

Regular Monthly Meeting

Monday, October 18, 2021 5:30 PM

R-P Schools Forum Room, 1000 Pine Meadows Lane, Rushford, Minnesota 55971

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. **Discussion to clarify close contact identification. Recent cases of COVID, vaccination status, etc.**

7. **Diversity Club Presentation - Planned Events**

8. **CONSENT AGENDA**

A. September 20, 2021 Regular Monthly Meeting Minutes

B. Donation in the amount of \$24,000 from the Booster Club for Softball field bathrooms / concessions.

C. September hand payables, wires & payroll liabilities in the amount of \$348,465.03.

D. September payroll in the amount of \$266,558.86.

E. October Board Bills in the amount of \$187,028.90.

F. **PERSONNEL:**

1. Retirement of Robert Nordby as of December 31, 2021.

2. Hire of David Petersen to assist with snow removal. (Skid loader operator)

9. **NEW BUSINESS**

A. Student Board Representative

B. Van Driver wages

C. Substitute Teacher Pay

D. First reading of the following policies:

#405 - Veteran's Preference

#407 - Employee Right to Know - Exposure to Hazardous Substances

#408 - Subpoena of a School District Employee

#409 - Employee Publications, Instructional Materials, Inventions, and Creations

#416 - Drug and Alcohol Testing

10. **ADMIN REPORTS:**

A. Superintendent Report

B. Elementary Report

C. Middle School / High School Report

D. Activities Report

E. School Nurse Update

11. **INFORMATION**

Regular Monthly Meetings - 5:30 p.m. - November
15, December 20 (Truth-in-Taxation meeting will
start at 6:15)

Special Meeting - November 8, 5:30 p.m. - Canvass
Election Results,

12. **ADJOURNMENT**

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

The regular meeting of the Rushford-Peterson School District #239 was called to order by Chairperson Chris Grindland at 5:31 p.m. on Monday, September 20, 2021 in the Rushford-Peterson Schools Forum Room with Matt Helgemoe and Jeff Michel participating via Zoom.

The Pledge of Allegiance was recited.

Members Present: Chris Grindland, Matt Helgemoe (via Zoom), Joyce Iverson, Jeff Michel (via Zoom), Ken Sawle, and Amy Woxland.

Members absent: Bonnie Prinsen

Administration Present: Superintendent Jon Thompson

District Personnel: Laura Hahn, Stephanie Evenson

Motion by Iverson, seconded by Woxland to adopt the agenda with the following addition: Consent Agenda: Personnel: Hire of Martin Salseg – Part-Time Custodian. With a roll call vote of 6:0, motion carried unanimously.

Public comments: Jason Ploetz and Chellsey Olson

Motion by Michel, seconded by Woxland to approve the following consent agenda items: August 30, 2021 Special Meeting Minutes, August 16, 2021 Regular Monthly Meeting Minutes, Donations in the amount of \$4,770, August hand payables, wires & payroll liabilities in the amount of \$259,197.07, August payroll in the amount of \$254,126.14, September board bills in the amount of \$134,063.82; Personnel: Resignation of Lisa Lawston – Community Education Program Director, Hire of Laura VanGundy – School Age Child Care Director and hire of Martin Salseg – Part-time Custodian. With a roll call vote of 6:0, motion carried unanimously.

Motion by Woxland, seconded by Sawle to approve the resignation of Jenny Helgemoe – Assistant Track and Field Coach. With a roll call vote of 6:0, motion carried unanimously.

Motion by Iverson, seconded by Helgemoe to approve the 2021-2023 contract for Kari Blum – Nutrition Services Director. With a roll call vote of 6:0, motion carried unanimously.

Motion by Woxland, seconded by Sawle that if a student is wearing a face mask they are not considered a close contact. If a student is not masked and is considered a close contact, outside of the home, they will be asked to follow the modified quarantine procedures or wear a mask until they either test negative after 5 days or continue to wear a mask for 14 days. With a roll call vote of 6:0, motion carried unanimously.

Motion by Sawle, seconded Iverson to approve the certification of the proposed levy for 2021 payable 2022. Set the levy rate at the maximum. With a roll call vote of 6:0, motion carried unanimously.

Motion by Iverson, seconded by Woxland to accept Stephanie Evenson’s rescinding of her resignation. With a roll call vote of 5:1, Michel opposing, motion carried.

Motion by Woxland, seconded by Sawle to approve the Notice of Special Election for the upcoming School Board Election. With a roll call vote of 6:0, motion carried unanimously.

Motion by Iverson, seconded by Woxland to approve the Resolution Appointing Election Judges and Establishing Absentee Board. With a roll call vote of 6:0, motion carried unanimously.

Motion by Woxland, seconded Sawle to approve the Notice of Testing Electronic Voting System. With a roll call vote of 6:0, motion carried unanimously.

Motion by Iverson, seconded by Helgemoe to approve the hiring of Smith Schafer to complete the audit of the 2020-2021 school year. With a roll call vote of 6:0, motion carried unanimously.

Superintendent Thompson presented the Superintendent’s report.

The Elementary Principal, MS/HS Principal, Community Education and the Activities Reports were all reviewed.

INFORMATION:

Regular Monthly Board Meeting beginning at 5:30 in the Forum Room:
October 18, November 15, December 20

Special meeting to canvass school board election results beginning at 5:30 in the Forum Room:
November 8

Moved by Woxland, seconded by Helgemoe, to adjourn the regular meeting at 6:53 p.m. With a roll call vote of 6:0, motion carried unanimously.

Chris Grindland, Chairperson

Matt Helgemoe, Clerk

Rushford-Peterson Public School

Payment Reg by Bank and Check

SEPT 2021 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Pay/Void													
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
001	P22031	45581		Wire	1	2024	ARBITER SPORTS		No	Yes	No	09/07/2021	5,000.00
001	P22031	45582		Wire	1	1903	KWIK TRIP		No	Yes	No	09/14/2021	14,022.50
001	p2203p	45679		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	Yes	No	09/18/2021	6,750.72
001	p2203p	45680		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	09/18/2021	6,521.71
001	p2203p	45681		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	09/18/2021	5,196.37
001	p2203p	45682		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	09/18/2021	40,546.18
001	p2203p	45683		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No	09/18/2021	23,897.19
001	P22031	45685		Wire	1	38075	MN STATE RETIREMENT SYSTEM		No	Yes	No	09/19/2021	1,231.77
001	P22031	45691		Wire	1	1903	KWIK TRIP		No	Yes	No	09/27/2021	5,733.00
001	p2203q	45700		Wire	1	06600	BLUE CROSS/BLUE SHIELD MINN		No	No	No	09/30/2021	23,666.00
001	p2203q	45701		Wire	1	1241	MN PEIP		No	No	No	09/30/2021	50,018.12
001	p2203q	45702		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	No	No	09/30/2021	6,830.72
001	p2203q	45703		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	09/30/2021	6,644.08
001	p2203q	45704		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	No	No	09/30/2021	5,712.63
001	p2203q	45705		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	09/30/2021	41,841.46
001	p2203q	45706		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	No	No	09/30/2021	24,099.48
001	P22031	45716		Wire	1	1530	GATEWAY SERVICES		No	Yes	No	09/08/2021	19.20
001	P22031	45717		Wire	1	1531	PAYLINE DATA		No	Yes	No	09/08/2021	743.20
001	P22031	45718		Wire	1	2046	TRANSAX		No	Yes	No	09/08/2021	27.90
001	P22031	45719		Wire	1	1530	GATEWAY SERVICES		No	No	No	10/08/2021	23.55
001	P22031	45720		Wire	1	1531	PAYLINE DATA		No	No	No	10/08/2021	500.83
001	P22031	45721		Wire	1	2046	TRANSAX		No	No	No	10/08/2021	12.45
001	P22031	45722		Wire	1	52167	SELECT ACCOUNT		No	Yes	No	09/30/2021	41.00
001	P22031	45577	43005	Check	1	2096	WILLIAMS, NICOLE		Yes	Yes	No	09/01/2021	45.00
001	P22031	45578	43006	Check	1	2097	YOUNG, TIFFANY		Yes	No	No	09/01/2021	100.30
001	P22031	45579	43007	Check	1	1711	BROWN, KELLY		Yes	Yes	No	09/02/2021	2,825.76
001	P22031	45580	43008	Check	1	52179	SEMCAC TRANSPORTATION		Yes	Yes	No	09/07/2021	290.00
001	P22031	45588	43009	Check	1	1572	BAUER, LAURI		Yes	Yes	No	09/14/2021	319.20
001	P22031	45587	43010	Check	1	1013	BLUFF COUNTRY ATV		Yes	Yes	No	09/14/2021	80.00
001	P22031	45586	43011	Check	1	04698	QUALI-TEE SCREEN PRINTING		Yes	Yes	No	09/14/2021	91.00
001	p2203p	45678	43012	Check	1	48175	RP EDUCATIONAL SUPPORT PERSONN		Yes	Yes	No	09/18/2021	126.01
001	P22031	45688	43100	Check	1	31674	LEWISTON-ALTURA HIGH SCHOOL		Yes	Yes	No	09/21/2021	85.00
001	P22031	45686	43101	Check	1	2108	ROCHESTER CENTURY ACTIVITIES		Yes	No	No	09/21/2021	200.00
001	P22031	45687	43102	Check	1	2109	ST ANTHONY VILLAGE ACTIVITIES		Yes	Yes	No	09/21/2021	175.00
001	P22031	45689	43103	Check	1	46082	POSTMASTER		Yes	Yes	No	09/23/2021	265.00
001	P22031	45692	43105	Check	1	46082	POSTMASTER		Yes	No	No	09/28/2021	291.84
001	P22031	45693	43106	Check	1	04615	BERNARD BUS SERVICE		Yes	Yes	No	09/28/2021	56,283.59
001	p2203q	45694	43107	Check	1	1274	MERCHANTS BANK		Yes	No	No	09/30/2021	5,919.66
001	p2203q	45695	43108	Check	1	48210	RUSHFORD-PETERSON ESCROW ACC		Yes	No	No	09/30/2021	2,176.74

Rushford-Peterson Public School SEPT 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	p2203q	45696	43109	Check	1	02370	AFLAC		Yes	No	No	10/01/2021	432.99
001	p2203q	45697	43110	Check	1	1836	METLIFE - GROUP BENEFITS		Yes	No	No	10/01/2021	9,456.92
001	p2203q	45698	43111	Check	1	37815	MN SCHOOL EMPLOYEE ASSN		Yes	No	No	10/01/2021	204.96
001	p2203q	45699	43112	Check	1	40998	NCPERS GROUP LIFE INS		Yes	No	No	10/01/2021	16.00
Bank Total:												\$348,465.03	
Report Total:												\$348,465.03	

Rushford-Peterson Public School

Payment Reg by Bank and Check

OCTOBER 2021 BOARD BILLS

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	P22043	45726		Check	1	01055	ADA BADMITON AND TENNIS		No	No	No	10/18/2021	518.50
001	P22043	45727		Check	1	01561	AIRGAS USA, LLC.		No	No	No	10/18/2021	570.72
001	P22043	45728		Check	1	03137	ARNOLD'S SUPPLY		No	No	No	10/18/2021	45.00
001	P22043	45729		Check	1	03188	CARD MEMBER SERVICES		No	No	No	10/18/2021	2,181.46
001	P22043	45730		Check	1	04101	LEADING EDGE FUNDRAISING		No	No	No	10/18/2021	7,776.01
001	P22043	45731		Check	1	04615	BERNARD BUS SERVICE		No	No	No	10/18/2021	41,101.05
001	P22043	45732		Check	1	04649	BIO-RAD LABORATORIES		No	No	No	10/18/2021	167.00
001	P22043	45733		Check	1	04693	BEST BUY BUSINESS ADVANTAGE ACC		No	No	No	10/18/2021	300.00
001	P22043	45734		Check	1	04698	QUALI-TEE SCREEN PRINTING		No	No	No	10/18/2021	276.00
001	P22043	45735		Check	1	06559	BLICK ART MATERIALS		No	No	No	10/18/2021	25.82
001	P22043	45736		Check	1	06620	BROWN TIRE & BATTERY		No	No	No	10/18/2021	761.95
001	P22043	45737		Check	1	07018	B & S RENTALS		No	No	No	10/18/2021	480.00
001	P22043	45738		Check	1	08899	CAROLINA BIOLOGICAL SUPPLY CO		No	No	No	10/18/2021	99.90
001	P22043	45739		Check	1	1083	LASER PRODUCT TECHNOLOGIES		No	No	No	10/18/2021	2,750.58
001	P22043	45740		Check	1	1144	LIND AWARDS & ENGRAVING		No	No	No	10/18/2021	200.00
001	P22043	45741		Check	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	No	No	10/18/2021	55.65
001	P22043	45742		Check	1	13177	CONTINENTAL CLAY COMPANY		No	No	No	10/18/2021	627.95
001	P22043	45743		Check	1	1391	ACENTEK		No	No	No	10/18/2021	4,370.44
001	P22043	45744		Check	1	1431	WOXLAND PLUMBING LLC		No	No	No	10/18/2021	65.00
001	P22043	45745		Check	1	1450	BSN SPORTS, LLC		No	No	No	10/18/2021	4,868.47
001	P22043	45746		Check	1	1469	LEARNING A-Z		No	No	No	10/18/2021	216.00
001	P22043	45747		Check	1	1502	TEACHER SYNERGY, LLC.		No	No	No	10/18/2021	28.24
001	P22043	45748		Check	1	1585	RIFTON EQUIPMENT		No	No	No	10/18/2021	2,486.25
001	P22043	45749		Check	1	1586	PAN-O-GOLD BAKING CO.		No	No	No	10/18/2021	565.82
001	P22043	45750		Check	1	1594	MEDFORD HIGH SCHOOL		No	No	No	10/18/2021	200.00
001	P22043	45751		Check	1	1630	FILLMORE COUNTY 4-H FEDERATION		No	No	No	10/18/2021	180.00
001	P22043	45752		Check	1	1654	ANDERSON AUTO, LLC		No	No	No	10/18/2021	58.41
001	P22043	45753		Check	1	1688	PAYK12, LLC		No	No	No	10/18/2021	370.21
001	P22043	45754		Check	1	16945	CARDMEMBER SERVICE		No	No	No	10/18/2021	5,949.08
001	P22043	45755		Check	1	1714	MINNESOTA ENERGY RESOURCES		No	No	No	10/18/2021	4,734.23
001	P22043	45756		Check	1	18398	FILLMORE COUNTY JOURNAL		No	No	No	10/18/2021	368.26
001	P22043	45757		Check	1	1856	AMAZON CAPITAL SERVICES		No	No	No	10/18/2021	3,822.66
001	P22043	45758		Check	1	1860	COULEE CONNECTIONS		No	No	No	10/18/2021	555.00
001	P22043	45759		Check	1	1878	GILE, GREG		No	No	No	10/18/2021	68.32
001	P22043	45760		Check	1	1891	LITERACY RESOURCES, LLC		No	No	No	10/18/2021	172.78
001	P22043	45761		Check	1	1999	CRESCENT LANDSCAPE SUPPLY, INC.		No	No	No	10/18/2021	600.00
001	P22043	45762		Check	1	2000	BEAVER BUILDERS' SUPPLY		No	No	No	10/18/2021	270.00
001	P22043	45763		Check	1	2005	ARCHKEY TECHNOLOGIES		No	No	No	10/18/2021	125.00
001	P22043	45764		Check	1	2017	NEWZBRAIN CIVICS EDUCATION		No	No	No	10/18/2021	299.00

Rushford-Peterson Public School

Payment Reg by Bank and Check

OCTOBER 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	P22043	45765		Check	1	2033	MUSIC MART		No	No	No	10/18/2021	91.58
001	P22043	45766		Check	1	2094	VARSITY SPIRIT FASHION		No	No	No	10/18/2021	2,378.50
001	P22043	45767		Check	1	2101	SOUTHWIND ORCHARDS		No	No	No	10/18/2021	330.00
001	P22043	45768		Check	1	2112	FLAGS & POLES		No	No	No	10/18/2021	3,600.00
001	P22043	45769		Check	1	2113	SPARTA DANCE TEAM		No	No	No	10/18/2021	827.06
001	P22043	45770		Check	1	2114	ST. PETER PUBLIC SCHOOLS		No	No	No	10/18/2021	15,570.60
001	P22043	45771		Check	1	2115	WAYZATA RESULTS INC		No	No	No	10/18/2021	886.00
001	P22043	45772		Check	1	23401	HIAWATHA VALLEY MENTAL HEALTH		No	No	No	10/18/2021	1,190.47
001	P22043	45773		Check	1	24501	HOBART SALES AND SERVICE		No	No	No	10/18/2021	1,785.31
001	P22043	45774		Check	1	25138	IEA INC		No	No	No	10/18/2021	1,015.41
001	P22043	45775		Check	1	27144	INTERSTATE ROOFING & WTP INC		No	No	No	10/18/2021	605.50
001	P22043	45776		Check	1	29759	KEMPS		No	No	No	10/18/2021	3,425.40
001	P22043	45777		Check	1	31200	LAKESHORE		No	No	No	10/18/2021	125.38
001	P22043	45778		Check	1	31260	LASER PRODUCT TECHNOLOGIES INC		No	No	No	10/18/2021	635.63
001	P22043	45779		Check	1	32800	MARC		No	No	No	10/18/2021	835.50
001	P22043	45780		Check	1	36724	MN DEPT OF LABOR & INDUSTRY		No	No	No	10/18/2021	20.00
001	P22043	45781		Check	1	37800	MINNESOTA SCHOOL BOARD ASSN.		No	No	No	10/18/2021	60.00
001	P22043	45782		Check	1	39800	NASCO		No	No	No	10/18/2021	260.72
001	P22043	45783		Check	1	46078	PLUNKETT'S PEST CONTROL		No	No	No	10/18/2021	620.00
001	P22043	45784		Check	1	46784	RATWIK, ROSZAK & MALONEY P.A.		No	No	No	10/18/2021	2,350.00
001	P22043	45785		Check	1	46790	REGION V COMPUTER SERVICES		No	No	No	10/18/2021	3,512.50
001	P22043	45786		Check	1	46804	REINHART FOODSERVICE, LLC		No	No	No	10/18/2021	17,596.11
001	P22043	45787		Check	1	46856	REALITYWORKS		No	No	No	10/18/2021	26.00
001	P22043	45788		Check	1	46873	RIDDELL / ALL AMERICAN SPORTS COF		No	No	No	10/18/2021	5,070.52
001	P22043	45789		Check	1	46954	RTS / ROCHESTER TELECOM SYSTEM		No	No	No	10/18/2021	164.52
001	P22043	45790		Check	1	48020	RUSHFORD, CITY OF		No	No	No	10/18/2021	19,690.71
001	P22043	45791		Check	1	48600	RUSHFORD FOODS		No	No	No	10/18/2021	3,492.76
001	P22043	45792		Check	1	48604	RUSHFORD HARDWARE		No	No	No	10/18/2021	832.57
001	P22043	45793		Check	1	50856	SCHILLING SUPPLY COMPANY		No	No	No	10/18/2021	748.22
001	P22043	45794		Check	1	50978	SCHOOL SPECIALTY LLC.		No	No	No	10/18/2021	4,204.26
001	P22043	45795		Check	1	51067	SCHUMACHER ELEVATOR COMPANY		No	No	No	10/18/2021	426.18
001	P22043	45796		Check	1	52157	SELCO		No	No	No	10/18/2021	606.04
001	P22043	45797		Check	1	53098	SHERWIN WILLIAMS CO		No	No	No	10/18/2021	1,648.26
001	P22043	45798		Check	1	56030	SUPER DUPER PUBLICATIONS		No	No	No	10/18/2021	175.69
001	P22043	45799		Check	1	56040	PAM'S CORNER		No	No	No	10/18/2021	1,392.87
001	P22043	45800		Check	1	57800	CREAMERY PIZZA & ICE CREAM		No	No	No	10/18/2021	199.50
001	P22043	45801		Check	1	61248	VO WAC PUBLISHING CO		No	No	No	10/18/2021	493.00
001	P22043	45802		Check	1	61278	VERIZON WIRELESS		No	No	No	10/18/2021	207.85
001	P22043	45803		Check	1	61614	WASTE MANAGEMENT		No	No	No	10/18/2021	1,211.10

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
										Print	Recon	Void	Date	
001	P22043	45804		Check	1	64610		ZIEBELL'S HIAWATHA FOODS INC		No	No	No	10/18/2021	386.42
001	P22043	45805		Check	1	2116		REBECCA BUNKE		No	No	No	10/18/2021	20.00
										Bank Total:				\$187,028.90
										Report Total:				\$187,028.90

October 6, 2021

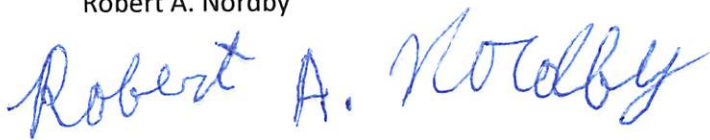
Rushford-Peterson School Board
Rushford-Peterson School District
1000 Pine Meadows Ln.
Rushford, MN 55987

Dear Rushford-Peterson School Board,

Please consider this as my Letter of Retirement from the Rushford-Peterson School District effective December 31, 2021.

Sincerely,

Robert A. Nordby

A handwritten signature in blue ink that reads "Robert A. Nordby". The signature is written in a cursive, flowing style with a large initial 'R' and 'N'.



Adding a Student School Board Member

In 1993, the Minnesota State legislature enacted a law that required school districts to have a student representative on their respective school boards. Three years later, the legislature repealed this mandate. Many districts made a decision to maintain the student representation on the school board. In 2000, Representative Greiling made an effort to restore the 1993 legislation. However, her bill would have softened the language by making it permissive for districts to have a student representative(s) on the board. State statute is silent regarding student school board representatives. Today, approximately 95 public school boards have at least one student representative on the school board. The student board representative is also eligible to apply for one of two MSBA Student School Board Member Scholarships. Contact MSBA's Greg Abbott at gabbott@mnmsba.org for more information.

Issues to Consider:

Compensation – MSBA thinks student representatives should not receive compensation for their school board service.

Expense reimbursement – MSBA believes this is a local decision, but, if student representatives are allowed expense reimbursement, they should seek preapproval from a designated person or group.

Voting authority – We believe student representatives should not be given the right to vote.

Closed Meetings – The Board decides who attends its closed meetings. MSBA believes attendance by student representatives at closed sessions would almost never be appropriate.

Board Training – Students can be involved in the board training components offered by MSBA subject to Board approval. The budget impact would likely be minimal. Often the travel costs would be shared with other attending board members.

Agenda items – Student representatives can have the ability to submit an agenda item, but students should not be given the authority to demand that items be included on the agenda. The student representatives can submit items for consideration according to the board's process/procedures on developing the agenda. The board should offer the student representative(s) the opportunity to speak to agenda items on which they have knowledge to provide input, but this is not likely to include all agenda items.

Student representative selection process – Whether the student representative(s) are selected by the school board or the high school student body is a local decision. Whether the student representative is required to be an officer in the student council is also a local decision.

Number of Students – MSBA believes the number of student representative(s) is a local decision. Some school districts have a student representative from each high school on the school board.

Orientation - Some type of orientation should be provided for the student representative(s) and school board.

Length of term - The term of the student representative(s) is a local decision.

Adult Mentor/Coach – Whether the student representative is provided with a mentor/coach (an

experienced school board member) is a local decision. However, we would recommend that an adult mentor be used.

Attendance expectations - Student representative(s) should be expected to attend all school board meetings and working group sessions (i.e., any sessions that are deemed public). Be mindful of the student representative's outside commitments.

Committee membership - Whether student representative(s) will be expected to be a member of the board committees is a local decision, but it makes sense that student representative(s) only participate in those committees that pertain to student issues (not employee issues).

Improved board functioning - School boards have anecdotally reported better functioning boards. Student representative input makes board members more aware of the needs of the students. As a result, board members make more informed decisions.

Suggested Policy Guidelines - Making Student Representation a Success

1. Support from school administrative staff and school board members, especially the board chairperson, is essential. Make the student representatives feel welcome at each board meeting to demonstrate that the board values their attendance and perspectives.
2. Seek input from the student representative(s).
3. Being a student is the priority over being a board member. The student may have extracurricular activities to consider. The student's position on the board is a valuable civic lesson.
4. The student representative will be seated at the board table at all regular meetings. Feeling like you are part of the school board is essential. This does not happen when separate seating arrangements are made.
5. The role of the student selected will be advisory to the Board. The student representative(s) will not have a vote.
6. The student will serve at least a one-year term. The Board shall reserve the right to assign a new representative if the original representative cannot serve the entire one-year term.
7. The student representative(s) will be bound by all rules and regulations within law that bind the Board.
8. The board reserves the right to discipline/control/correct the student representative if his/her actions or comments are out of order or do not follow the board's rules and processes.
9. The student representative will not be furnished with sensitive materials/information pertaining to personnel matters, legal action, negotiation strategy, land acquisition, individual student discipline/family matters, or other confidential data.
10. Student representatives will not receive per diem payments. Expense reimbursements to the student representatives will be made only for preapproved expenditures.
11. Student representatives can be aligned with mentors, or experienced board members, to help with process and content of board meetings.
12. The chairperson will retain the right to establish the Board agenda and control the board meeting within the board's established rules and processes.



Recommendation - 25 cent increase on base pay.

This results in a 2% pay increase for beginning drivers and a 3% increase for our most experienced drivers.

May of 2021

ISD	# of Times	Rate	# of Times	Rate	Special	Rate
Fillmore Central		\$130.00		\$130.00		\$130.00
DE		\$136.00		\$136.00		\$136.00
PEM	0-20	\$115.00	21+	\$125.00		\$125.00
Lake City		\$125.00		\$125.00		\$125.00
L-A		\$120.00		\$120.00		\$120.00
St. Charles		\$136.00		\$136.00		\$136.00
LaCrescent		\$110.00		\$110.00		\$110.00
W-K		\$125.00		\$125.00		\$125.00
R-P		\$110.00		\$110.00		\$110.00
Caledonia		\$115.00		\$115.00		\$115.00
Chatfield	0-20	\$105.00	20+	\$115.00	Chat. Retired	\$120.00
Z-M		\$120.00		\$120.00		\$120.00
Cannon Falls	1-29	\$120.00	30+	\$130.00	CF Retired	\$140.00
Pine Island		\$120.00		\$120.00	PI Retired	\$140.00
Stewartville		\$110.00		\$110.00		\$110.00
Byron		\$105.00		\$105.00		\$120.00
K-M		\$100.00		\$100.00	K-M Retired	\$110.00

\$ 118 average

Daily Substitute Teacher Pay Rates

Table 1: Daily substitute teacher pay, by region, size, and employment relationship. Left-hand side is 2021-2022 survey responses, right-hand side is 2020-2021 survey responses

Grouping	2021-2022 Daily Teaching Substitute, Full-Day rate							2020-2021 Daily Teaching Substitute, Full-Day rate						
	n	Min	Mean	Max	1 st Quartile	Median	3 rd Quartile	n	Min	Mean	Max	1 st Quartile	Median	3 rd Quartile
Statewide	198	90.00	136.35	230.00	120.00	131.00	140.00	144	100.00	123.87	191.85	116.75	121.28	129.02
Region 1 - Southeast	26	90.00	131.81	175.00	122.50	110.00	140.00	16	100.00	118.40	140.00	110.00	115.00	130.00
Region 2 - South central	14	115.00	133.62	216.22	130.00	125.00	135.00	7	115.00	127.14	135.00	125.00	130.00	130.00
Region 3 - Southwest	25	100.00	133.85	230.00	130.00	120.00	135.00	26	105.00	124.68	150.00	118.00	120.00	130.00
Region 4 - Lakes Country	16	110.00	123.06	150.00	123.50	118.75	125.00	13	100.00	112.38	126.00	105.00	110.00	118.00
Region 5 - Central Lakes	9	105.00	128.60	229.80	125.00	110.00	125.00	7	110.00	115.00	125.00	110.00	110.00	120.00
Region 6 - North Central	28	110.00	134.40	220.00	130.00	120.56	135.00	20	115.00	124.09	140.00	118.75	125.00	130.00
Region 7 - Arrowhead	9	100.00	119.44	150.00	115.00	105.00	125.00	10	105.00	113.50	125.00	106.25	112.50	120.00
Region 8 - Northwest	13	110.00	138.95	225.78	135.00	125.00	135.00	8	110.00	123.63	135.00	114.00	120.00	130.00
Region 9 - Metro	58	120.00	147.97	227.25	140.00	130.00	150.00	37	120.00	133.51	191.85	125.00	130.00	135.00
Less than 1,000 students	81	100.00	133.32	230.00	125.00	120.00	135.00	54	100.00	121.24	191.85	110.00	120.00	125.00
1,000 - 2,500 students	47	90.00	134.37	229.80	130.00	120.00	133.75	36	100.00	120.66	140.00	110.00	120.00	130.00
2,500 - 5,000 students	27	105.00	141.59	180.00	138.40	125.00	150.00	27	105.00	125.67	135.00	120.00	127.50	130.81
5,000 - 10,000 students	21	112.00	135.12	155.00	135.00	125.00	140.00	17	112.00	128.82	143.00	125.00	130.00	133.75
10,000+ students	14	130.00	149.08	227.25	147.50	135.00	150.00	10	130.00	136.00	145.00	132.50	135.00	137.50
Charter Schools	20	115.00	156.80	221.00	150.00	125.00	175.00							
ISDs	172	90.00	133.99	230.00	130.00	120.00	135.00							
Other LEAs	6	120.00	135.83	150.00	132.50	130.00	150.00							

Column "n" is the number of values provided for that grouping. N-tile ranges are the n-tile minimum rate and n-tile maximum rate for the given grouping. Mean shows the average for the given grouping. Note: the districts represented in any grouping (n) differs between 20-21 and 21-22.

Examples:

- The average, statewide, full-day rate for a daily substitute teacher in 2021-2022 is \$136.35, given the 198 responding districts.
- In the group of 21 districts having 5,000 – 10,000 students that responded in 2021-2022, the median full-day rate is \$125.
- In Region 1 – Southeast, the range of full-day rates for 2021-2022 is \$90 to \$175 among the 26 responding districts. In that region, the full-day rate in 75% of the responding districts is \$140 or less.

Substitute Teacher Pay

Currently \$110

Local School Average of \$120 as of May, 2021

Region 1 average of \$131

Recommendation of \$125

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 405

Adopted: _____

MSBA/MASA Model Policy 405

Orig. 1995

Revised: _____

Rev. 2016

405 VETERAN'S PREFERENCE

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 405

- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: Rushford-Peterson School District Policy 401 (Equal Employment Opportunity)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 407

Adopted: _____

MSBA/MASA Model Policy 407

Orig. 1995

Revised: _____

Rev. 2012

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minn. Stat. § 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 407

definition includes, but is not limited to, radiation, whether ionizing or nonionizing.

- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Blood borne pathogen" means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: Rushford-Peterson School District Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
Rushford-Peterson School Policy 807 (Health and Safety Policy)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 408

Adopted: _____

MSBA/MASA Model Policy 408

Orig. 1995

Revised: _____

Rev. 2007

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 408

inform the superintendent that the employee has received a subpoena.

- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Rushford-Peterson School District Policy 211
(Criminal or Civil Action Against School District, School Board Member,
Employee, or Student)
Rushford-Peterson School District Policy 515 (Protection and Privacy of Pupil
Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records –
Privacy – Access to Data)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 409

Adopted: _____

MSBA/MASA Model Policy 409

Orig. 1995

Revised: _____

Rev. 2008

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for five (5) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 416

Adopted: _____

MSBA/MASA Model Policy 416

Orig. 1995

Revised: _____

Rev. 2015

416 DRUG AND ALCOHOL TESTING

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

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- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 416

8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.

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14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: The federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. § 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 C.F.R. § 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.

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2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. §§ 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

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F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements

1. Pre-Employment Testing

[Note: 49 C.F.R. § 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

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[Note: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 C.F.R. § 382.413 and 49 C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

[Note: 49 C.F.R. § 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

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3. Random Testing

[Note: 49 C.F.R. § 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) lowered the random alcohol selection and testing rate from 25% of the average number of driver positions to 10% in 1998 and evaluates this minimum percentage each year. School districts can elect to stay at 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[Note: 49 C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.

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- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

- 5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

[Note: 49 C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]

- 6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
- 7. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501-382.507 and in 49 U.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. §

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521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 C.F.R. § 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has

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seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 C.F.R. § 40.225]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.

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- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minn. Stat. § 221.031, Subd. 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

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K. Testing Laboratory

The testing laboratory for controlled substances will be [***name, address, telephone number***], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver’s license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and

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performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 C.F.R. § 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

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3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minn. Stat. §§ 181.950-181.957. See Minn. Stat. § 221.031, Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.

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- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical

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dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.

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6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 416

testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 416

that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

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5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.

6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for

cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

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I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 416

- Legal References:***
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. Ch. 43A (State Personnel Management)
 - Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 - Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 - Minn. Stat. § 152.32 (Protections for Registry Program Participation)
 - Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
 - Minn. Stat. § 221.031 (Motor Carrier Rules)
 - 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
 - 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
 - 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- 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 417 (Chemical Use and Abuse)
 - Rushford-Peterson School District Policy 418 (Drug-Free Workplace/Drug-Free School)



Superintendent's Report

October 18, 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.

Concession Stand and Restroom for Softball Fields -

Progress has been slow on our proposed concession stand and restrooms for our softball fields. The two biggest obstacles we are facing are hooking up to the city sewer system and the resulting high cost. We are awaiting final cost projections and researching possible financial assistance.

Community Education -

The district will continue with all community education programs that we have offered in the past. The organization and oversight of the programs will change.

Preschool - oversight will be provided by Mrs. Shepard as part of her administrative duties. Emily Johnson will be allotted time to assist.

School Aged Childcare - Laura VanGundy has been hired to be the director of our school aged childcare programs. Mrs. VanGundy will also serve as the district's liaison for Migrant and Homeless students as well as providing support for Public Relations needs.

Community Education - Programs - Our traditional programs (Fitness Center, youth sports, etc.) will see different leadership next school year. We are currently utilizing a "team effort" approach for the 2021-22 school year and exploring ways to utilize existing staff in this role moving forward in 2022-23. Dollars saved would then be utilized in our classrooms.

New Flagpole and Signage at Football / Track Complex -

The new flagpole and signage at the athletic complex have been installed and look great. The new signage was paid for through donations as was the majority of the cost for the flagpole.

Negotiations With RPEA -

Insurance renewal rates have been received and negotiations will begin soon. We hope to meet weekly.

Elementary School Board Report
October 18, 2021
Mrs. Shepard
Respect. Integrity. Excellence.

Elementary Classroom Updates- written by classroom teachers

Angela Shepard-

Club's Choice Fundraiser – Grades K-5 orders due October 15th
-Delivery November 15th

Winona Rotary Dictionaries- Our 3rd graders will receive dictionaries on October 26th.

Parent/Teacher Conferences – Making plans to send out PTCFast to our families on October 20th. Conferences October 28th 1-4 & 4:30 – 7:30

Veteran's Day Program- November 11th

Kindergarten- Krissy Kelly, Lacey Drinkall

Kindergarten is finishing up the letters of the alphabet and will move onto blending words at the end of October! We began an alphabet exchange with other schools around the country and can't wait to get all of them! We love to spend time guessing the letter and adding it to our display in the hallway. We will send a picture when it's completed!

1st- Becky Lind, Jessica Burt

First Graders are having a great time being back to school with their old friends and making new ones. September had us very busy showing our skills we learned in Kindergarten, practicing our respectful, responsible, safe and kind behaviors. We learned so much already like, what makes weather different from day to day and season to season, we learned about healthy eating and what it means to "eat a rainbow." We are resuming and expanding our math and reading skills. One thing we are doing, is journaling and putting them in a binder so we can keep them to show our parents the progress we will make through the year. We are also practicing our social-emotional skills through role-playing and sharing our ideas. We also made Fall art projects to share with the rest of the elementary as we have them hanging in the hallway! October is a fun month in First Grade!!!

2nd- Shannon Kopperud, Carissa George, Clay Olstad

The months seem to be moving fast in second grade! We are learning about numbers to 1,000 and will be moving onto addition and subtraction facts next. In reading, we are starting a new unit this week that is all about working together. In science we are learning about animal habitats and animal adaptations. We're continuing to learn about phonics patterns, sentences, and are finishing up our safety unit in health.

3rd- Hannah Pape, Jade Olstad

In third grade we started book clubs this month where students have been reading chapter books together. We have also started learning different cursive letters. In math we have been working on graphing and will be starting multiplication shortly. Our students have been exploring and learning about the different continents and oceans

4th- Jon Theuer, Meredith Johnson/Jenny Thompson

Hello from the 4th grade!!

We are starting our all-important multi digit multiplication in our math chapter!! Yay!!

In reading, we are beginning our figurative language unit with an emphasis on poems.

In science, we wrapped up the world of magnets/electricity with our class and had an awesome time playing with our electric current kits.

In social, we are wrapping up our unit of land features across the United States. Very busy, but fun start to the year!!

5th- Dave Lind, Emily Charlebois

5th grade is enjoying a pretty normal year, and crossing our fingers it continues. Math is a spiral curriculum where topics repeat throughout the year. Science is finishing a large human biology unit and starting classification. Social studies is covering an early American journey and Language arts is covering common and proper nouns. School has gotten off to a good start.

K-5 Intervention- Margaret Marklowitz, Mary Wolter, Chris Drinkall

Grades 3 - 5 intervention classes have been meeting to support classroom instruction and reinforce reading, spelling and math skills.

Title- Tami Tinderholt

Title-Classes have been up and running for about a month now that testing has finished.

Classes are going well as we get to know each other. It is fun to see progress already in some of the students who work so hard in my room.

PE- K-3 – Teresa Brown

For grades K-1 we have been playing various tag games working on the benchmark 0.4.5.1 for kindergarten and 1.4.5.1 for first grade which is to move safely in personal space with minimal reminders. We have also started soccer. Kindergarten is working on the benchmarks 0.1.3.6 which is dribble with inside of the foot, attempting a second contact and 0.1.3.7; pass with the feet, while maintaining balance. First grade is working on the benchmark 1.1.3.6 which is dribble with the inside of the foot while remaining in personal space and 1.1.3.7; pass with the feet to a stationary target while maintaining balance.

For second grade we have been playing various tag games working on the benchmark 2.4.3.1 which is work respectfully in small or large group activities while sharing equipment and space. Second grade is also starting soccer working on the benchmarks of 2.1.3.6 which is dribble with the feet while traveling through general space and 2.1.3.7; receive a partner pass with the feet, while maintaining control of the object and the body.

Third grade is having a soccer unit working on the benchmarks 3.1.3.6 which is dribble with the feet while traveling through general space with control of the ball and body and 3.1.3.7; pass and receive a ball with the feet, “giving” on reception before returning the pass. With my student teacher, Ms. Culver, they have been working on the underhand toss and the benchmarks 3.1.3.1 which is roll and throw underhand using a maturing pattern to a stationary partner or target and 3.2.1.3; apply the effort awareness concepts of speed and force in educational games.

PE- 4th-5th- Nikki Schultz

4th and 5th grade finished their football unit and then had a week of fun games (capture the flag, Texas Kickball, and Trench). We are now starting our soccer and speedball unit.

Special Education –

Aspen Hartmann - We have been working on strategies and skills within a small group setting specifically for reading, writing, and math to increase students' success within their general education classroom.

Amber Meisch-

Kelly Smith- Social Worker

Our Culture Club, consisting of RP Staff, have been boosting some Trojan Pride this school-year. During homecoming week, Culture Club sponsored a few events for our elementary students, including door decorating, dress-up days and Coin Wars in our elementary school. The students participated in the friendly competition by fundraising for our local food shelf. The competition ran from Monday-Thursday of Home Coming. and raised a whopping \$1697, with the help of our MS/HS. The students were proud to present a check to SEMCAC on 10/8.

Middle/High School Board Report
October 18, 2021
Mr. Timm
Respect – Integrity - Excellence

GOAL 1: Personalize learning for all students in pursuit of their academic excellence.

Interested Juniors took the PSAT (Preliminary SAT/National Merit Scholarship Qualifying Test) on Wednesday, October 13th.

On Tuesday, October 12 and Wednesday, October 13. Students were able to take part in a virtual SE MN College Festival. Sessions ranged from 15-45 minutes long and their content included career training options, support services for all students, financial aid support, and some introductions to area colleges (both two and four year).

GOAL 2: Develop well-rounded students in the areas of character, community & academics.

Our National Honor Society Induction Ceremony will be held on Sunday, October 17th. Congratulations to the following individuals for being selected.

CURRENT MEMBERS:

- Zenessa Anderson
- Emarie Jacobson
- Ellyson Malone
- Aaron Prinsen
- Justin Ruberg
- Carson Thompson
- Olivia Thompson
-

NEW INDUCTIES:

Seniors:

- Hannah Lutz
- Brianne Papenfuss

Juniors:

- Kenna Gallion
- Isabelle Kahoun
- Chason Mierau
- Brielle Rasmussen
- Hannah Ronnenberg
- Kaylee Ruberg

	Our JH Knowledge Bowl Team start their season on Friday, October 15. They have three meets schedule in Rochester over the next few months. Meredith Johnson and Jordan Aug are our coaches. The team consists of the following students: Christo Badenhorst (8th) Kaia Bellock-Drinkall (8th) Heiden Dahl (9th) Jace Dvorak (8th) Christian Lindemeier (8th) Emilee Peterson (7th) Megan Rislov (8th) Alesa Smith (8th) Shelby Tescj (8th) Cole Timm (7th) Lily West (8th)
GOAL 4: Promote and provide positive school and community culture that engages all stakeholders.	Homecoming Week went well. A big thank you to Mrs. Mathison, Mrs. Bergan, the MS and HS student councils, and our Culture Club for their efforts in coordinating the festivities for the week. Homecoming Royalty included Tommy Ekern and Aviana Anderson-Ingram being crowned king and queen. The rest of the court consisted of King candidates Malachi Bunke, Andrew Hoiness and Justin Ruberg. Queen candidates Emarie Jacobson, Ellyson Malone and Grace Buchanan. Other highlights included; All School Pepfest, Homecoming Parade, Homecoming Dance, Break-Out sessions, Trojan Head painting in resident driveways and yards, and Window Painting of local businesses. One of the biggest highlights of the week was a 1:00 volleyball game in front of the entire student body. The gym was packed, the atmosphere was electric and it is a memory our volleyball players won't forget.
Miscellaneous	October 28 – Fall Parent/Teacher Conference October 28 – Financial Aid Night for Seniors November 12-14 – All School Play (Peter Pan) November 17 – Academic Letter Ceremony December 3 – End of 1st Trimester



John Loney RP Activities

October Board Report

Fall Activities are winding down:

- LA/RP/H Cross Country Sections @ Northern Hills on 10/28
- Volleyball Sections begin @ High Seed on 10/28
- Football Sections begin @ High Seed on 10/26

Winter Activities are approaching rapidly:

Dance-10/25

GBB-11/15

Wrestling and BBB-11/22

Boys/Girls Basketball Shot Clock:

At the Region 1 Fall Activities Meet in Rochester last week, a shot clock for the 2022-23 boys & girls basketball was discussed. At this point it's in the preliminary stages. Here's the timeline

10/14-10/15 Info sent to School AD's, BBB & GBB Head Coaches, Supt. and Principal

10/19 Updated information on the shot clock sent out

10/25 District feedback for email out to each school

10/29 District feedback form due

11/3 MSHSL Board Workshop Discussion

12/2 MSHSL Board Meeting Action Item

Track/Football Field Sign Projects Completed:

-New Rushford-Peterson Trojans sign along with Track and State Football Champions replaced. Big Thank-You to the following people for their time and effort: New Press Box Sign Crew: Brooke Mlsna and Lisa Timm (from Fastenal design team), Davin Thompson, Jake Timm, John Loney, Steve Oian, Chris Malone, Dan Mlsna, Joe Hatch, Joel Hinke, Darren Hegland, Chris Drinkall & Isaac Oian. Special Thank-You to Norm's Electric for use of their Scissor lift as well as the city of Rushford for use of some spare plywood.

New Flag Pole, Flag and Light installed: Huge Thank-You to the following businesses:

Robin Rislov and R&R Construction, Joel Hennessy, Flags & Poles of Lewiston, MN, Jerry Kopperud & the crew at Norman's Electric Service, Rushford Foods, Rushford State Bank, Rushford Lions Club, Rushford Booster Club, MiEnergy, M&M Lawn & Leisure, Rushford VFW Post #5905, Sons of the American Legion Rushford Post #94, Rushford American Legion Post #94

Future Projects

School Branding- Before winter games/meets begin, we hope to have some new RP branding decals and designs installed in the High School Gym, Commons, and Entrance. Again, Thank-You to Brooke Mlsna and Lisa Timm (Fastenal employees) for their help and design expertise.

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

School Nurse - October Board Update

We have had a couple grade levels/classrooms with clear spread of COVID-19 within. We did utilize the 7% threshold to increase mitigation strategies in those groups. We increased social distancing, increased ionization and cleaning frequency and required masks for a limited amount of time. This seemed to work very well and gave parents the awareness to let us know about symptoms their children had been experiencing. We have only had one of our masked, quarantined school contacts test positive for COVID at the 5-day mark. The great news is that we had no new cases related to him being at school during that period.

We have been utilizing the CUE health rapid tester here at school. You can find more information here if you are interested:

<https://www.cuehealth.com/products/how-cue-detects-covid-19/>. We have been using these for staff/students who wish to screen, students who are concerned about onset of symptoms and for students choosing to test after a close contact to return to school. We have had more than 10 positive results and they have all been confirmed with a follow-up PCR test, so accuracy has been great. I know a lot of people feel very concerned about the accuracy of these tests, but compared to a rapid antigen test...the molecular test by CUE has proven to be very accurate in many studies so I do feel very confident in its use.

I am still completing contact tracing for each case and reporting to the State of MN through a redcap survey. Each and every case is different, so it is really a challenge when people question why one case was treated differently than another. The first two questions I always ask are 1. When did your symptoms start? 2. Who did you spend greater than 15 minutes with in the 48 hours prior to symptom onset until now? Households are still our biggest challenge. We have had several families who may have children who did not spend time with each other during the contagious period for a variety of reasons...some are blended families and they were with the other parent for the weekend, some have been gone for work/tournaments/etc and didn't see each other and some had a student who knew they were a close contact and they were already quarantining. There is a really big difference between a family with a first and second grader who spend every spare minute with each other and a family with high schoolers who haven't seen their 5th grade sibling in three days. I want you all to know that we sit down for each and every case to determine contact and we try to keep as many students in school as possible. We do continue to require staff/students in a household to go to their doctor or a clinic and get a negative PCR test. Some do choose to do rapid tests in addition to the PCR test just to be safe for a period of time after though that is not required.

I know I have heard complaints that we have had some positive students/parents on school grounds while they were positive. One young man in 8th grade came to watch his classmates play their football game and stood on the other side of the field away from everyone. Another positive student was walking her dog on the sidewalk. The risk associated with either of these things is so low that we weren't concerned. We would encourage these students to socially distance, but we would never ask them to isolate to a bedroom within their home. The most

important thing they can do is to stay active because unfortunately some of the worst complications come when someone is not active and pneumonia has time to set in.

Hopefully you have all had a chance to check out the COVID dashboard and find it helpful for staying in the loop with what is happening. I would encourage you at any time to reach out to me if you have questions or concerns. I wish I could say that this was a process that never changes, but we honestly look at everything with a fresh perspective with every single case because none of them are the same.

Thanks Again for All you Do! ~Steph

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Stephanie Evenson, RN, MSN
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