Traveling baseball
- Traveling softball
- Art Camps (2 camps)
- Lego Camps (3 camps)
- Sand Volleyball

Many families are hesitant to sign up and typically July is a high traveling/vacation time for most families. Meaning, our registrations are much lower due to COVID and with having them in July. I hope we fill them up, but we do have many restrictions we have to adhere to.

All coaches/instructors were informed of the Minnesota Department of Health Social Distancing in Youth Sports guidelines we are to follow. Below are the links for your reference. I also had them all fill out an Instructor Form based on the new recommendations for COVID and how they would implement the new procedures.

- Instructor Form

- [Guidance for Social Distancing in Youth Sports]
- [Frequently Asked Questions About Organized Youth Sports]

Emergency Care and Kids' Club Highlights:

- Emergency care ended well on May 22. I was very pleased with how we programmed the day(s) with balancing the zoom scheduled for our students to finish class work to play time.
- Thank you to Amanda Miller for all her coordination of all the kids' schedules and zoom schedules. She did such a great job!
- Thank you to our paraprofessionals for all their hard work and dedication to our kids during this time. Everyone was flexible and willing to help whenever needed.
- Thank you to Joyce and the kitchen staff for our daily breakfast and lunches!!
- Thank you Bob and the custodial staff for the assistance in keeping our space clean and sanitized!

- **Summer:** we have 40 kids registered. This is down from last year, however we are not surprised with COVID and all the changes we faced with that. Our average for the first week of summer was 23 per day. Our schedule this year is basically being as creative as we can be here at school.
    - We have 3 rooms (preschool rooms) converted into our KC rooms. We divided them up based on grades: K/1; 2&3; 4&5. Some rooms only have 4-6 kids in them but that is what we are required to do during the reopening phase of indoor gatherings. Ratio: 1:9 max of 10 per "pod" aka room.
    - Entering/exiting the building: all enter and exit via the preschool playground. There are two doors that lead into two different classrooms (Mrs. Emily's room and Mrs. Alison's). Parents wait outside as they drop off and pick up.
    - All children and staff are required to do a health check upon arriving. They are to take their temperatures and make sure they are COVID symptom free (no cough, shortness of breath, or temperature).
    - All staff received a COVID preparedness plan training (how to prevent and deal with all the new regulations) on Wednesday, May 27th.
    - We had some unexpected excitement with a bull snake visiting on Friday, June 5 to the preschool playground area. We were able to capture and re-release it, however it generated quite the excitement in all the rooms and from me too!!

Lille By Preschool:

- We are currently at 47 registrations for next school year so far.
- We held our Preschool Graduation on Thursday, May 18. We scheduled each graduate to come and do a walk through graduation. They received a hat, a certificate, treat bag and an area to take pictures featuring the future graduate of 2032!
- We finished up the school year with offering the $37,500 for the Pathways II scholarship for our families that qualified. We are fortunate to have the scholarship program next year as well.

Fitness Center: We will be reopening the fitness center to our community members on Monday, June 15. I have created a waiver and the updated rules and regulations regarding COVID procedures. Please see the documents. I have also posted the required signs in the FC and placed hand sanitizer in there. The water fountains are off limits at this time but the filling station will still work to fill the water bottle. One of the two of each machine will be signed to not use at this time to be in compliance with 6 ft. apart.

- [R-P Fitness Center Waiver]
- [R-P Fitness Center Rules and Regulations]
- [Daily Sign in form]