



**REGULAR MONTHLY MEETING OF THE RUSHFORD-PETERSON
SCHOOL BOARD
MONDAY, MAY 17, 2021
5:30 PM**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Public Comments - Limited to 5 minutes per person
6. **CONSENT AGENDA**
 - A. April 19, 2021 Regular Monthly Meeting Minutes 3
 - B. Donations in the amount of \$1,500 5
 - C. April hand payables, wires & payroll liabilities in the amount of \$294,436.23. 6
 - D. April payroll in the amount of \$292,295.40.
 - E. May board bills in the amount of \$159,317.57. 8
 - F. FUND SUMMARY REPORTS: 10
 - G. PERSONNEL:
 1. Hire of Courtney Thorman — MS/HS Agriculture Teacher
 2. Hire of Darrin Hegland - HS Special Education Teacher
 3. Hire of Aubrey Ingvalson - Kid's Club Supervisor
 4. Hire of the following Community Ed Youth Rec Coaches: Alex Ronnenberg, Thomas Ekern and Logan Skalet
 5. Hire of Rebecca Magin - Kid's Club Supervisor and Youth Rec Coach
 6. Resignation of Jenny Helgemoe - JH Volleyball Coach
7. **OLD BUSINESS**
 - A. Second Reading and adoption of the following policies:
 1. #204 - School Board Meeting Minutes 16
 2. #206 - Public Participation in School Board Meetings and Data Privacy Considerations 20
 3. #207 - Public Hearings 26
 4. #211 - Criminal or Civil Action Against School District. School Board Member, Employee or Student 28
 5. #213 - School Board Committees 32
 - B. Facecovering Policy / Mask mandate. 35
8. **NEW BUSINESS**
 - A. Approve the first reading of the following policies:
 1. 301 - School District Administration 37
 - 302 - Superintendent
 - 303 - Superintendent Selection
 - 304 - Superintendent Contract, Duties and Evaluation
 - 305 - Policy Implementation
 - 306 - Administrator Code of Ethics
 - B. Approve the Spanish Club Costa Rica trip, June 14-22, 2021.
 - C. Approve the 2021-2022 contract with Hiawatha Valley Mental Health. 45
 - D. Approve the Agreement to Reimburse for Student Membership with Hiawatha Valley Education District for the 2021-2022 school year. 49
 - E. Approval of "Go Green" and "Diversity Club." 54
 - F. Approve the 2020-2021 budget revisions. 57
9. **ADMIN REPORTS:** 1
 - A. Superintendent Report 59

Agenda

Monday, May 17, 2021

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|---|----|
| B. Community Education Report | 62 |
| C. Elementary Report | 65 |
| D. Middle School / High School Report | 69 |
| E. Activities Report | 71 |
| 10. Upcoming Regular Meetings - 5:30 p.m. in the Forum Room
June 21, July 19, August 16 | |
| 11. 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 Chris Grindland at 5:30 p.m. on Monday, April 19, 2021.

Members Present: Chris Grindland, Matt Helgemoe, Joyce Iverson, Jeff Michel, Bonnie Prinsen, Ken Sawle, and Amy Woxland.

Administration Present: Superintendent Jon Thompson, Jake Timm and Angela Shepard

District Office Personnel: Toni Oian

Motion by Michel, seconded by Prinsen to adopt the agenda adding Item G. 2 to the consent agenda, hire of Elizabeth Landherr, K-3 Music Teacher. Motion carried unanimously.

There were no public comments.

Motion by Sawle, seconded by Michel to approve the following consent agenda items: March 15, 2021 Regular Monthly Meeting Minutes, adding "Bonnie Prinsen" to "Resolution Filling School Board Vacancy by Appointment of Bonnie Prinsen"; April hand payables, wires & payroll liabilities in the amount of \$316,411.48; April payroll in the amount of \$315,710.33; April board bills in the amount of \$158,158.87; Fund Summary Reports; Personnel: Resignation of Amanda Miller –Community Education Administrative Assistant, Hire of Elizabeth Landherr – Elementary Music Teacher. Motion carried unanimously.

Motion by Iverson, seconded by Helgemoe to approve the second reading and adopt the following policies: #201 – Legal Status of the School Board, #203 – Operation of the School Board – Governing Rules, #203.1 School Board Procedures, Rules of Order, #203.2 – Order of the Regular School Board Meeting, #203.5 – School Board Meeting Agenda and #203.6 – Consent Agendas. Motion carried unanimously.

Motion by Prinsen, seconded by Iverson to approve the first reading of the following policies: #204 – School Board Meeting Minutes, #206 – Public Participation in School Board Meetings and Data Privacy Considerations, #207 – Public Hearings, #211 – Criminal or Civil Action Against School District, School Board Member, Employee or Student, #213 – School Board Committees. Motion carried unanimously.

Motion by Woxland, second by Sawle to approve the Leave of Absence for Kim King – EL Teacher/Coordinator for the 2021-2022 school year. Motion carried unanimously.

Motion by Woxland, second by Helgemoe to approve to Rushford-Peterson Class of 2021 Graduates. Motion carried unanimously.

Motion by Prinsen, second by Michel to approve the purchase of trailer. Motion carried unanimously.

Motion by Michel, second by Sawle to approve the changes to the 2021 Committee Assignments. Motion carried unanimously.

Motion by Michel, second by Iverson to table the approval of the Superintendent Contract Revision/Extension, more information is needed. Motion carried unanimously.

Motion by Iverson, second by Prinsen to approve budget cuts presented. Motion carried unanimously.

Superintendent Thompson presented the Superintendent's report.

The Community Education Report, the Elementary Report, the Middle School /High Schools Report and the Activities Report were reviewed.

INFORMATION:

Regular Monthly Board Meeting beginning at 5:30 in the Forum Room:
May 17, June 21, July 19

Moved by Helgemoe, seconded by Iverson, to adjourn the regular meeting at 7:03 p.m. Motion carried unanimously.

Chris Grindland, Chairperson

Matt Helgemoe, Clerk

DONATIONS - MAY 2021

4/15/2021	Winona Health	250.00	Youth Rec donation
4/30/2021	RP Booster Club	1,000.00	Donation - golf
5/7/2021	Rushford Lions\$	250.00	Youth Rec donation

Total \$1,500.00

We thank the above donors for their generous donations and support of our school district and activities!

Rushford-Peterson Public School

APRIL 2021 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	P21101	45004		Wire	1	1903	KWIK TRIP		No	Yes	No	04/09/2021	3,059.00
001	P21101	45010		Wire	1	2024	ARBITER SPORTS		No	Yes	No	04/15/2021	2,000.00
001	p2110p	45073		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	Yes	No	04/16/2021	7,017.38
001	p2110p	45074		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	04/16/2021	6,676.84
001	p2110p	45075		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	04/16/2021	5,930.36
001	p2110p	45076		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	04/16/2021	43,351.08
001	p2110p	45077		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No	04/16/2021	24,199.14
001	P21101	45078		Wire	1	1531	PAYLINE DATA		No	Yes	No	04/20/2021	470.07
001	P21101	45079		Wire	1	2046	TRANSAX		No	Yes	No	04/20/2021	27.00
001	P21101	45080		Wire	1	52167	SELECT ACCOUNT		No	Yes	No	04/20/2021	41.00
001	P21101	45081		Wire	1	1903	KWIK TRIP		No	Yes	No	04/26/2021	2,451.00
001	p2110q	45090		Wire	1	06600	BLUE CROSS/BLUE SHIELD MINN		No	No	No	04/26/2021	21,960.00
001	p2110q	45091		Wire	1	1241	MN PEIP		No	Yes	No	04/26/2021	41,370.76
001	p2110q	45092		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	Yes	No	04/26/2021	6,932.38
001	p2110q	45093		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	04/26/2021	7,507.60
001	p2110q	45094		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	04/26/2021	6,306.72
001	p2110q	45095		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	04/26/2021	47,871.60
001	p2110q	45096		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No	04/26/2021	26,217.28
001	P21101	44993	42539	Check	1	52191	SECTION I-A		Yes	Yes	No	04/06/2021	180.00
001	P21101	44994	42540	Check	1	63158	WINONA STATE UNIVERSITY		Yes	Yes	No	04/06/2021	198.00
001	P21101	44995	42541	Check	1	62950	WINONA COUNTY AUDITOR/TREASURI		Yes	Yes	No	04/07/2021	19.25
001	P21101	44996	42542	Check	1	2058	JOSEPH SCHABER		Yes	Yes	No	04/07/2021	130.00
001	P21101	44997	42543	Check	1	46082	POSTMASTER		Yes	Yes	No	04/07/2021	137.48
001	P21101	44998	42544	Check	1	03120	ANDERSON, PAUL		Yes	Yes	No	04/08/2021	100.00
001	P21101	45001	42545	Check	1	2060	BREAKDOWN SPORTS USA		Yes	Yes	No	04/08/2021	450.00
001	P21101	44999	42546	Check	1	2059	STG INC.		Yes	No	No	04/08/2021	450.00
001	P21101	45000	42547	Check	1	2059	STG INC.		Yes	No	No	04/08/2021	450.00
001	P21101	45003	42548	Check	1	57800	CREAMERY PIZZA & ICE CREAM		Yes	Yes	No	04/09/2021	150.00
001	P21101	45002	42549	Check	1	46082	POSTMASTER		Yes	Yes	No	04/09/2021	60.40
001	P21101	45007	42550	Check	1	18398	FILLMORE COUNTY JOURNAL		Yes	Yes	No	04/14/2021	858.80
001	P21101	45008	42551	Check	1	52191	SECTION I-A		Yes	Yes	No	04/14/2021	140.00
001	p2110p	45072	42552	Check	1	48175	RP EDUCATIONAL SUPPORT PERSONN		Yes	No	No	04/16/2021	187.12
001	p2110p	45071	42553	Check	1	48100	RUSHFORD-PETERSON EDUCATION		Yes	Yes	No	04/16/2021	2,319.62
001	p2110q	45084	42614	Check	1	32157	MADISON NATIONAL LIFE INSURANCE		Yes	No	No	04/26/2021	1,116.47
001	p2110q	45082	42615	Check	1	1274	MERCHANTS BANK		Yes	Yes	No	04/26/2021	5,911.00
001	p2110q	45083	42616	Check	1	1836	METLIFE - GROUP BENEFITS		Yes	No	No	04/26/2021	9,030.99
001	p2110q	45085	42617	Check	1	37815	MN SCHOOL EMPLOYEE ASSN		Yes	Yes	No	04/26/2021	290.03
001	p2110q	45086	42618	Check	1	40998	NCPERS GROUP LIFE INS		Yes	No	No	04/26/2021	16.00
001	p2110q	45088	42619	Check	1	48175	RP EDUCATIONAL SUPPORT PERSONN		Yes	No	No	04/26/2021	187.12

Rushford-Peterson Public School

APRIL 2021 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Payment Reg by Bank and Check

												Pay/Void	
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
001	p2110q	45087	42620	Check	1	48100	RUSHFORD-PETERSON EDUCATION		Yes	Yes	No	04/26/2021	2,319.62
001	p2110q	45089	42621	Check	1	48210	RUSHFORD-PETERSON ESCROW ACC		Yes	Yes	No	04/26/2021	2,176.74
001	p2110q	45097	42622	Check	1	37815	MN SCHOOL EMPLOYEE ASSN		Yes	Yes	No	04/27/2021	143.28
001	P21101	45098	42623	Check	1	23400	HIAWATHA VALLEY		Yes	No	No	04/27/2021	11,491.47
001	p2110q	45099	42624	Check	1	02370	AFLAC		Yes	No	No	04/27/2021	432.99
001	P21101	45102	42625	Check	1	1327	BREEZY POINT RESORT		Yes	No	Yes	04/28/2021	0.00
001	P21101	45100	42626	Check	1	09401	CHATFIELD HIGH SCHOOL		Yes	No	No	04/28/2021	100.00
001	P21101	45101	42627	Check	1	11372	COFFEE MILL GOLF COURSE		Yes	No	No	04/28/2021	125.00
001	P21101	45104	42628	Check	1	20476	GRAND MEADOW HIGH SCHOOL		Yes	No	No	04/28/2021	100.00
001	P21101	45105	42629	Check	1	2063	JEWISON, DAVID	Ind/Sole Proprietor	Yes	No	No	04/28/2021	1,212.00
001	P21101	45106	42630	Check	1	31682	LEWISTON-ALTURA ISD #857		Yes	No	No	04/28/2021	100.00
001	P21101	45107	42631	Check	1	36710	MASSP		Yes	No	No	04/28/2021	275.00
001	P21101	45103	42632	Check	1	1986	QUADIENT LEASING USA, INC.		Yes	No	No	04/28/2021	188.64
Bank Total:												\$294,436.23	
Report Total:												\$294,436.23	

Rushford-Peterson Public School

Payment Reg by Bank and Check

MAY 2021 BOARD BILLS

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount
									Print	Recon	Date	
001	P21113	45128		Check	1	03137	ARNOLD'S SUPPLY		No	No	05/17/2021	5,153.00
001	P21113	45129		Check	1	04615	BERNARD BUS SERVICE		No	No	05/17/2021	39,029.76
001	P21113	45130		Check	1	06620	BROWN TIRE & BATTERY		No	No	05/17/2021	116.87
001	P21113	45131		Check	1	07018	B & S RENTALS		No	No	05/17/2021	400.00
001	P21113	45132		Check	1	08886	CAROLINA BIOLOGICAL SUPPLY CO		No	No	05/17/2021	44.20
001	P21113	45133		Check	1	1083	LASER PRODUCT TECHNOLOGIES		No	No	05/17/2021	1,446.62
001	P21113	45134		Check	1	1244	NEW DOMINION SCHOOL		No	No	05/17/2021	5,786.66
001	P21113	45135		Check	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	No	05/17/2021	55.65
001	P21113	45136		Check	1	13177	CONTINENTAL CLAY COMPANY		No	No	05/17/2021	285.00
001	P21113	45137		Check	1	1391	ACENTEK		No	No	05/17/2021	2,579.48
001	P21113	45138		Check	1	1408	HERITAGE		No	No	05/17/2021	3,258.00
001	P21113	45139		Check	1	1431	WOXLAND PLUMBING LLC		No	No	05/17/2021	316.37
001	P21113	45140		Check	1	1513	RPM ATHLETICS		No	No	05/17/2021	2,067.60
001	P21113	45141		Check	1	15299	DISTRIBUTED WEBSITE CORPORATIO		No	No	05/17/2021	695.00
001	P21113	45142		Check	1	1586	PAN-O-GOLD BAKING CO.		No	No	05/17/2021	351.25
001	P21113	45143		Check	1	1654	ANDERSON AUTO, LLC		No	No	05/17/2021	672.12
001	P21113	45144		Check	1	1670	ONE DIVERSIFIED LLC		No	No	05/17/2021	3,191.12
001	P21113	45145		Check	1	16945	CARDMEMBER SERVICE		No	No	05/17/2021	5,429.21
001	P21113	45146		Check	1	1714	MINNESOTA ENERGY RESOURCES		No	No	05/17/2021	2,185.98
001	P21113	45147		Check	1	18100	FERNDAL COUNTRY CLUB		No	No	05/17/2021	1,000.00
001	P21113	45148		Check	1	18398	FILLMORE COUNTY JOURNAL		No	No	05/17/2021	393.79
001	P21113	45149		Check	1	1856	AMAZON CAPITAL SERVICES		No	No	05/17/2021	2,784.00
001	P21113	45150		Check	1	2031	THOMPSON FARMS		No	No	05/17/2021	928.00
001	P21113	45151		Check	1	20401	GOPHER SPORT		No	No	05/17/2021	53.25
001	P21113	45152		Check	1	2061	KTI FENCING		No	No	05/17/2021	2,187.88
001	P21113	45153		Check	1	2065	TIFFANY DOEHLING	Ind/Sole Proprietor	No	No	05/17/2021	3,448.00
001	P21113	45154		Check	1	22210	HAMMELL EQUIPMENT INC		No	No	05/17/2021	474.31
001	P21113	45155		Check	1	23400	HIAWATHA VALLEY		No	No	05/17/2021	11,491.47
001	P21113	45156		Check	1	23401	HIAWATHA VALLEY MENTAL HEALTH		No	No	05/17/2021	1,190.47
001	P21113	45157		Check	1	29744	KELLY PRINTING & SIGNS		No	No	05/17/2021	1,748.00
001	P21113	45158		Check	1	29759	KEMPS		No	No	05/17/2021	3,462.97
001	P21113	45159		Check	1	31260	LASER PRODUCT TECHNOLOGIES INC		No	No	05/17/2021	699.20
001	P21113	45160		Check	1	32800	MARC		No	No	05/17/2021	1,980.92
001	P21113	45161		Check	1	36606	MASBO		No	No	05/17/2021	220.00
001	P21113	45162		Check	1	37800	MINNESOTA SCHOOL BOARD ASSN.		No	No	05/17/2021	390.00
001	P21113	45163		Check	1	38025	MINNESOTA STATE COLLEGE SOUTHE		No	No	05/17/2021	18,383.00
001	P21113	45164		Check	1	39800	NASCO		No	No	05/17/2021	66.00
001	P21113	45165		Check	1	41400	NORMAN'S ELECTRIC SERVICE INC		No	No	05/17/2021	3,698.32
001	P21113	45166		Check	1	46078	PLUNKETT'S PEST CONTROL		No	No	05/17/2021	120.00

Rushford-Peterson Public School

Payment Reg by Bank and Check

MAY 2021 BOARD BILLS

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
001	P21113	45167		Check	1	46954	RTS / ROCHESTER TELECOM SYSTEM		No	No	No	05/17/2021	78.03
001	P21113	45168		Check	1	48020	RUSHFORD, CITY OF		No	No	No	05/17/2021	10,740.68
001	P21113	45169		Check	1	48600	RUSHFORD FOODS		No	No	No	05/17/2021	1,351.52
001	P21113	45170		Check	1	48604	RUSHFORD HARDWARE		No	No	No	05/17/2021	696.46
001	P21113	45171		Check	1	50856	SCHILLING SUPPLY COMPANY		No	No	No	05/17/2021	1,349.40
001	P21113	45172		Check	1	50978	SCHOOL SPECIALTY INC.		No	No	No	05/17/2021	55.67
001	P21113	45173		Check	1	52157	SELCO		No	No	No	05/17/2021	517.15
001	P21113	45174		Check	1	56040	PAM'S CORNER		No	No	No	05/17/2021	1,368.17
001	P21113	45175		Check	1	60606	US FOODS, INC.		No	No	No	05/17/2021	10,700.68
001	P21113	45176		Check	1	61278	VERIZON WIRELESS		No	No	No	05/17/2021	206.55
001	P21113	45177		Check	1	61614	WASTE MANAGEMENT		No	No	No	05/17/2021	1,072.82
001	P21113	45178		Check	1	63025	WHV INC		No	No	No	05/17/2021	1,973.59
001	P21113	45179		Check	1	64610	ZIEBELL'S HIAWATHA FOODS INC		No	No	No	05/17/2021	1,423.38

Bank Total: \$159,317.57

Report Total: \$159,317.57

Rushford-Peterson Public School
Summary Report for Board
Period Ending April 30, 2021

EXPENSES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202110	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
010	Board of Education	24,259.00	(392.49)	16,175.70	67%	123.48	67%	7,959.82
020	Office of Supt	173,515.00	14,466.68	141,582.98	82%	0.00	82%	31,932.02
050	School Administration	393,928.00	41,629.87	308,243.91	78%	14,861.34	82%	70,822.75
105	General Admin Support - elect.	1,500.00	733.58	906.83	60%	0.00	60%	593.17
107	Other Administrative Support	28,571.00	1,538.74	29,453.84	103%	0.00	103%	(882.84)
108	Administrative Technology Serv	17,612.00	832.42	12,154.62	69%	0.00	69%	5,457.38
110	Business Services	240,559.00	19,249.80	182,468.45	76%	316.00	76%	57,774.55
201	Kindergarten	175,972.00	14,554.74	117,760.97	67%	0.00	67%	58,211.03
203	Elementary Education	1,117,249.00	97,262.71	766,045.72	69%	5,776.87	69%	345,426.41
204	Title II, Part A	16,927.00	0.00	26,231.59	155%	0.00	155%	(9,304.59)
211	Secondary - General	473,466.00	39,740.64	287,667.06	61%	8,318.19	63%	177,480.75
212	Art	92,941.00	7,496.38	61,823.38	67%	(798.34)	66%	31,915.96
216	Title I	81,351.00	7,080.96	57,874.44	71%	0.00	71%	23,476.56
218	Gifted & Talented	20,370.00	0.00	402.25	2%	0.00	2%	19,967.75
219	Limited English Prof	70,490.00	4,859.36	38,857.35	55%	0.00	55%	31,632.65
220	English Language Art	297,614.00	24,153.92	198,616.59	67%	30.29	67%	98,967.12
230	Foreign Language	91,348.00	7,592.12	61,298.23	67%	0.00	67%	30,049.77
240	Physical Ed & Health	178,146.00	17,892.44	143,754.67	81%	0.00	81%	34,391.33
256	Mathematics	281,079.00	22,853.89	179,851.53	64%	0.00	64%	101,227.47
258	Music	205,982.00	16,929.23	136,149.63	66%	134.00	66%	69,698.37
260	Science	206,413.00	16,705.85	136,733.95	66%	27.00	66%	69,652.05
270	Social Studies	292,556.00	23,367.09	187,161.38	64%	(307.97)	64%	105,702.59
291	Cocurricular Activity	13,581.00	0.00	994.12	7%	0.00	7%	12,586.88
292	Boys/Girls Athletics	75,702.00	5,090.00	9,207.94	12%	0.00	12%	66,494.06
294	Boys Athletics	106,024.00	9,275.42	75,857.77	72%	1,893.88	73%	28,272.35
296	Girls Athletics	80,892.00	5,123.06	42,455.14	52%	335.47	53%	38,101.39
298	Extra-Curricular Activities	13,315.00	6,118.13	49,555.28	372%	3,446.41	398%	(39,686.69)
301	Agriculture	81,874.00	5,162.76	48,267.20	59%	3,649.24	63%	29,957.56
331	Personal Fam Liv Sci	59,557.00	5,395.19	40,725.65	68%	2,500.00	73%	16,331.35

Rushford-Peterson Public School
Summary Report for Board
Period Ending April 30, 2021

EXPENSES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202110	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
341	Business Education	24,073.00	1,891.01	15,032.87	62%	1,069.19	67%	7,970.94
361	Trade & Industrial	53,809.00	4,099.17	31,283.42	58%	4,806.23	67%	17,719.35
380	Vocational Transiton	20,979.00	1,894.72	15,070.79	72%	0.00	72%	5,908.21
400	General Special Education	37,200.00	4,842.58	36,356.76	98%	0.00	98%	843.24
401	Speech/Lang Impaired	6,944.00	1,666.62	12,542.97	181%	0.00	181%	(5,598.97)
402	Mental Impair Mild	151,568.00	9,485.25	74,741.72	49%	0.00	49%	76,826.28
403	Mentally Impaired	16,548.00	0.00	0.00	0%	0.00	0%	16,548.00
404	Adapted Phy Ed	10,599.00	1,624.68	9,520.85	90%	0.00	90%	1,078.15
405	Deaf-Hard of Hearing	2,500.00	1,738.02	11,024.99	441%	0.00	441%	(8,524.99)
407	Specific Learn Disability	194,590.00	22,634.56	187,190.44	96%	642.52	97%	6,757.04
408	Emotional/Behavioral Disorder	140,847.00	2,752.06	47,569.66	34%	0.00	34%	93,277.34
410	Other Health Impaired	92,754.00	12,356.91	97,415.65	105%	0.00	105%	(4,661.65)
411	Autism	50,067.00	2,469.42	20,510.78	41%	0.00	41%	29,556.22
412	Early Child Sp Ed	85,762.00	7,714.07	62,641.41	73%	46.98	73%	23,073.61
416	Severely Nultply Impaired	31,119.00	3,259.56	28,189.09	91%	0.00	91%	2,929.91
420	Special Education	192,856.00	22,607.57	142,495.59	74%	0.00	74%	50,360.41
422	Students without disabilities	222,328.00	16,964.31	144,611.35	65%	300.00	65%	77,416.65
620	Library Ed Media	61,397.00	3,751.38	35,227.27	57%	2,343.79	61%	23,825.94
630	Instructional-Related Technolo	115,917.00	7,662.07	108,464.51	94%	19,675.77	111%	(12,223.28)
640	Staff Development	58,242.00	0.00	5,358.50	9%	1,375.00	12%	51,508.50
710	Secondary Counseling/Guidance	101,061.00	8,006.42	66,793.51	66%	0.00	66%	34,267.49
720	Health Services	8,512.00	2,547.70	25,008.88	294%	637.50	301%	(17,134.38)
740	Social Worker Salary	13,842.00	2,715.48	21,617.06	156%	0.00	156%	(7,775.06)
760	Pupil Transportation	669,275.00	48,593.84	463,314.95	69%	6,396.00	70%	199,564.05
810	Operation/Maintenance	570,062.00	44,523.07	477,742.20	84%	1,606.25	84%	90,713.55
850	Facilities	0.00	8,259.98	29,675.94	0%	0.00	0%	(29,675.94)
865	LTFM Exclcd Costs -Pro 866,867	64,377.00	7,641.34	67,537.84	105%	3,200.00	110%	(6,360.84)
940	School Insurance	47,800.00	0.00	45,225.68	95%	0.00	95%	2,574.32
01	General Fund	7,957,821.00	666,414.28	5,640,442.85	71%	82,405.09	72%	2,234,973.06

Rushford-Peterson Public School
Summary Report for Board
Period Ending April 30, 2021

EXPENSES

Sequence: Fd, Pro

Description		21ADP Annual Budget	Period 202110	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
02	Food Service Fund							
770	Food Service	360,154.00	29,815.46	218,424.96	61%	1,617.36	61%	140,111.68
02	Food Service Fund	360,154.00	29,815.46	218,424.96	61%	1,617.36	61%	140,111.68
04	Community Service							
505	Community Education	89,081.00	7,468.42	48,650.42	55%	614.48	55%	39,816.10
510	Adults With Disabili	6,022.00	314.93	2,699.19	45%	0.00	45%	3,322.81
570	School Age Care	94,666.00	2,735.72	52,380.95	55%	0.00	55%	42,285.05
580	ECFE	35,441.00	1,045.34	31,764.61	90%	0.00	90%	3,676.39
582	School Readiness	151,287.00	11,709.02	78,611.36	52%	0.00	52%	72,675.64
583	Preschool Screening	1,000.00	295.91	2,648.55	265%	0.00	265%	(1,648.55)
585	Youth Development	24,134.00	664.70	12,186.89	50%	0.00	50%	11,947.11
590	Other Community Ed Programs	500.00	0.00	121.39	24%	0.00	24%	378.61
04	Community Service	402,131.00	24,234.04	229,063.36	57%	614.48	57%	172,453.16
07	Debt Redemption							
910	Retire Long-Term Obl	2,601,800.00	0.00	2,601,775.00	100%	0.00	100%	25.00
07	Debt Redemption	2,601,800.00	0.00	2,601,775.00	100%	0.00	100%	25.00
18	Custodial							
298	Extra-Curricular Activities	0.00	0.00	811.54	0%	0.00	0%	(811.54)
18	Custodial	0.00	0.00	811.54	0%	0.00	0%	(811.54)
21	Activity Fund							
050	School Administration	0.00	0.00	3,014.10	0%	3,528.25	0%	(6,542.35)
203	Elementary Education	0.00	7,183.49	7,183.49	0%	30.00	0%	(7,213.49)
258	Music	0.00	0.00	202.95	0%	0.00	0%	(202.95)
291	Cocurricular Activity	60,000.00	221.41	1,256.75	2%	0.00	2%	58,743.25
294	Boys Athletics	0.00	1,422.00	5,770.60	0%	0.00	0%	(5,770.60)
296	Girls Athletics	0.00	1,770.00	10,776.22	0%	0.00	0%	(10,776.22)
298	Extra-Curricular Activities	0.00	2,968.00	13,562.74	0%	343.13	0%	(13,905.87)
620	Library Ed Media	0.00	0.00	414.71	0%	0.00	0%	(414.71)
960	Other - Scholarships	0.00	0.00	2,400.00	0%	0.00	0%	(2,400.00)
21	Activity Fund	60,000.00	13,564.90	44,581.56	74%	3,901.38	81%	11,517.06
50	Fundraising							

Rushford-Peterson Public School
Summary Report for Board
Period Ending April 30, 2021

EXPENSES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202110	Year To Date	% YTD	Encumbrances	+ Enc	Balance
50	Fundraising							
298	Extra-Curricular Activities	65,000.00	518.84	43,595.50	67%	0.00	67%	21,404.50
50	Fundraising	65,000.00	518.84	43,595.50	67%	0.00	67%	21,404.50
Report Totals:		11,446,906.00	734,547.52	8,778,694.77	77%	88,538.31	77%	2,579,672.92

Rushford-Peterson Public School
Summary Report for Board
Period Ending April 30, 2021

REVENUES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202110	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
	000	(7,810,977.00)	(742,409.02)	(5,603,457.47)	72%	0.00	72%	(2,207,519.53)
	211 Secondary	(700.00)	0.00	(515.00)	74%	0.00	74%	(185.00)
	212 Art	0.00	0.00	(150.00)	0%	0.00	0%	150.00
	291 Extra Curricular	0.00	(75.00)	(600.00)	0%	0.00	0%	600.00
	292 Boys/Girls Athletics	0.00	(200.00)	(200.00)	0%	0.00	0%	200.00
	294 Boys Athletics	(27,600.00)	(815.00)	(12,798.30)	46%	0.00	46%	(14,801.70)
	296 Girls Athletics	(18,100.00)	(445.00)	(7,757.00)	43%	0.00	43%	(10,343.00)
	298 Extra-Curricular Activities	(1,800.00)	0.00	(325.00)	18%	0.00	18%	(1,475.00)
	301 Agriculture	(400.00)	(80.00)	(690.00)	173%	0.00	173%	290.00
	331 Personal Family Life Science	(400.00)	(175.00)	(1,075.00)	269%	0.00	269%	675.00
	620 Library Ed Media	0.00	(3.99)	(16.94)	0%	0.00	0%	16.94
	630 Instruction Related Technology	(2,000.00)	0.00	(1,875.00)	94%	0.00	94%	(125.00)
	850 Facilities	(24,709.00)	0.00	0.00	0%	0.00	0%	(24,709.00)
	865 LTFM Districtwide Revenue	64,474.00	0.00	0.00	0%	0.00	0%	64,474.00
01	General Fund	(7,822,212.00)	(744,203.01)	(5,629,459.71)	72%	0.00	72%	(2,192,752.29)
02	Food Service Fund							
	000	(349,700.00)	(75,565.83)	(216,749.39)	62%	0.00	62%	(132,950.61)
02	Food Service Fund	(349,700.00)	(75,565.83)	(216,749.39)	62%	0.00	62%	(132,950.61)
04	Community Service							
	505 Community Education	(52,768.00)	(6,540.00)	(75,073.86)	142%	0.00	142%	22,305.86
	510 Adults With Disabili	(6,000.00)	0.00	(700.00)	12%	0.00	12%	(5,300.00)
	570 School Age Care	(98,613.00)	(1,610.80)	(28,584.39)	29%	0.00	29%	(70,028.61)
	580 ECFE	(36,370.00)	(265.00)	(11,910.85)	33%	0.00	33%	(24,459.15)
	582 School Readiness	(114,538.00)	(8,707.20)	(72,599.94)	63%	1,358.15	62%	(43,296.21)
	583 Preschool Screening	(1,200.00)	0.00	(2,513.44)	209%	0.00	209%	1,313.44
	585 Youth Development	(29,548.00)	(4,180.00)	(11,189.00)	38%	0.00	38%	(18,359.00)
	590 Other Community Ed Programs	(89.00)	0.00	(239.97)	270%	0.00	270%	150.97
04	Community Service	(339,126.00)	(21,303.00)	(202,811.45)	60%	1,358.15	59%	(137,672.70)
07	Debt Redemption							

Rushford-Peterson Public School
Summary Report for Board
Period Ending April 30, 2021

REVENUES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202110	Year To Date	% YTD	Encumbrances	+ Enc	Balance
07	Debt Redemption							
000		(2,598,217.00)	0.00	(2,002,990.50)	77%	0.00	77%	(595,226.50)
07	Debt Redemption	(2,598,217.00)	0.00	(2,002,990.50)	77%	0.00	77%	(595,226.50)
18	Custodial							
298	Extra-Curricular Activities	0.00	0.00	(983.00)	0%	0.00	0%	983.00
18	Custodial	0.00	0.00	(983.00)	0%	0.00	0%	983.00
21	Activity Fund							
000		(85,000.00)	(7,506.20)	(21,887.31)	26%	0.00	26%	(63,112.69)
258	Music	0.00	0.00	(203.00)	0%	0.00	0%	203.00
291	Extra Curricular	0.00	0.00	(297.20)	0%	0.00	0%	297.20
292	Boys/Girls Athletics	0.00	0.00	(119.31)	0%	0.00	0%	119.31
294	Boys Athletics	0.00	0.00	(14,438.11)	0%	0.00	0%	14,438.11
296	Girls Athletics	0.00	0.00	(2,825.95)	0%	0.00	0%	2,825.95
298	Extra-Curricular Activities	0.00	(3,000.00)	(10,718.50)	0%	0.00	0%	10,718.50
21	Activity Fund	(85,000.00)	(10,506.20)	(50,489.38)	59%	0.00	59%	(34,510.62)
50	Fundraising							
298	Extra-Curricular Activities	(75,000.00)	(2,256.88)	(66,916.16)	89%	0.00	89%	(8,083.84)
50	Fundraising	(75,000.00)	(2,256.88)	(66,916.16)	89%	0.00	89%	(8,083.84)
Report Totals:		(11,269,255.00)	(853,834.92)	(8,170,399.59)	73%	1,358.15	72%	(3,100,213.56)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 204

Adopted: _____

MSBA/MASA Model Policy 204

Revised: _____

Orig. 1995

Rev. 2008

204 SCHOOL BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

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- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
- 3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
- 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
- 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational

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data, etc.); and

c. The classification of the data.

6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 204

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: Rushford-Peterson School District Policy 205 (Open Meetings and Closed MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 206

Adopted: _____

MSBA/MASA Model Policy 206

Revised: _____

Orig. 1995

Rev. 2017

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS
ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY
CONSIDERATIONS**

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary

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action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 206

appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 206

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

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- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: Rushford-Peterson School District Policy 205 (Open Meetings and Closed
Rushford-Peterson School District Policy 207 (Public Hearings)
Rushford-Peterson School District Policy 406 (Public and Private
Personnel Data)
Rushford-Peterson School District Policy 515 (Protection and Privacy of
Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School
Records – Privacy – Access to Data)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 207

Adopted: _____

MSBA/MASA Model Policy 207

Revised: _____

Orig. 1995

Rev. 2009

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 207

an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: Rushford-Peterson School District Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 211

Adopted: _____

MSBA/MASA Model Policy 211

Orig. 1995

Revised: _____

Rev. 2006

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 211

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 211

vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)

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Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: Rushford-Peterson School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Rushford-Peterson School District Policy 406 (Public and Private Personnel Data)
Rushford-Peterson School District Policy 408 (Subpoena of a School District Employee)
Rushford-Peterson School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Rushford-Peterson School District Policy 506 (Student Discipline)
Rushford-Peterson School District Policy 515 (Protection and Privacy of Pupil Records)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 213

Adopted: _____

MSBA/MASA Model Policy 213

Orig. 1996

Revised: _____

Rev. 2007

213 SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:

1. Community Education Advisory
2. Facilities
3. Budget & Finance
4. HVED
5. Insurance
6. Legislative
7. Meet & Confer
8. MSHSL
9. Negotiations
10. Q-Comp
11. R-P Foundation
12. Safety Committee
13. School Policies
14. Staff Development
15. Technology
16. Transportation
17. Wellness
18. World's Best Workforce

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 213

- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: Rushford-Peterson School District Policy 201 (Legal Status of the School Board)
Rushford-Peterson School District Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

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Face-Covering Policy and Parliamentary Procedure

Greetings!

The May 6, 2021, announcement of upcoming changes to face-covering requirements in Minnesota raises questions regarding rescission of the face-covering policy that some Minnesota districts and charter schools adopted in 2020.

[Executive Order 20-81](#) established Minnesota's face-covering requirements.

On May 6, Governor Walz issued [Executive Order 21-21](#), which sets forth the conditions regarding rescission of the face-covering requirement:

Upon determining that seventy percent of people sixteen years of age and older have received at least one dose of COVID-19 vaccine, the Commissioner of the Minnesota Department of Health will notify the Governor and the public. Effective two business days after that notification, or on Wednesday, June 30, 2021, at 11:59 p.m., whichever occurs first, Executive Orders 20-26, 20-50, 20-54, 20-55, 20-70, 20-81, 21-02, and 21-11, are rescinded.

Until either condition is met (70% vaccination or July 1, 2021), a school district must comply with Executive Order 20-81. Please note that the Minnesota Department of Education stated:

Beginning May 7, masks will no longer be required outdoors – including during recess. Face coverings will continue to be required indoors until the statewide requirement is lifted.

School boards that adopted a face-covering policy may pass a motion to rescind the policy. The motion should be consistent with the ongoing face-covering requirement, which continues until the 70% vaccination rate or the July 1, 2021, date (whichever comes earlier).

Motion to Rescind (annul/repeal): An action that a school board took at an earlier meeting may be rescinded by motion at a later meeting. This motion cancels the previous motion (in this case, the motion to adopt the face-covering policy). Parliamentary limitations on the motion to rescind do not apply in the face-covering policy situation.

School districts considering a motion to rescind are encouraged to place the item on the meeting agenda prior to the meeting. A motion to rescind that has been noticed prior to the meeting requires a simple majority vote to pass. If previous notice of the motion is not provided prior to the meeting, a two-thirds vote is required.

The motion to rescind must be moved and seconded, as is done for motions generally. The face-covering policy may be rescinded in a single meeting (provided that the school district has not adopted a different practice for rescission of district policies).

A conditional motion to rescind may be passed. For example, a motion stating that a policy will be rescinded as of a specific date or fulfillment of a condition can be made and seconded.

Note: The May 6 Executive Order (21-21) also rescinds requirements arising from school-specific executive orders (such as the *Safe Learning Plan*) as of the end of the 2020-21 school year or (for year-round schools) on July 1, 2021:

Notwithstanding any other provision to the contrary, the provisions of Executive Orders 20-19, 20-82, 20-94, and 20-95 do not apply beyond the 2020-2021 school year, and the provisions of Executive Orders 20-19, 20-82, 20-94, and 20-95 do not apply to year-round schools beyond Sunday, June 13, 2021, at 11:59 p.m. Effective on Wednesday, June 30, 2021, at 11:59 p.m., Executive Orders 20-19, 20-82, 20-94, and 20-95 are rescinded.

Sincerely,

Dr. Terence Morrow
MSBA Director of Legal and Policy Services
tmorrow@mnmsba.org

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 301

Adopted: _____

MSBA/MASA Model Policy 301

Revised: _____

Orig. 1995

Rev. 2011

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 302

Adopted: _____

MSBA/MASA Model Policy 302

Revised: _____

Orig. 1995

Rev. 2011

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Rushford-Peterson School District Policy 202 (School Board Officers)
Rushford-Peterson School District Policy 208 (Development, Adoption, and Implementation of Policies)
Rushford-Peterson School District Policy 214 (Out-of-State Travel by School Board Members)
Rushford-Peterson School District Policy 301 (School District Administration)
Rushford-Peterson School District Policy 303 (Superintendent Selection)
Rushford-Peterson School District Policy 304 (Superintendent Contract,

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 302

Duties, and Evaluation)

Rushford-Peterson School District Policy 305 (Policy Implementation)

Rushford-Peterson School District Policy 306 (Administrator Code of Ethics)

Rushford-Peterson School District Policy 412 (Expense Reimbursement)

Rushford-Peterson School District Policy 510 (School Activities)

Rushford-Peterson School District Policy 511 (Student Fundraising)

Rushford-Peterson School District Policy 513 (Student Promotion, Retention, and Program Design)

Rushford-Peterson School District Policy 602 (Organization of School Calendar and School Day)

Rushford-Peterson School District Policy 605 (Alternative Programs)

Rushford-Peterson School District Policy 701 (Establishment and Adoption of School District Budget)

Rushford-Peterson School District Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

Rushford-Peterson School District Policy 802 (Disposition of Obsolete Equipment and Material)

Rushford-Peterson School District Policy 903 (Visitors to School District Buildings and Sites)

Rushford-Peterson School District Policy 905 (Advertising)

Rushford-Peterson School District Policy 906 (Community Notification of Predatory Offenders)

Rushford-Peterson School District Policy 907 (Rewards)

MSBA Service Manual, Chapter 3, Superintendent of Schools

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 303

Adopted: _____

MSBA/MASA Model Policy 303

Revised: _____

Orig. 1995

Rev. 2016

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter 3, Superintendent

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 304

Adopted: _____

MSBA/MASA Model Policy 304

Orig. 1995

Revised: _____

Rev. 1999

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 305

Adopted: _____

MSBA/MASA Model Policy 305

Orig. 1995

Revised: _____

Rev. 1999

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Rushford-Peterson School District Policy 208 (Development, Adoption, and Implementation of Policies)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 306

Adopted: _____

MSBA/MASA Model Policy 306

Revised: _____

Orig. 1995

Rev. 2002

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
 - 1. Makes the well-being of students the fundamental value of all decision-making and actions.
 - 2. Fulfills professional responsibilities with honesty and integrity.
 - 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 - 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 - 5. Implements the school board's policies.
 - 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
 - 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 306

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References:



HIAWATHA VALLEY MENTAL HEALTH CENTER
420 East Sarnia Street
Winona, MN 55987
And
RUSHFORD-PETERSON SCHOOL DISTRICT, ISD #239
1000 Pine Meadows Drive
Rushford, MN 55971

Hiawatha Valley Mental Health Center, 420 East Sarnia, Winona, MN 55987, (507) 454-4341, hereafter referred to as the “Contractor”, and Rushford-Peterson School District, hereafter referred to as the “School District”, enter into this agreement for the period from July 1, 2021 until June 30, 2022.

WHEREAS, the School District wished to purchase services from the Contractor.

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the School District and Contractor agree as follows:

1. Cost and Delivery of Service:

- a. The amount to be paid to the Contractor by the School District under this agreement shall be \$14,285.71 for the academic school year.
- b. The funds will be used to provide School Linked Mental Health services and supports to school staff, students, and parents not billable and reimbursed by third party payers or other grants.
- c. Services shall be delivered on site at School District location as determined by district staff.

2. Payment for Purchased Services:

- a. Services will be billed after the last day of each month for the July 1, 2021 to June 30, 2022 school year.
- b. Payment: The School District agrees to make payment within 30 days of the date of the receipt of the claim from the Contractor.

3. Audit and Record Disclosure:

The Contractor shall:

- a. Allow personnel of the County, the Minnesota Department of Public Welfare, and the Department of Health and Human Services, access to the Contractor’s records at reasonable hours in order to exercise their responsibilities to monitor and evaluate compliance with standards, services, and fund disbursements under this agreement.
- b. Maintain records for seven years for audit purposes.
- c. Comply with any applicable statutes or regulations.

4. Safeguard of Client Information:

The use of disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the Contractor's responsibility with respect to the purchased services hereunder is prohibited except on written consent of such eligible client, the client's attorney, or the client's responsible parent or guardian.

5. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

When applicable, the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

When applicable, the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363.073 (1982). This section shall not apply if the grant is for less than \$50,000, and the Contractor has employed twenty or less full-time employees during the previous 12 months.

6. Fair Hearing and Grievance Procedures:

- a. Bonding: The Contractor shall be insured at all times, during the term of this agreement, covering the activity of its personnel authorized to receive or distribute monies.
- b. Indemnify: The Contractor agrees that it will at all times indemnify and hold harmless the School District from any liability, loss, damage, cost or expenses which may be claimed against the School District or Contractor.
 1. By reason of any service client's suffering personal injury, death or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this agreement, or while on premises owned, leased, used as in-kind space or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered, or otherwise contracted for by the Contractor or his assigns; or
 2. By reason of any service client's causing injury to, or damage to, the property of another person during any time when the Contractor or his assigns, or employee thereof has undertaken or is furnishing the care and service called for under this agreement.
- c. Insurance: The Contractor further agrees, in order to protect itself and the School District under the indemnify provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$1,000,000 for bodily injury and \$100,000 for property damage.

7. Conditions of the Parties' Obligations:

- a. It is understood and agreed that in the event the funding to the Contractor from County, State, Federal, Schools, and Private Payer sources is not obtained and continued at a level sufficient to allow for the provision of the purchased services, the obligations of each party hereunder shall thereupon be terminated.
- b. The agreement may be cancelled by either party at any time with or without cause, upon 60 days' notice, in writing, delivered by mail or in person.

- c. Any alterations, variations, modifications, or waivers not specifically provided in this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- d. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the School District, nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the School District. Such approval shall be considered to be a modification of the agreement.
- e. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new federal regulations.
- f. The Contractor certifies current licensure/certification approval from the State of Minnesota or Political Subdivision and agrees to maintain licensure for the duration of the contract. The Contractor is responsible for complying with provision of service rules as outlined in Chapter 16 of the Health Care Providers Provider Manual Chapter 16 Rehabilitative Services for Children. In the event said license is removed and Contractor will be considered in default and the contract will be terminated immediately upon the effective date of non-licensed status.

8. Subcontracting:

The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this agreement without written approval of the School District. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

9. Miscellaneous:

- a. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and the School District relating to the subject matter hereof.



420 East Sarnia Street
Winona, MN 55987

info@hvmhc.org
www.hvmhc.org

IN WITNESS WHEREOF, The School District and the Contractor
have executed this agreement as of the day and year first above
written.

By
Superintendent, ISD #239

Dated: _____

By
School Board Chair, ISD #239

Dated: _____

By
Executive Director of Contracting Agency

Dated: _____

AGREEMENT TO REIMBURSE FOR STUDENT MEMBERSHIP
for ALC Learning Year 21-22 (Targeted Services or Satellite) Programs with

Rushford - Peterson
District Name

0239
ISD No.

This Agreement is entered into this 17th day of May, 2021 by and between the Independent School District (*insert Name, ISD No., City,*) Minnesota, hereinafter referred to as the "Member School District," and the Hiawatha Valley Education District, hereinafter referred to as "HVED." The Member School District and HVED are hereinafter collectively referred to as the "parties" and individually as a "party."

WHEREAS, HVED provides the Total Learning Year Programming for all HVED member districts. This programming is inclusive of and dependent on approval of staffing, curriculum, interventions, progress monitoring, and completion of individual student continuous learning plans; and

WHEREAS, HVED does not provide staffing for Targeted Services and ALC Satellite Programs (the "Programs") offered at schools located within its individual member districts; and

WHEREAS, the Member School District is a member of HVED and wishes HVED to offer the Programs within one or more of its schools

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the payment of certain monetary sums, and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Member parties agree as follows:

Section 1. Purpose:

The purpose of the Agreement is to provide for licensed and non-licensed staff to provide educational services at the Targeted Services and ALC Satellite Programs offered by HVED in one or more school buildings located within the Member School District.

Section 2. Student Membership Agreement:

Subsection 1. Educational Services: The Member School District will provide one or more teachers, if warranted, and one or more paraprofessionals, if warranted, to provide educational services to students participating in the Targeted Services (grades K-8) and ALC Satellites (grades 9-12 through age 21) who meet the requirements for participation in the program, as determined by HVED at its sole discretion. The total number of Member School District employees providing services in the Programs and the total number of service hours provided by such employees will be determined by the parties, based on student enrollment in the Programs. The parties agree that the total number of Member School District staff providing services in the Programs shall be consistent with any staffing ratios prescribed by law. To maintain staffing ratios, the Licensed Program Administrator should monitor student membership on a daily basis. An increase or decrease in student membership may require a budget amendment. HVED will respond to this budget amendment request within ten (10) calendar days.

Subsection 2. Employment of Qualified Staff: The Member School District warrants and agrees that the individual(s) assigned to provide services in the Programs hold(s) all licenses required to provide such services, including, but not limited to, any license required by the Minnesota Department of Education and Minnesota Board of Teaching. If no license is required to provide the services, the Member School District warrants and agrees that each individual assigned to provide services in the Programs is otherwise qualified to provide those services. The Member School District shall provide HVED with a

copy of the each such individual's current license(s) or, for non-licensed positions, other proof of qualifications before he or she begins to provide services in the Programs. The Member School District shall provide HVED with additional copies of the licensure or other proof of qualification upon request. A current criminal background check pursuant to the Member School District's policies and procedures for each employee assigned to perform the services is required to be on file with the Member School District and available to HVED upon request. This expense is not covered by HVED.

Subsection 3. Program Location: The Member School District is solely responsible for providing an appropriate space for the Programs within the Member School District at no cost to HVED. The Member School District will ensure that the services are provided to students in a classroom in the school district in which the student attends, or else in a room that is essentially equivalent to the regular education classroom. The Member School District will ensure that the atmosphere in which the services are provided is conducive to learning and meets the students' special physical, sensory, and emotional needs.

Subsection 4. Administrative Support: Pursuant to the ALC Learning Year Program Guidebook, HVED will provide administrative support for the Programs. The parties agree that educational records created, collected, and maintained pursuant to this Agreement (i.e. attendance and academic records, signed Continuous Learning Plan (CLP)) will be entered per the current ALC Learning Year Program Guidebook for Member District ALC Satellites on site and ALC Targeted Services on site by the Member District and maintained subject to Subsection 6 of this Paragraph and applicable laws. The Member District is solely responsible for retaining all attendance records. This information will be required in the event of an audit. HVED further agrees to complete necessary state reports and provide programming updates at HVED Superintendents' or Principals' Advisory Council meetings.

Subsection 5. Programming: The Member School District will provide and utilize approved curriculum, programming, and other instructional materials for the Programs in cooperation with, and under the supervision of, HVED. The Member School District agrees that the services provided by its employees shall be provided in conformity with students' Individualized Education Program ("IEP")s, Section 504 Plans, Individual Family Service Plan ("IFSP")s, Individual Interagency Intervention Plan ("IIIP")s, and other educational plans and programs.

Subsection 6. Data Privacy. All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of the Member District because of this Agreement are governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (as amended) ("MGDPA"), the Minnesota Rules promulgated pursuant to the MGDPA, the United States Family Educational Rights and Privacy Act (as amended) ("FERPA") and its implementing regulations, and/or other applicable State and Federal laws. The parties agree that such data must be maintained and released only in accordance with the provisions of those laws.

Section 3. Reimbursement for Student Membership: HVED will reimburse the Member School District for the services provided by its employees based on eighty percent (80%) of student membership minus ten percent (10%) for program administration and minus ten percent (10%) withheld for program reserve.

Subsection 1. Invoice for Membership.

For June summer programming: All membership must be reported to HVED by June 30, 2021. HVED will enter and process membership reports to calculate payments by July 31, 2021. Payments to the member district would be made by August 31, 2021 or the latter of when MDE finalizes membership hours for payment

For July and August summer programming: All membership must be reported to HVED by September 30, 2021. HVED will enter and process membership reports to calculate payments by October 31, 2021.

Payment to the member district would be made by November 30, 2021 or the latter of when MDE finalizes membership hours for payment.

For school year programming: All membership must be reported to HVED by May 31, 2022. HVED will enter and process membership reports to calculate payments by June 30, 2022. Payment to the member district would be made by July 31, 2022 or the latter of when MDE finalizes membership hours for payment.

The Member School District will submit an invoice for grades K-8 to TargetedServices@hved.org. For grades 9-12 the Member School District will submit an invoice to SatelliteServices@hved.org at HVED for the cost of all services provided during the submission period. The invoice will identify the employees, by name, position, and grade level served, who provided services pursuant to this Agreement during that submission period as well as the number of hours of services provided. All final invoices for any HVED Learning Year Program must be received by HVED no later than June 15 of the school year in which the services were provided.

Subsection 2. Payment of Invoice. HVED will pay Member Districts for services provided based on eighty percent (80%) of student membership minus ten percent (10%) for program administration and ten percent (10%) for program reserve. HVED may ask member districts to issue an adjusted invoice to reflect maximum reimbursement generated by student membership for the current billing cycle. Except in the event of a good faith dispute, HVED shall pay the Member School District the amount invoiced pursuant to this Paragraph within forty-five (45) days of its receipt of the invoice. Except as may be provided in any court order, HVED shall not be required to pay any interest, fee, penalty, or surcharge for any untimely payment.

Subsection 3. Employment of Staff. The Member School District is solely responsible for payment of all wages and other compensation to the employees it assigns to perform services pursuant to this Agreement. No withholding or deduction for State or federal income taxes, FICA, FUTA, or other State or federal employment taxes, will be made by HVED from the payments due to the Member School District. It is the Member School District's sole obligation to comply with all federal and State tax laws.

Subsection 4. Adjustment of Cost. HVED will receive General Education Revenue to cover the costs of any student enrolled in an HVED Learning Year Program. Any adjustments will be determined by the HVED Executive Director. Any excess revenue within the HVED Learning Year Program will be retained by HVED for use within the Learning Year Programs and communicated to the HVED Superintendents' and Principals' Advisory Councils.

Subsection 5. Effect of Termination. Upon expiration or termination of this Agreement, HVED shall only be obligated to pay the Member School District for the services actually provided before the expiration or termination of the Agreement.

Section 4. Duty to Cooperate: The parties agree to cooperate to maximize the effectiveness of the Programs and ensure that appropriate educational services are provided to students participating in the Programs. The HVED Superintendents' and Principals' Advisory Councils will meet regularly to review the programming. The parties agree that HVED will have the final decision with respect to programming, services, and other components of the Programs.

Section 5. Duration and Termination of Agreement:

Subsection 1. Duration: This Agreement will be effective for from June 1, 2021, through May 31, 2022.

Subsection 2. Mutual Termination: This Agreement may be terminated by the mutual consent of the parties with the written approval of the HVED Board of Directors and the Member School District's

School Board, as evidenced by the passage of an appropriate resolution in accordance with any and all state statutes that govern Education Districts in the state of Minnesota.

Subsection 3. Renewal. This Agreement shall automatically renew for subsequent one year terms, if no updates are required, commencing on June 1 of the year following the expiration of the Agreement and any such subsequent one-year term, on the same terms described herein. Upon annual review, the Agreement will be reauthorized with appropriate updates. HVED requires written notice from the Member District by the preceding March 1 that the Member School District wishes to discontinue this Agreement.

Subsection 4. Early Termination. Either party may terminate this Agreement at any time, with or without cause, by providing the other party sixty (60) calendar days written notice.

Section 6. Amendments: No amendments shall be made to this Agreement except in writing signed by the Chair of the HVED Board of Directors, Executive Director of HVED, and the Member School District's School Board Chair and Superintendent, and approved by the respective Boards.

Section 7. Relationship of the Parties: Nothing contained in this Agreement is intended to create, or should be construed as creating, the relationship of, employee, co-partners, or joint ventures between or with HVED. Neither the Member School District nor any of its employees, owners, agents, or representatives shall be considered an officer, employee, or agent of HVED by virtue of this Agreement. It is the intent of the parties that the relationship created between the parties by virtue of this Agreement is that of an independent contractor.

The Member School District shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide the services, subject to applicable professional standards, HVED's policies and program guidelines, the terms of any IEP or 504 plan, and all applicable state, federal, and local laws, rules, regulations, and ordinances.

Section 8. Miscellaneous:

Subsection 1. Equal Drafting. This Agreement must be construed to have been drafted equally by the parties.

Subsection 2. Responsibility for Costs. Except as expressly provided in this Agreement, each party shall be responsible for its own costs, expenses, and attorney's fees associated with this Agreement or any related matters, including enforcement of this Agreement.

Subsection 3. Enforcement. Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.

Subsection 4. Nondiscrimination. While this Agreement is in effect, the Member School District agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, creed, national origin, or other characteristic protected by state or federal law prohibiting discrimination be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

Subsection 5. Third Parties. This Agreement does not create any rights, claims or benefits to any person that is not a party hereto nor create or establish any third party beneficiary.

Subsection 6. Voluntary Agreement. All parties have voluntarily signed this Agreement. No party has been threatened, coerced, intimidated, or otherwise forced to sign this Agreement by any other party, any officer, employee, director, agent, representative, or attorney of any other party, or any other person or entity acting on behalf of any other party.

By signing below, each party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

THEREFORE, this Agreement was entered into on the date indicated above.

HIAWATHA VALLEY EDUCATION DISTRICT

_____	_____
Chairperson	Executive Director
INDEPENDENT SCHOOL DISTRICT Name <u>Rushford-Peterson</u>	ISD No. <u>239</u>

_____	_____
Chairperson	Superintendent

Go Green Club

Half of the time is spent on little trips:

- State parks
- Stargazing
- Nature walks
- Biking
- Etc...

Other half is for building up “environmental advocacy”:

- Solar panels for the school
- Bat houses
- Bee garden
- Spreading awareness about sustainability
- Movies and documentaries - for both the club members and for the community to attend
- Plastic bag recycling program started in town
- Microplastic and fertilizer research in the Root and Mississippi Rivers. I may have to apply for a grant in order to get the equipment. Partner with SMU, WSU, or UofW LAX?

Eagle Bluff and Youth Eco Solutions of MN would be good organizations to work with or get involved with

Envirothon Forms:

<http://www.maswcd.org/>

https://www.maswcd.org/Youth_Education/Envirothon/2020_brochure.pdf

School Board Pitch:

Through the Go Green club, members will gain a deeper appreciation for our amazing bluff country and learn of the importance of practicing environmental sustainability in their lives. It is this generation that will step up to fight the impacts of climate change. This club’s goal is to not only educate students about the impact that they can have by making environmentally sustainable choices, but then empower them to make their communities more environmentally friendly. To do this, the Go Green club will provide students with the opportunity to work on environment-themed projects in the Rushford-Peterson community that aim at making our school and community a much more sustainable place. Through the lessons that the students learn and the change they create in our local community, students will learn the importance of environmental sustainability and that they are, in fact, capable of solving one of the biggest issues of their generation.

Diversity Club

School Board Pitch:

One of the most needed skills in our society right now is the ability to empathize with those that come from a different background than our own. With this skill, individuals are able to better work in diverse groups and flourish in a wide array of careers and communities. To provide Rushford-Peterson students with the opportunity to experience and hear from different cultures, backgrounds, and points of view, I believe that a Diversity Club would be a welcome addition to the extracurricular activities offered by our school. The goal of this Diversity Club will be to hold respectful discussions about points of view, topics, backgrounds, and cultures that our students do not experience in their day-to-day lives. All points of view will be welcomed as long as respectful and empathetic discourse is able to occur. All students need and deserve the opportunity to learn more about the world around them and how they can be more aware of and accepting towards those who are different from them. Differences should bring us together, not keep us apart!

<https://www.insidehighered.com/advice/2021/02/15/value-empathy-career-success-opinion> - article about how empathy is an important skill that companies are looking for in candidates

<https://www.culturallyresponsive.org/what-we-do> - Good resource to use

Topics/Events to Discuss:

- International Food Day
- LGBTQ+ awareness
- What does Diversity mean to you?
- Active listening and seeking to understand
- “Whiteness” in America - “White Fragility”

General Club Structure:

- 1) Start with an introduction about our topic of the week/month (Easy slides or something)
- 2) Students create “I believe...” statements about the topic. 4 corners of the room discussion for Strongly Agree → Strongly Disagree.



2020-2021 Budget

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>CHANGE IN FUND BALANCE</u>
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

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2020-2021 REVISED Budget

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>CHANGE IN FUND BALANCE</u>
General Fund	\$7,796,707.00	\$8,071,426.00	(\$274,719.00)
Food Service Fund	\$316,900.00	\$340,093.00	(\$23,193.00)
Community Education Fund	\$293,124.00	\$327,495.00	(\$34,371.00)
Debt Service Fund	\$2,587,887.00	\$2,601,800.00	(\$13,913.00)
Fund 21	\$50,000.00	\$50,000.00	\$0.00
Fund 50	\$65,000.00	\$65,000.00	\$0.00

Budgeted Expenditures by Program 20-21

	FY21 ADP	FY 21 REV	Change
Administration	\$591,702.00	\$584,502.00	(\$7,200.00)
District Support Services	\$288,242.00	\$276,242.00	(\$12,000.00)
Regular Instruction	\$3,891,418.00	\$3,936,921.00	\$45,503.00
Vocational Ed Instruction	\$240,292.00	\$236,392.00	(\$3,900.00)
Special Education Instruction	\$1,235,682.00	\$1,298,482.00	\$62,800.00
Instruction Support Services	\$235,556.00	\$237,656.00	\$2,100.00
Pupil Support Services	\$792,690.00	\$750,592.00	(\$42,098.00)
Site and Buildings	\$634,439.00	\$705,339.00	\$70,900.00
Fiscal and Other Fixed Costs	\$47,800.00	\$45,300.00	(\$2,500.00)
GRAND TOTAL	\$7,957,821.00	\$8,071,426.00	\$113,605.00



Superintendent's Report

May 17, 2021

"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 Roll Forward -

Step One: On Friday, May 7

- Remove limits and distancing requirements for outdoor events, and end the mask requirement outdoors, except at events with controlled access over 500 people.
- Increase occupancy and group size for all indoor activities and events.

Step Two: On Friday, May 28, the Friday before Memorial Day, other limits, restrictions, and requirements will come to an end, including for indoor events and gatherings.

Face coverings indoors and for the largest outdoor events with controlled access.

Step Three: Once 70% of Minnesotans aged 16+ get their vaccine – but no later than July 1 – the remaining face covering requirement and the requirement for business preparedness plans will end.

School Aged Student Vaccinations - Students 12 years of age and older will have the option of being vaccinated at school through Fillmore County Health.

Staffing Adjustments - ESSER III funding comes with the mandate to utilize 20% of these dollars to help offset possible "COVID-19 Slide" for our students. We will maintain current staffing levels and have a certified teacher working with individual and small groups of students during the 2021-22 school year. No staff reduction will be needed.

Fundraising For 2021-22 - The past two school years created obstacles for our various groups and organizations' fundraising efforts. (No concession stands, no door-to-door sales, etc.) We made a few adjustments to try and help our various groups raise needed funds and the intent is to return everything back to normal for the 2021-22 school year.

Graduation Ceremony - Graduation will take place on Sunday, May 30th, at 1:30 PM. Since this is after the May 28th date to end COVID restrictions we will plan on a traditional ceremony to be held in the gymnasium. Board Members are welcome to attend. DETAILS AT THE MEETING.

Congratulations - to Zenessa Anderson for her wonderful performances and for being the new State Champion in Storytelling. She is R-P's very first state champion in speech!

Facility Improvement Plan - I will bring an updated listing of proposed improvements to the June meeting for discussion and your approval. Our list of items exceeds what I believe to be prudent spending within our Operating Capital and Long Term Facility Maintenance dollars. I will have detailed budget information for you in June along with a prioritized set of improvement recommendations.

Community Education Board Report
May 2021 Report
Lisa Lawston

Welcome to Katrina Grover as our Kids' Club Coordinator, Youth Enrichment Coordinator and CE Assistant. Katrina took over in this position in April. Katrina has worked with R-P Schools as a paraprofessional for 2 years before transitioning to this position. I am very happy to have her as part of our Community Education team!

Summer update:

- As of May 11, 2021 we have 513 summer registrations so far. We will have a very busy summer!
- We will provide a breakdown per program next month.
- Pending School Board Approval, I have offered youth coaching positions to Thomas Ekern, Alex Ronnenberg and Logan Skalet.

Kids' Club Highlights:

School year Kids' Club is going well. We have on average: 11 in the morning and 17 in the afternoon.

Registration is open for summer Kids' Club. We are still receiving registrations for the summer. Here are our summer plans:

- Maximum amount of kids any given day: 35
- Maximum home rooms divided by grade levels: 3 (preschool rooms)
- We will coordinate breakfast and lunch times by rooms
- Each room will be staffed with our returning staff members listed below.
- Training will be Wednesday/Thursday, May 27 & 28

Summer Returning and New Staff:

Returning Staff:

- Ashlyn Miller
- Ryan Prinsen
- Brielle Rasmussen
- Hannah Linder
- Josie Brown
- Kaylee Ruberg
- Kaleah Davis
- Jasmine Schueller
- Liz Jandt
- Cori Ronnenberg
- Rebecca Magin
- Aubrey Ingvalson
- Alyssa Miller (on call)
- Lauren Lawston (on call)

- Cora Bauer (on call)

I did place an ad in the FC Journal to hire. We will need more summer staff over 18 to assist with driving our kids to and from activities.

Pending the School Board approval, we have offered positions and welcome Rebecca Magin and Aubrey Ingvalson to the Kids' Club team. Rebecca will also be assisting with our summer recreation program.

Lille By Preschool:

- We are currently at 61 registrations for next school year so far. Compared to last year, we had 43 last year this time, so this is good!
- A special thank you to Johnson Rolling Acres for hosting our annual field trip to the farm on April 29. The weather was beautiful and the kids and staff both enjoyed it! Thank you to Chuck Poppe for driving the bus!



- Current preschool classes are going well. We are planning a drive through Preschool Graduation Thursday, May 27 from 4-7 P.M. in the EC Parking lot. We will have tables set up for the child's diploma/hat and then an area for a distance picture with Future Graduate of 2034!

ECFE:

- ECFE is booming with 14 families attending on Thursday evenings! Mrs. Heather is thrilled with our ECFE attendance and is doing a wonderful job with her classes.
- This summer, Heather will be offering to Early Childhood camps in August. She will also host monthly (June, July, August) a playdate/story time in the park at Creekside.
- We are beginning to plan for next year! We will have 5 sessions and 5 special events throughout the school year.
- We will have our next EC Screening on August 25. We already have children signed up!

Grant Information: I applied and received the Literacy Grant of 200 early childhood books from Southern Minnesota Initiative Foundation to promote early literacy within our EC programs! We have received the grant over the past 5 years. Pick up of the books will be in June.

Elementary School Board Report
May 17, 2021
Mrs. Shepard
Respect. Integrity. Excellence.

Elementary Classroom Updates- written by classroom teachers

Angela Shepard-

5th Grade Eagle Bluff Trip – May 12-14

4th Grade Farm Trip – May 20th

K-5 – FastBridge Testing May 10-21

K-5 – PIE Grant applications due May 14th

3rd Grade Dictionaries- Winona Rotary donation

Kindergarten- Krissy Kelly, Lacey Drinkall

Kindergarten is getting busier!! We will begin our life cycle units very soon (butterfly, chicken, frog, plants). We will have caterpillars, tadpoles and plants in the classroom to help us learn more about their life cycles. On April 26th, Kindergarten will begin its "ABC Countdown to Summer." We do fun activities each day to match the letter of the day (B- Bubble day, P-picnic day, etc). When we finally get to Z (the last day), we will "Zoom into Summer!"

1st- Becky Lind, Jessica Burt, Tanya Nelson

Whoa!! Where has the year gone? The month April had found the First Graders trying our hands at various types of poetry such as Haiku and Diamante. We discovered poetry was fun and we are pretty good at it as well! We took some time to compare our reading fluency from the beginning of the school year to our present scores and we realized our reading has really taken off! Math was really fun as well because we worked with two-dimensional shapes, learned their names, how shapes can be put together to make other shapes! It was very cool. PLUS, we got to use our imagination and put shapes together to create something we dreamed up such as making trains and patterns! Now we are practicing double-digit addition and working with money.

Science was exciting as we worked on animal research projects and shared them with our classmates! It was so much fun in fact, that the First Graders asked if we could do it again, so we did!! In Health we talked about the food pyramid and what foods we should eat more of and which ones are just "sometimes" treats! We have V.I.P. Days starting this week during which each student is the V.I.P. for the day! Each student gets to bring something special to share, is Reader of the Day, line leader, gets to hand out papers and other privileges and special moments to share. At the end of the day the class writes something positive about the V.I.P. It is a lot of fun for everyone!

We look forward to even more learning fun throughout May, during our Math Centers, writing and reflecting in our journals, continuing to read various types of materials such as children's magazines and exploring chapter books for our levels, more art projects, and making our remembrance booklets!

First grade has had a wonderful start to our final semester. In reading, we've been reading fun stories about what we treasure and working on clovering in VoWac. In math, we are working on two-dimensional geometry and will be learning about fractions soon! We've been busy with our

poetry unit and writing journals about spring; as well as, learning more about nouns, verbs, and adjectives. Our science and social studies topics this spring include: rocks and minerals, goods and services, vibration of materials, speed of light, and the food pyramid/healthy habits. The students are really excited about spring and the warmer temperatures!

2nd- Fay Himlie, Shannon Kopperud

The second graders have been learning about geometric shapes and fractions in Math. They will be starting a Map Unit in Social Studies. In Science, they have been watching seeds grow in our new Root View display. The year has gone by quickly. It was good to be in our classroom for most of the year.

3rd- Hannah Pape-Patty McAlister, Jade Olstad-Terry Pelzl

The third grade is busy with writing biographies of a classmate and a famous person. They are also working on simple machines in Science class.

We will finish up the school year by reading the novels Stone Fox and Because of Winn-Dixie.

4th- Jon Theuer, Meredith Johnson

Like the spring bloom the creative minds of 4th graders are also in full bloom. In math we are constructing marble mazes out of various materials. Students have several requirements involving angles, area, perimeter, and lines but other than that their creativity in constructing these mazes knows no bounds. In reading our classes we're working on finishing the novels, Mrs. Johnson's class is reading Frindle and Mr. Theuer's class is reading One Crazy Summer, students are working their reading, comprehension, writing, and typing skills by completing slides using Google classroom. Finally, in science we just wrapped up our Electricity and Magnetism unit, and are finishing them out by experiment with circuits (Snap Circuits kits). As we have one classroom set Mrs. Johnson's class has already completed using the circuits after a cut throat circuit competition. Mr. Theuer's class has just begun the process of experimenting with them. Students worked hard during testing and therefore earned an Ice Cream Sun-DAY party for their efforts.

5th Grade- Dave Lind, Emily Charlebois, Chris Drinkall

5th grade is finishing up our preparations for the upcoming MCA tests in math, reading, and science. Student teams have started reading to prepare for our Battle of the Books, and we are looking forward to our May stay at Eagle Bluff.

K-1-2 Intervention- Margaret Marklowitz

22 students - reading remediation

8 students - K math remediation

4 – 1:1 Distance Learning students - reading remediation - total of 1 1/2 hours per week per student

3-4 Intervention – Mary Wolter

The Invention program has started Benchmark Testing for reading and math in grades K - 5. Fourth grade distance learners are keeping busy working on Geometry skills, reading about the Solar System, and learning about the Apollo 11 mission.

K-3 Distance Learning- Tami Tinderholt

Kindergarten: Math- Working on our Time Unit. Reading-Working on writing sentences and building reading fluency.

1st Grade: Math-Getting Ready for 2nd Grade Unit. Reading-Working through Unit 5.

2nd Grade: Math-Finishing Ch. 11 and Starting on Rounding. Reading- Working through Unit 5.

3rd Grade: Math- Getting Ready for 4th Grade Unit. Reading- Starting Stone Fox Unit.

PE- K-3 – Teresa Brown

3rd graders have been learning the game of Sabaki ball. It is a fast paced game with few rules. The rules are; 1) The ball must be released within three seconds.

2) Three consecutive passes must be completed before attempting to score.

3) The shot must be taken before stepping into the No-Shot zone.

4) Only the goalie is allowed in the Goalie Box.

A set will sell for close to \$800.00 but I made 4 sets to be used in PE.

K-2 are working on throwing and catching and hitting off a tee. The kindergarten benchmark we are working on is - throw overhand while maintaining balance, 1st grade's benchmark is Throwing overhand with opposite foot forward and 2nd grade's benchmarks are throw overhand with side facing target and opposite foot forward as well as strike using a long handled implement while controlling direction. Grades K-3 are also working on the cardiovascular endurance and abdominal fitness test.

PE- 4th-5th- Nikki Schultz

4th and 5th grade are being introduced to a new unit called the sport ed model. They are learning what it takes to run a sporting event and what is behind the scenes. Each day we play Texas kickball and each student performs their job. Here are the jobs

Team Manager(s): _____

- Creates Lineup

Team Trainer(s): _____

- Creates warmup for team

Defense Coach(s): _____

- Creates defensive drill for team

Kicking Coach(s): _____

- Creates kicking drill for team

Stats Keeper(s): _____

- Records kicks made by teammates
- Records runs kicked in per player
- Records runs per player

Team Announcer(s): _____

- Announces teammates as they go up to kick

To finish out the year we will be doing softball and some outdoor games.

Special Education – Carissa George, Aspen Hartmann

SPED classrooms in grades K-5 continue to work on building and strengthening skills and strategies that help students be successful in the general education curriculum. These skills and strategies include reading fluency and comprehension, math fact fluency and problem solving, written language, and organizational skills. K-2 grade students have been working on increasing functional communication and social skills. 3-5 grade students have been working on novel units and increasing their time management and independent work skills.

EL – Kim King

Middle/High School Board Report
May 17, 2021
Mr. Timm
Respect – Integrity - Excellence

GOAL 1: Personalize learning for all students in pursuit of their academic excellence.	Next year’s schedule is complete. We are able to offer a variety of Concurrent Enrollment and articulation courses with MN State-Southeast, and 3 certification program with MN State-Southeast (Engineering/CNC, Automotive Technology, and Electronics). In addition to the above partnerships, we continue to offer Contracted PSEO courses on-line to our students in partnership with MN State-Southeast.
GOAL 2: Develop well-rounded students in the areas of character, community & academics.	Senior Awards will be held on Sunday, May 23. What a great way to celebrate our senior’s accomplishments one more time before graduation. A big thank you to our local community for helping support our seniors. An extra thank you to the Foundation for R-P Schools. They will give away 10 scholarships at the event. They give away scholarships that are for students focused on 4 year universities as well as some scholarships dedicated to trades focused schooling/training. On behalf of the school and our current and future seniors, thank you for your hard work in increasing the numbers. On Tuesday, May 4 our 6th Graders attended their D.A.R.E graduation. They have been working closely with the Fillmore County Sheriff’s office all year learning about the dangers of drugs and how to make smart/informed decisions. Our 6th and 7th Grade Science Fair was held on Friday, May 7. Great projects by all our students. I think most of the elementary classrooms took a tour of the fair to look at the projects. It was nice to see the hard work of our students and listen to them explain their projects and what they learned. Congratulations to our Top 3 (as judged by AP Chemistry students): 1st: Carson Johnson – Lava Lamp 2nd: Hunter Rislov – Strongest Bridge Design 3rd: Kenley Snyder & Sadie Stiever – Crystal Geode Eggs
GOAL 3: Maximize the personal and professional potential of all staff.	Highlights of upcoming personal and professional growth for our staff: Our staff has the opportunity for 12 hours of Personalized Professional Development and 25 hours of Summer Curriculum Writing this summer. Staff are currently creating their plans and are working collaboratively, independently or signing up for workshops to meet their individual needs to improve their classroom curriculum and teaching skills.

	Our building level teacher teams met on May 5th to discuss their learning communities and our focus for the coming school year. After great discussions at each level, our learning communities would like to focus on instructional strategies (academic, behavior, social/emotional) next year during their meeting times.
GOAL 4: Promote and provide positive school and community culture that engages all stakeholders.	A big thank you to Hannah Pape and her prom committee for a planning a great night for our students. There were many challenges and restrictions, and this team did a phenomenal job adjusting throughout. Prom Court: Boys: Evan Loney, Jens Lind, Tristyn Hegland, and Jonah Sievers Girls: Paige Dailey, Hailey Jenkins, Isabelle Olson, and Ariana Rasmussen
CLASS OF 2021	Graduation Information May 30, 2021 1:30 PM High School Gymnasium Capacity limits at events will be lifted on May 28. We will not have a limit on number of spectators for graduation. Graduation will still be livestreamed for individuals unable to attend in person Board Members are invited, and can shake hands with graduates after they receive their diplomas and exit the stage. If you are interested, please let me know and we will set up reserved seating for you.
Miscellaneous	May 27 – Seniors Last Day (Graduation Practice) May 27 – Middle School Band Concert May 30 – Graduation 1:30 PM June 3 – Last Day of School, 8th Grade Graduation June 7-25 – MS/HS Credit Recovery/Summer School June 13-19 – Sophomore/Junior – Washington DC Trip June 14-22 – Spanish Club to Costa Rica



John Loney RP Activities

May Board Report

- We are in the home stretch of the Varsity Softball Field Dugout project. Thank-you to Jackson King for his hard work with constructing the benches and other projects, Corey Matson for getting the PA system and scoreboard system up and running, Wayne Rye constructing the dugouts and many more people.
- We have roughly 2 weeks left in the spring sports seasons. So far the weather has cooperated and probably jinxing us by saying nothing has had to be postponed SO FAR!!
- **PLAYOFF DATES:**
- **Boys and Girls Golf -June 1, 2; 1AA at The Bridges, Winona**
- **Softball - Sub Section 1A; June 1, 3 at local sites, June 5 at Fillmore Central (East), Austin (West)**
- **Section 1A and 1AA; June 9, 11 at Austin**
- **Track and Field -**
- **Sub Section 1; June 3 at Rushford-Peterson**
- **Section; June 8, 10 at Cotter**
- **Baseball - Section 1A; June 3 at local sites, June 5, 7, 9, 11 at Riverland Bab Complex, Austin**

State Dates to the best of my knowledge:

-Golf - June 15, 16, Softball - June 17, 18, Track and Field - June 18, 19 & Baseball - June 17, 18

- **COVID Spring Protocols: Per the MDH and MSHSL: All outdoors sports (players, coaches, fans etc.. masks are not required.**

THANK-YOU'S:

- Holly Ekern for her work in setting up anything and everything and development of all of our VR programs, signup sheets for game days....the list goes on and on.....
- Parents, Coaches, Players in their continued flexibility with schedules, practices, games and other things that seem to change hour-hour, day-day, and week-week.
- Steph Evenson helping and assisting me with all and any COVID related things.

Just a reminder of the RP Twitter Account: @RPTrojansJLoney if you want to keep track of RP activities..

GO TROJANS!

Sincerely,

John Loney, RP Activities Director