

Organizational Meeting

Monday, January 10, 2022 5:30 PM

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

1. **Call to Order by Chris Grindland**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Adoption of Agenda**
5. **Chairperson Nominations and Election**
6. **Election of Officers**
 - A. Nominations for Vice-Chairperson
 - B. Nominations for Treasurer
 - C. Nominations for Clerk
7. **Set meeting dates and times for 2022.**
8. **Set Salaries for Board Members for 2022.**
9. **Name The Fillmore County Journal as the Official Newspaper of the District.**
10. **Name the Official Depository Banks.**
11. **Name Ratwik, Roszak & Maloney as the District's Legal Counsel.**
12. **Authorize Business Manager Toni Oian, Accounting Clerk Laura Hahn and Superintendent Thompson to invest cash reserves and make electronic transfers.**
13. **Designate the accounting and clerical duties of Board Clerk and Board Treasurer to District Office Staff (Toni Oian,Business Manager, Laura Hahn, Accounting Clerk and Sarah Hundorf, Administrative Assistant)**
14. **Discuss and approve Committee Assignments and Designated Representatives**
15. **Joyce Iverson has suggested the following items be reviewed at tonight's meeting.**
 - A. Communication between board members
 - B. Orientation for new board members vs. mentoring
 - C. Superintendent Evaluation
 - D. Board Self-Evaluation
16. **Approve the Master Agreement with RVEA for Certified Teaching Staff for the 2021-2023 school years.**

17. Approve the 2021-2024 contracts for Angela Shepard, Elementary Principal and Jake Timm, MS/HS Principal.
18. Approve the 2021-2023 contracts for the following district staff: Toni Oian, Business Manager, Laura Hahn, Payroll & Accounting Clerk, Sarah Hundorf, Administrative Assistant & Corey Mattson, Technology Director.
19. OSHA COVID-19 Emergency Temporary Standard.
20. INFORMATION:
(Tentative) Regular Monthly meeting - Monday, January 24, 2022 - 5:30 p.m.
21. ADJOURNMENT

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 202

Adopted: August 20, 2012

*MSBA/MASA Model Policy 202
Orig. 1995*

Revised: _____

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January ,or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school

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board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

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6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

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Cross References: Rushford-Peterson School District Policy 101
(Legal Status of the School District)
Rushford-Peterson School District Policy 201
(Legal Status of the School Board)
Rushford-Peterson School District Policy 203
(Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

[illegible]

AVERAGES	
Chairperson	\$1,214.41
Vice-Chairperson	\$920.36
Treasurer	\$869.94
Clerk	\$936.10
Director	\$874.48

School Depositories

- a. General Fund at Rushford State Bank
- b. Deposit accounts and Investment accounts at Merchants Bank, Minnesota
School District Liquid Asset Fund Plus & Robert W. Baird & Co., Inc.

Rushford-Peterson School Board Committee Assignments 2022

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School Policies	2	As Needed			
	Matt Helgemoe & Joyce Iverson				
Staff Development	1	Monthly - 3:30 PM - Conference Room			
	Amy Woxland				
Technology	1	Quarterly - 7:35 AM - Conference Room			
	Amy Woxland				
Transportation	3	As Needed			
	Chris Grindland, Jeff Michel & Ken Sawle				
Wellness	1	Monthly - 7:35 AM - Conference Room			
	Joyce Iverson				
Safety Committee	2	Monthly / Every other month - 7:35 AM - Conference Room			
	Matt Helgemoe & Jeff Michel				
World's Best Workforce	1	Varies			
	Bonnie Prinsen				



R-P School and R-P Ed. Association Contract Settlement

Nov 11, 2021



Language -

District proposes striking Veteran Teacher Subd. 4. - On page 12.

Subd. 4. A teacher who is hired after July 1, 2009, and has a master's degree relevant to the teacher's assignment, shall be placed in the Veteran Teacher classification. No probationary teacher shall be placed in the Master Category.

Current Language Items Wording Cleanup

- Article VI - Basic Schedules and Rates of Pay - item clarified to reflect actual dates when lane adjustments can be made for master lane
- Article V - Teacher right - Section 12 - "secondary or middle school" was removed from normal teaching assignment may be altered.
- Redundant line remove from page 7 - section 10
- Sick Leave Bank Changes Form added as an addendum

Salary and Benefits

Total Package With Benefits Proposal - Flat District Insurance Payment

Increases Total Package \$320,000 - 6.94% over 2 years (4.26% yr 1 - 2.68% yr 2)

Flat District Insurance Payment

District paying the \$50 per month that staff currently pays for health insurance. This would result in a payment of \$910.53 per month for all 41 staff members who take insurance. The district will pay the same \$50 per month to our 16 staff members who do not currently take insurance. This results in \$600 worth of salary for all staff.

This added benefit would cover 12 months - January 2022 through December 2022
District Cost of \$34,800. (58 staff X \$50 a month X 12 months = \$34,800)

The monthly benefit would increase for the final 6 months of the contract to \$925 per month. This is an increase of \$14.47 a month for each staff member.

District Cost of \$5,035.56. (58 staff X \$14.47 a month X 6 months = \$5,035.56)

Contract Approval - 2021

Negotiated increases for all of the following staff members have been set at 2.5% a year.

- 3 year contract - Jake Timm, Principal
 Angela Shepard, Principal

- 2 year contract - Toni Oian, Business Manager
 Laura Hahn, Payroll & Accounting Clerk
 Sarah Hundorf, Administrative Assistant
 Corey Mattson, Technology Director

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MSBA offers this update to help Minnesota school districts prepare for potential implementation of the federal OSHA *Emergency Temporary Standard* (ETS) regarding a vaccine-or-test mandate for employers with 100 or more employees.

U.S. Supreme Court hearing

The ETS is currently before the U.S. Supreme Court, which will hear oral arguments on Friday, January 7, 2022. This fast-track approach may lead to a quick ruling: MSBA will monitor the arguments on January 7 and will reach out to school districts as soon as a decision is handed down.

Minnesota OSHA (MNOSHA) Role

MNOSHA plays a significant role in the state's implementation of OSHA regulations. On December 21, 2021, [MNOSHA reported on its plans](#) to adopt the ETS as early as January 3, 2022.

In light of the Supreme Court scheduled hearing, MNOSHA stated that it will not issue citations for noncompliance with any ETS requirements before January 10, 2022. In addition, MNOSHA will not issue citations for noncompliance with the standard's testing requirements before February 9, 2022, so long as an employer is exercising reasonable, good faith efforts to comply.

Steps school districts should consider taking now

Considering the possibility that the Supreme Court might uphold the ETS on or after January 7, MSBA has published policies, guidance, and supporting documents to enable school districts with 100 or more employees to prepare for potential ETS implementation.

- [OHSA ETS Timeline – as of December 31, 2021](#)
- [Guidance on Implementation of MSBA Model Policies on COVID-19 Vaccine Mandate](#)
- [MSBA Model Policy 490](#) and [MSBA Model Policy 491](#) (Note: School districts would adopt **one** of the two model policies, depending upon their decision regarding a mandatory COVID-19 vaccination.)
- Accommodation Request Forms: [Religious](#) | [Medical](#)
- [Federal OSHA ETS FAQs](#)

Webinars

- MN-OSHA will be hosting two ETS webinars: Tuesday, January 4 (11 a.m. to noon) and Friday, January 7 (10 to 11 a.m.). To register, go to <http://www.dli.mn.gov/updates>.

- Join MSBA on Monday, January 10, at 1 p.m. for a webinar, “Questions and Answers about MSBA’s Model ETS Policies and the ETS.” The webinar will be presented by Chrisitan Shafer, a shareholder of Ratwik, Roszak & Maloney law firm. Watch for registration details.

Again, as of today, MNOSHA has not adopted the federal ETS; therefore, the ETS is not yet effective in Minnesota.

MSBA will continue to monitor the ETS matter and let you know when new developments occur. If questions arise, please contact:

- Amy Fullenkamp-Taylor, MSBA Director of Management Services, ataylor@mnmsba.org
- Gary Lee, MSBA Deputy Executive Director, glee@mnmsba.org
- Dr. Terence Morrow, MSBA Director of Legal and Policy Services, tmorrow@mnmsba.org