

Regular Monthly Meeting

Tuesday, June 20, 2023 6:00 PM

Rushford-Peterson 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. CONSENT AGENDA (*roll call vote*)

6.A. May 15, 2023 Regular Monthly Meeting Minutes

6.B. Donations in the amount of \$6,082

6.C. May hand payables, wires & payroll liabilities
in the amount of \$345,132.16

6.D. May payroll in the amount of \$316,539.57

6.E. June board bills in the amount of \$217,212.60

6.F. FUND SUMMARY REPORTS

6.G. 2023-2024 MREA Membership

6.H. 2023-2024 MSBA Membership

6.I. PERSONNEL:

6.I.1. Resignations:
Laura VanGundy - Kids' Club Director as of
6/30/23

6.I.2. Hires:
Jenny Thompson - Long-term Sub for Tracy Agrimson
Bobbi Hillery - JV Volleyball Coach
Matthew Sprague - Grounds
Tyler Rislov - Grounds
Summer Rec: Riley Tesch, Malachi Bunke, Evan
Rislov

7. OLD BUSINESS

7.A. Second reading and adoption of the following
policies:
534 - Unpaid Meal Charges
603 - Curriculum Development
612.1 - Development of Parent & Family Engagement
Policies for Title I Programs
616 - School District System Accountability

8. **NEW BUSINESS**

8.A. Approve the 2022-2023 budget revisions.

8.B. Approve the adoption of the 2023-2024 budget.

8.C. Approve the 2022-2023 Q-Comp Annual Report.

8.D. Designation of Identified Official with
Authority for the MDE External User
Access Recertification System. (Roll call vote)

8.E. Approve the 2023-2024 Property, Liability,
Cyber & Workers Compensation Insurance proposal
from Vaaler Insurance.

8.F. Review and approve the Literacy Plan.

8.G. Approve the Nike Rewards program through BSN

8.H. Foodservice and Custodial Restructuring.

8.I. Kids Club Interim Director Position

8.J. Solar for Schools Proposals

9. **ADMIN REPORTS:**

9.A. Superintendent Report

9.B. Elementary Report

9.C. Middle School / High School Report

9.D. Kids' Club Highlights

9.E. ECFE Highlights

9.F. Activities/ Community Education/ Facilities
Report

10. **INFORMATION**

Regular Monthly Meeting - Monday, July 17, 2023
- 6:00 p.m. in the Forum Room

11. **ADJOURNMENT**

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

The regular meeting of the Rushford-Peterson School District #239 was called to order by Vice-Chairperson Amy Woxland at 6:01 p.m. on Monday, May 15, 2023 in the Rushford-Peterson Schools Forum Room.

The Pledge of Allegiance was recited.

Members Present: Matt Helgemoe, Jeff Michel, Ken Sawle, Nancy Snyder and Amy Woxland

Members absent: Chris Grindland, Carl Schollmeier

Administration Present: Superintendent Ben Bernard, Angela Shepard and Jake Timm

District Personnel: Laura Hahn

Motion by Michel, seconded by Sawle to adopt the agenda with the following addition: Consent agenda: Personnel: Hire of Jessica Pohlman - Foodservice sub through the end of the 2022-23 school year. Motion carried unanimously.

There were no public comments.

Motion by Helgemoe, seconded by Michel to approve the following consent agenda items: April 17, 2023 Regular Monthly Meeting Minutes; Donations in the amount of \$6,395; April hand payables, wires & payroll liabilities in the amount of \$298,712.88, April payroll in the amount of \$295,007.06, May board bills in the amount of \$163,378.13; Fund Summary Reports; PERSONNEL: Resignations: Katrina Grover - Paraprofessional as of 6/1/23; Hires: Jason Kniseley - Full-time Custodian, Kids Club Assistants: Megan Rislove, Alexa Smith, Layne Peterson and Ryken Anderson, Giselle Kahoun - Summer ECFE Assistant and Jessica Pohlman - Foodservice sub through the end of the 2022-23 school year. With a roll call vote of 5:0, motion carried unanimously.

Derek Olinger of Bolton-Menk gave an update on the trail extension project.

Motion by Snyder, seconded by Michel to move forward with the trail extension project with the City of Rushford and approve the proposed budget for project allowing up to a 5% increase of the total cost. Motion carried unanimously.

Motion by Sawle, seconded by Snyder to approve the second reading and adoption of the following policies: 524 - Internet Acceptable Use and Safety, 531 - The Pledge of Allegiance, 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds and 533 - Wellness. Motion carried unanimously.

Motion by Snyder, seconded by Michel to approve the first reading of the following policies: 534 - Unpaid Meal Charges, 603 - Curriculum Development, 612.1 - Development of Parent & Family Engagement Policies for Title I Programs and 616 - School District System Accountability. Motion carried unanimously.

Motion by Sawle, seconded Snyder by to approve the Targeted Services Agreement with Hiawatha Valley Education District June 2023 - May 2024. Motion carried unanimously.

Bids for Beef to be used in the foodservice program during the 2023-2024 school year were reviewed. Bids were received from Frickson Farms and Hart Country Meats.

Motion by Sawle, seconded by Michel to accept the bids and select Hart Country Meats as the supplier for Beef for the 2023-2024 school year. Motion carried unanimously.

Superintendent Bernard presented the Superintendent's report.

Angela Shepard presented the Elementary report.

Jake Timm presented the Middle School / High School report.

Kids' Club and ECFE highlights were reviewed.

Activities / Community Education / Facilities report were reviewed.

INFORMATION: Regular Monthly Meeting – Tuesday, June 20th - 6:00 p.m. in the Forum Room

Motion by Helgemoe, seconded by Michel, to adjourn the regular meeting at 6:38 p.m. Motion carried unanimously.

Amy Woxland, Vice-Chairperson

Matt Helgemoe, Clerk

DONATIONS – June 2023

5/15/2023	Rushford State Bank	\$500	Comm Ed Sponsorship
5/15/2023	Wesley Fort	\$500	FFA
5/19/20023	Merchants Bank	\$250	Comm Ed Sponsorship
5/19/20023	RP Booster Club	\$3,000	Summer Strength Program
5/19/20023	RP Booster Club	\$1,000	Golf Course rental fee
5/19/20023	RP School Foundation		
	Angel Fund	\$110	Chromebook Lease fees
5/26/2023	D & D Carwash	\$100	Comm Ed Sponsorship
5/26/2023	Bluffland Whitetails	\$250	Trap Team
6/9/2023	RP School Foundation		
	Angel Fund	\$372	Elem Field trips

Total \$6,082

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

Rushford-Peterson Public School

Payment Reg by Bank and Check

MAY 2023 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount
									Print	Recon	Void Date	
001	P23111	48111		Wire	1	2151	TUITION EXPRESS		No	Yes	No 05/02/2023	473.63
001	P23111	48112		Wire	1	2249	NELNET PAYMENT SERVICES		No	Yes	No 05/02/2023	457.32
001	p2311p	48120		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	Yes	No 05/15/2023	7,879.47
001	p2311p	48121		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No 05/15/2023	7,416.54
001	p2311p	48122		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No 05/15/2023	6,186.19
001	p2311p	48123		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No 05/15/2023	46,816.66
001	p2311p	48124		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No 05/15/2023	28,223.97
001	P23111	48173		Wire	1	2030	COSTA DIRECT TRAVEL		No	Yes	No 05/18/2023	2,000.00
001	P23111	48174		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No 05/18/2023	50.00
001	P23111	48184		Wire	1	2262	WEX HEALTH, INC.		No	Yes	No 05/25/2023	19.25
001	p2311q	48192		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	Yes	No 05/25/2023	7,879.47
001	p2311q	48193		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No 05/25/2023	8,015.14
001	p2311q	48194		Wire	1	2110	GUARDIAN		No	Yes	No 05/25/2023	8,573.32
001	p2311q	48195		Wire	1	2132	COLONIAL LIFE & ACCIDENT INSURAN		No	Yes	No 05/25/2023	1,330.20
001	p2311q	48196		Wire	1	2133	MN HEALTHCARE CONSORTIUM		No	No	No 05/25/2023	60,457.76
001	p2311q	48197		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No 05/25/2023	5,953.87
001	p2311q	48198		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No 05/25/2023	50,091.94
001	p2311q	48199		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No 05/25/2023	30,819.54
001	P23111	48217		Wire	1	1903	KWIK TRIP		No	Yes	No 05/31/2023	5,413.75
001	P23111	48218		Wire	1	1903	KWIK TRIP		No	Yes	No 05/31/2023	2,952.00
001	P23111	48219		Wire	1	2024	ARBITER SPORTS		No	Yes	No 05/30/2023	2,000.00
001	P23111	48220		Wire	1	2046	TRANSAX		No	Yes	No 05/30/2023	10.10
001	P23111	48221		Wire	1	2249	NELNET PAYMENT SERVICES		No	Yes	No 05/30/2023	21.94
001	P23111	48222		Wire	1	1903	KWIK TRIP		No	Yes	No 05/31/2023	2,865.50
001	P23111	48223		Wire	1	2267	CARDCONNECT		No	Yes	No 05/31/2023	15.00
001	P23111	48224		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No 05/31/2023	54.00
001	P23111	48113	44916	Check	1	11372	COFFEE MILL GOLF COURSE		Yes	Yes	No 05/04/2023	270.00
001	P23111	48114	44917	Check	1	36606	MASBO		Yes	Yes	No 05/04/2023	580.00
001	P23111	48115	44918	Check	1	09401	CHATFIELD HIGH SCHOOL		Yes	Yes	No 05/12/2023	150.00
001	P23111	48117	44919	Check	1	15233	DOVER-EYOTA PUBLIC SCHOOLS		Yes	No	No 05/12/2023	250.00
001	P23111	48119	44920	Check	1	2275	GET FAST LLC		Yes	Yes	No 05/12/2023	800.00
001	P23111	48118	44921	Check	1	2063	JEWISON, DAVID	Ind/Sole Proprietor	Yes	No	No 05/12/2023	1,355.00
001	P23111	48116	44922	Check	1	1381	ST. CHARLES HIGH SCHOOL		Yes	Yes	No 05/12/2023	125.00
001	p2311p	48126	44923	Check	1	48175	RP EDUCATIONAL SUPPORT PERSONN		Yes	No	No 05/15/2023	185.20
001	p2311p	48125	44924	Check	1	48100	RUSHFORD-PETERSON EDUCATION		Yes	Yes	No 05/15/2023	2,455.78
001	P23111	48172	44970	Check	1	1335	VALLEYFAIR		Yes	Yes	No 05/17/2023	1,690.00
001	P23111	48176	44971	Check	1	2277	EIDE, HILARY		Yes	Yes	No 05/18/2023	255.00
001	P23111	48177	44972	Check	1	2276	MILLER, ASHLYN		Yes	Yes	No 05/18/2023	300.00
001	P23111	48175	44973	Check	1	2278	RUBERG, KAYLEE		Yes	Yes	No 05/18/2023	82.00

Rushford-Peterson Public School

Payment Reg by Bank and Check

MAY 2023 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	P23111	48178	44974	Check	1	2280	BERGAN, JACKSON		Yes	No	No	05/18/2023	500.00
001	P23111	48179	44975	Check	1	2281	WILKEMEYER, ANDREW		Yes	Yes	No	05/18/2023	500.00
001	P23111	48180	44976	Check	1	2279	CITY OF ST. CHARLES		Yes	Yes	No	05/19/2023	80.00
001	P23111	48181	44977	Check	1	1658	INTERNATIONAL OWL CENTER		Yes	Yes	No	05/23/2023	175.00
001	P23111	48182	44978	Check	1	11108	CHILDREN'S MUSEUM OF LA CROSSE		Yes	No	No	05/24/2023	252.00
001	P23111	48183	44979	Check	1	15350	EASTWOOD GOLF COURSE		Yes	Yes	No	05/24/2023	250.00
001	p2311q	48185	44980	Check	1	02370	AFLAC		Yes	No	No	05/25/2023	217.68
001	p2311q	48186	44981	Check	1	1274	MERCHANTS BANK		Yes	Yes	No	05/25/2023	11,168.96
001	p2311q	48187	44982	Check	1	37815	MN SCHOOL EMPLOYEE ASSN		Yes	Yes	No	05/25/2023	50.00
001	p2311q	48188	44983	Check	1	40998	NCPERS GROUP LIFE INS		Yes	No	No	05/25/2023	16.00
001	p2311q	48190	44984	Check	1	48175	RP EDUCATIONAL SUPPORT PERSONN		Yes	No	No	05/25/2023	185.18
001	p2311q	48189	44985	Check	1	48100	RUSHFORD-PETERSON EDUCATION		Yes	Yes	No	05/25/2023	2,455.78
001	p2311q	48191	44986	Check	1	48210	RUSHFORD-PETERSON ESCROW ACC		Yes	Yes	No	05/25/2023	1,922.52
001	P23111	48207	44987	Check	1	1856	AMAZON CAPITAL SERVICES		Yes	No	No	05/26/2023	166.36
001	P23111	48210	44988	Check	1	2274	ANDERSON, KELS Y		Yes	No	No	05/26/2023	65.00
001	P23111	48209	44989	Check	1	2000	BEAVER BUILDERS' SUPPLY		Yes	No	No	05/26/2023	5,826.54
001	P23111	48203	44990	Check	1	16945	CARDMEMBER SERVICE		Yes	No	No	05/26/2023	20,022.76
001	P23111	48200	44991	Check	1	09401	CHATFIELD HIGH SCHOOL		Yes	No	No	05/26/2023	150.00
001	P23111	48206	44992	Check	1	18150	FILLMORE CENTRAL DIST #2198		Yes	No	No	05/26/2023	14.83
001	P23111	48201	44993	Check	1	1144	LIND AWARDS & ENGRAVING		Yes	No	No	05/26/2023	40.00
001	P23111	48204	44994	Check	1	1714	MINNESOTA ENERGY RESOURCES		Yes	No	No	05/26/2023	1,584.23
001	P23111	48208	44995	Check	1	1954	MINNESOTA FFA ASSOCIATION		Yes	No	No	05/26/2023	1,623.00
001	P23111	48205	44996	Check	1	1723	NORSLAND LEFSE		Yes	No	No	05/26/2023	75.00
001	P23111	48202	44997	Check	1	1165	ROOT RIVER FLORAL		Yes	No	No	05/26/2023	29.95
001	P23111	48211	44998	Check	1	50856	SCHILLING SUPPLY COMPANY		Yes	No	No	05/26/2023	2,245.68
001	P23111	48212	44999	Check	1	15350	EASTWOOD GOLF COURSE		Yes	No	No	05/26/2023	250.00
001	P23111	48213	45000	Check	1	36766	MN DNR		Yes	No	No	05/30/2023	200.00
001	P23111	48215	45001	Check	1	57800	CREAMERY PIZZA & ICE CREAM		Yes	No	No	05/30/2023	441.15
001	P23111	48214	45002	Check	1	15350	EASTWOOD GOLF COURSE		Yes	No	No	05/30/2023	150.00

Bank Total: \$345,132.16Report Total: \$345,132.16

Rushford-Peterson Public School

Payment Reg by Bank and Check

JUNE 2023 BOARD BILLS

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
001	P23123	48252		Check	1	03120	ANDERSON, PAUL		No	No	No	06/20/2023	200.00
001	P23123	48253		Check	1	03188	CARD MEMBER SERVICES		No	No	No	06/20/2023	655.30
001	P23123	48254		Check	1	04615	BERNARD BUS SERVICE		No	No	No	06/20/2023	44,075.70
001	P23123	48255		Check	1	06620	BROWN TIRE & BATTERY		No	No	No	06/20/2023	119.64
001	P23123	48256		Check	1	07018	B & S RENTALS		No	No	No	06/20/2023	480.00
001	P23123	48257		Check	1	1144	LIND AWARDS & ENGRAVING		No	No	No	06/20/2023	244.00
001	P23123	48258		Check	1	1165	ROOT RIVER FLORAL		No	No	No	06/20/2023	126.99
001	P23123	48259		Check	1	1279	REGENTS OF THE UNIVERSITY OF MINN		No	No	No	06/20/2023	150.00
001	P23123	48260		Check	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	No	No	06/20/2023	63.47
001	P23123	48261		Check	1	13100	CONNAUGHTY SALES INC		No	No	No	06/20/2023	29.04
001	P23123	48262		Check	1	13220	CROWN AWARDS		No	No	No	06/20/2023	48.47
001	P23123	48263		Check	1	13281	CUSTOM COMMUNICATIONS INC		No	No	No	06/20/2023	437.67
001	P23123	48264		Check	1	1391	ACENTEK		No	No	No	06/20/2023	4,333.27
001	P23123	48265		Check	1	1450	BSN SPORTS, LLC		No	No	No	06/20/2023	2,374.12
001	P23123	48266		Check	1	1586	PAN-O-GOLD BAKING CO.		No	No	No	06/20/2023	648.56
001	P23123	48267		Check	1	1596	ADVANCED BUSINESS SYSTEMS, INC.		No	No	No	06/20/2023	199.50
001	P23123	48268		Check	1	1654	ANDERSON AUTO, LLC		No	No	No	06/20/2023	233.53
001	P23123	48269		Check	1	1796	FARMERS WIN COOP		No	No	No	06/20/2023	240.88
001	P23123	48270		Check	1	18100	FERNDALE COUNTRY CLUB		No	No	No	06/20/2023	1,000.00
001	P23123	48271		Check	1	18398	FILLMORE COUNTY JOURNAL		No	No	No	06/20/2023	191.15
001	P23123	48272		Check	1	1856	AMAZON CAPITAL SERVICES		No	No	No	06/20/2023	2,231.01
001	P23123	48273		Check	1	1860	COULEE CONNECTIONS		No	No	No	06/20/2023	4,800.00
001	P23123	48274		Check	1	18696	FOLLETT SCHOOL SOLUTIONS, INC.		No	No	No	06/20/2023	132.95
001	P23123	48275		Check	1	1884	POWER SCHOOL		No	No	No	06/20/2023	5,514.51
001	P23123	48276		Check	1	1950	McMASTER-CARR		No	No	No	06/20/2023	1,379.73
001	P23123	48277		Check	1	1995	PRESTON DAIRY & FARM		No	No	No	06/20/2023	10,700.78
001	P23123	48278		Check	1	2000	BEAVER BUILDERS' SUPPLY		No	No	No	06/20/2023	7,511.49
001	P23123	48279		Check	1	2091	MINNESOTA SCHOOL NUTRITION ASSC		No	No	No	06/20/2023	835.00
001	P23123	48280		Check	1	2118	THE MAC GUYS		No	No	No	06/20/2023	499.95
001	P23123	48281		Check	1	2165	CORY BAKER CONSTRUCTION, LLC.		No	No	No	06/20/2023	5,567.00
001	P23123	48282		Check	1	2189	MRI SOFTWARE LLC		No	No	No	06/20/2023	95.00
001	P23123	48283		Check	1	2211	LOFFLER		No	No	No	06/20/2023	1,530.97
001	P23123	48284		Check	1	2220	CANON FINANCIAL SERVICES, INC.		No	No	No	06/20/2023	1,237.14
001	P23123	48285		Check	1	2226	CF-ADVERTISING		No	No	No	06/20/2023	1,962.25
001	P23123	48286		Check	1	22380	HARRIS REFRIGERATION		No	No	No	06/20/2023	1,804.50
001	P23123	48287		Check	1	2271	AUDIO LOGIC SYSTEMS		No	No	No	06/20/2023	25,843.98
001	P23123	48288		Check	1	2288	FLEET XL SALES AND LEASING		No	No	No	06/20/2023	1,869.75
001	P23123	48289		Check	1	2290	NARDINI FIRE EQUIPMENT		No	No	No	06/20/2023	575.00
001	P23123	48290		Check	1	2291	CONSOLIDATED ENERGY COMPANY		No	No	No	06/20/2023	137.76

Rushford-Peterson Public School

Payment Reg by Bank and Check

JUNE 2023 BOARD BILLS

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Date	Amount
									Print	Recon	Void		
001	P23123	48291		Check	1	2292	GOODHUE COUNTY ED DISTRICT		No	No	No	06/20/2023	1,859.76
001	P23123	48292		Check	1	23400	HIAWATHA VALLEY		No	No	No	06/20/2023	23,227.70
001	P23123	48293		Check	1	25138	IEA INC		No	No	No	06/20/2023	1,083.93
001	P23123	48294		Check	1	29759	KEMPS		No	No	No	06/20/2023	3,374.43
001	P23123	48295		Check	1	31200	LAKESHORE		No	No	No	06/20/2023	308.46
001	P23123	48296		Check	1	32000	M & M LAWN & LEISURE		No	No	No	06/20/2023	204.74
001	P23123	48297		Check	1	32040	MAAE		No	No	No	06/20/2023	245.00
001	P23123	48298		Check	1	32800	MARC		No	No	No	06/20/2023	2,076.63
001	P23123	48299		Check	1	36723	MINNESOTA HISTORICAL SOCIETY		No	No	No	06/20/2023	560.00
001	P23123	48300		Check	1	36775	MINNESOTA RURAL ED ASSN		No	No	No	06/20/2023	1,795.00
001	P23123	48301		Check	1	39210	MOTOR PARTS & EQUIPMENT		No	No	No	06/20/2023	124.50
001	P23123	48302		Check	1	41400	NORMAN'S ELECTRIC SERVICE INC		No	No	No	06/20/2023	80.00
001	P23123	48303		Check	1	46078	PLUNKETT'S PEST CONTROL		No	No	No	06/20/2023	194.60
001	P23123	48304		Check	1	46082	POSTMASTER		No	No	No	06/20/2023	252.00
001	P23123	48305		Check	1	46784	RATWIK, ROSZAK & MALONEY P.A.		No	No	No	06/20/2023	150.00
001	P23123	48306		Check	1	46804	PERFORMANCE FOODSERVICE LA CR		No	No	No	06/20/2023	7,173.08
001	P23123	48307		Check	1	48020	RUSHFORD, CITY OF		No	No	No	06/20/2023	14,525.23
001	P23123	48308		Check	1	48600	RUSHFORD FOODS		No	No	No	06/20/2023	2,841.50
001	P23123	48309		Check	1	48604	RUSHFORD HARDWARE		No	No	No	06/20/2023	835.72
001	P23123	48310		Check	1	50856	SCHILLING SUPPLY COMPANY		No	No	No	06/20/2023	1,636.05
001	P23123	48311		Check	1	52100	SCHWAAB		No	No	No	06/20/2023	30.60
001	P23123	48312		Check	1	52157	SELCO		No	No	No	06/20/2023	667.00
001	P23123	48313		Check	1	52179	SEMCAC TRANSPORTATION		No	No	No	06/20/2023	32.00
001	P23123	48314		Check	1	56040	PAM'S CORNER		No	No	No	06/20/2023	3,523.62
001	P23123	48315		Check	1	57800	CREAMERY PIZZA & ICE CREAM		No	No	No	06/20/2023	337.59
001	P23123	48316		Check	1	61278	VERIZON WIRELESS		No	No	No	06/20/2023	59.74
001	P23123	48317		Check	1	61614	WASTE MANAGEMENT		No	No	No	06/20/2023	1,554.66
001	P23123	48318		Check	1	63025	WHV INC		No	No	No	06/20/2023	9,470.00
001	P23123	48319		Check	1	63056	WINONA NURSERY INC		No	No	No	06/20/2023	2,156.50
001	P23123	48320		Check	1	63062	WINONA HEALTH SERVICE	AT Other	No	No	No	06/20/2023	6,752.50

Bank Total: \$217,212.60Report Total: \$217,212.60

Rushford-Peterson Public School
Summary Report for Board
Period Ending May 31, 2023

REVENUES

Sequence: Fd, Pro

		23ADP					% YTD	Remaining
Description		Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
000		(7,869,911.00)	(770,901.67)	(6,420,995.36)	82%	0.00	82%	(1,448,915.64)
203	Elementary Education	(15,000.00)	0.00	0.00	0%	0.00	0%	(15,000.00)
211	Secondary	(15,500.00)	(424.00)	(2,412.78)	16%	0.00	16%	(13,087.22)
212	Art	(200.00)	0.00	(60.00)	30%	0.00	30%	(140.00)
292	Boys/Girls Athletics	(700.00)	(892.50)	(4,942.50)	706%	0.00	706%	4,242.50
294	Boys Athletics	(22,500.00)	(600.00)	(30,034.30)	133%	0.00	133%	7,534.30
296	Girls Athletics	(17,700.00)	(1,899.00)	(30,388.16)	172%	0.00	172%	12,688.16
298	Extra-Curricular Activities	(8,800.00)	(150.00)	(5,764.00)	66%	0.00	66%	(3,036.00)
301	Agriculture	(600.00)	(30.00)	(1,745.00)	291%	0.00	291%	1,145.00
331	Personal Family Life Science	(900.00)	(75.00)	(1,050.00)	117%	0.00	117%	150.00
620	Library Ed Media	0.00	(9.00)	(25.00)	0%	0.00	0%	25.00
630	Instruction Related Technology	(1,200.00)	(110.00)	(3,130.00)	261%	0.00	261%	1,930.00
850	Facilities	(55,711.00)	0.00	0.00	0%	0.00	0%	(55,711.00)
865	LTFM Districtwide Revenue	(16,950.00)	0.00	0.00	0%	0.00	0%	(16,950.00)
01	General Fund	(8,025,672.00)	(775,091.17)	(6,500,547.10)	81%	0.00	81%	(1,525,124.90)
02	Food Service Fund							
000		(360,200.00)	(49,389.81)	(411,572.97)	114%	0.00	114%	51,372.97
770	Food Service	0.00	0.00	(26,925.52)	0%	0.00	0%	26,925.52
02	Food Service Fund	(360,200.00)	(49,389.81)	(438,498.49)	122%	0.00	122%	78,298.49
04	Community Service							
505	Community Education	(48,527.00)	(21,269.00)	(62,162.72)	128%	0.00	128%	13,635.72
510	Adults With Disabili	(4,000.00)	0.00	300.00	(8%)	0.00	(8%)	(4,300.00)
570	School Age Care	(122,904.00)	(16,689.80)	(104,616.21)	85%	0.00	85%	(18,287.79)
580	ECFE	(34,029.00)	(372.00)	(18,160.39)	53%	0.00	53%	(15,868.61)
582	School Readiness	(124,120.00)	(4,581.70)	(104,053.83)	84%	0.00	84%	(20,066.17)
583	Preschool Screening	(1,377.00)	0.00	(1,197.99)	87%	0.00	87%	(179.01)
585	Youth Development	(24,785.00)	65.00	(625.00)	3%	0.00	3%	(24,160.00)
590	Other Community Ed Programs	(242.00)	(2.10)	(131.18)	54%	0.00	54%	(110.82)
04	Community Service	(359,984.00)	(42,849.60)	(290,647.32)	81%	0.00	81%	(69,336.68)
07	Debt Redemption							

Rushford-Peterson Public School
Summary Report for Board
Period Ending May 31, 2023

REVENUES

Sequence: Fd, Pro

		23ADP					% YTD	Remaining
Description		Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Balance
07	Debt Redemption							
000		(2,557,996.00)	(59,400.00)	(2,050,523.06)	80%	0.00	80%	(507,472.94)
07	Debt Redemption	(2,557,996.00)	(59,400.00)	(2,050,523.06)	80%	0.00	80%	(507,472.94)
18	Custodial							
298	Extra-Curricular Activities	0.00	0.00	(5,410.44)	0%	0.00	0%	5,410.44
18	Custodial	0.00	0.00	(5,410.44)	0%	0.00	0%	5,410.44
21	Activity Fund							
000		(75,000.00)	(1,443.50)	(16,044.90)	21%	0.00	21%	(58,955.10)
258	Music	0.00	(111.00)	(1,604.00)	0%	0.00	0%	1,604.00
291	Extra Curricular	0.00	0.00	(592.30)	0%	0.00	0%	592.30
292	Boys/Girls Athletics	0.00	0.00	(31,259.80)	0%	0.00	0%	31,259.80
294	Boys Athletics	0.00	1,435.85	(26,878.27)	0%	0.00	0%	26,878.27
296	Girls Athletics	0.00	0.00	(12,732.45)	0%	0.00	0%	12,732.45
298	Extra-Curricular Activities	0.00	(8,839.63)	(80,984.17)	0%	762.68	0%	80,221.49
21	Activity Fund	(75,000.00)	(8,958.28)	(170,095.89)	227%	762.68	226%	94,333.21
50	Fundraising							
298	Extra-Curricular Activities	(80,000.00)	(233.73)	(119,558.65)	149%	0.00	149%	39,558.65
50	Fundraising	(80,000.00)	(233.73)	(119,558.65)	149%	0.00	149%	39,558.65
Report Totals:		(11,458,852.00)	(935,922.59)	(9,575,280.95)	84%	762.68	84%	(1,884,333.73)

Rushford-Peterson Public School
Summary Report for Board
Period Ending May 31, 2023

EXPENSES

Sequence: Fd, Pro

		23ADP					% YTD	Remaining
Description		Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
010	Board of Education	23,497.00	4,040.73	13,860.89	59%	0.00	59%	9,636.11
020	Office of Supt	179,231.00	15,257.52	169,105.45	94%	72.63	94%	10,052.92
050	School Administration	415,933.00	33,273.36	358,960.17	86%	10,075.00	89%	46,897.83
105	General Admin Support - elect.	1,400.00	(3,530.73)	643.93	46%	0.00	46%	756.07
107	Other Administrative Support	19,259.00	1,432.83	15,811.91	82%	0.00	82%	3,447.09
108	Administrative Technology Serv	15,972.00	912.93	11,790.93	74%	0.00	74%	4,181.07
110	Business Services	265,437.00	18,984.97	231,914.63	87%	1,753.72	88%	31,768.65
201	Kindergarten	138,837.00	11,357.05	101,215.89	73%	486.61	73%	37,134.50
203	Elementary Education	1,071,735.00	83,785.15	789,451.42	74%	1,639.02	74%	280,644.56
204	Title II, Part A	15,752.00	0.00	0.00	0%	0.00	0%	15,752.00
206	Title II - Student Supp & Acad	0.00	1,069.39	25,304.83	0%	0.00	0%	(25,304.83)
211	Secondary - General	411,689.00	74,085.54	314,179.39	76%	12,902.37	79%	84,607.24
212	Art	96,942.00	7,835.31	77,938.56	80%	638.15	81%	18,365.29
216	Title I	76,464.00	6,613.63	47,282.30	62%	0.00	62%	29,181.70
218	Gifted & Talented	4,000.00	548.00	4,811.27	120%	0.00	120%	(811.27)
220	English Language Art	300,205.00	24,741.55	204,787.13	68%	6.36	68%	95,411.51
230	Foreign Language	94,694.00	7,850.22	71,613.85	76%	113.80	76%	22,966.35
240	Physical Ed & Health	221,475.00	17,082.64	154,345.77	70%	30.00	70%	67,099.23
256	Mathematics	301,012.00	25,427.34	227,022.65	75%	0.00	75%	73,989.35
258	Music	189,768.00	14,674.18	127,093.03	67%	400.00	67%	62,274.97
260	Science	220,427.00	16,547.30	154,131.08	70%	164.37	70%	66,131.55
270	Social Studies	297,718.00	22,902.10	201,594.05	68%	1,470.58	68%	94,653.37
272	Remedial Mathematics	0.00	1,149.40	10,165.18	0%	0.00	0%	(10,165.18)
274	Study Skills Improvement	30,334.00	3,094.66	27,436.83	90%	0.00	90%	2,897.17
275	Kindergarten Indiv Instruction	44,258.00	3,901.19	34,484.69	78%	0.00	78%	9,773.31
276	Elementary Indiv Instruction	28,349.00	5,385.91	38,971.99	137%	0.00	137%	(10,622.99)
277	Secondary Indiv Instruction	0.00	1,282.78	11,388.03	0%	0.00	0%	(11,388.03)
291	Cocurricular Activity	12,990.00	0.00	3,029.21	23%	0.00	23%	9,960.79
292	Boys/Girls Athletics	58,449.00	4,925.27	29,069.58	50%	2,975.00	55%	26,404.42

Rushford-Peterson Public School
Summary Report for Board
Period Ending May 31, 2023

EXPENSES

Sequence: Fd, Pro

		23ADP					% YTD	Remaining
Description		Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
294	Boys Athletics	100,737.00	210.00	83,608.10	83%	877.74	84%	16,251.16
296	Girls Athletics	83,873.00	460.00	69,932.40	83%	273.22	84%	13,667.38
298	Extra-Curricular Activities	53,981.00	5,576.74	68,716.83	127%	1,812.98	131%	(16,548.81)
301	Agriculture	152,588.00	11,598.85	107,984.22	71%	807.81	71%	43,795.97
321	Health Science Technology Educ	18,676.00	1,236.73	17,408.77	93%	0.00	93%	1,267.23
331	Personal Fam Liv Sci	49,969.00	4,590.34	38,992.69	78%	94.17	78%	10,882.14
341	Business Education	26,681.00	3,704.42	32,722.41	123%	0.00	123%	(6,041.41)
361	Trade & Industrial	0.00	8.59	2,514.91	0%	1,554.21	0%	(4,069.12)
380	Vocational Transiton	23,539.00	1,566.29	13,994.46	59%	0.00	59%	9,544.54
400	General Special Education	35,000.00	2,659.62	15,957.72	46%	0.00	46%	19,042.28
401	Speech/Lang Impaired	24,805.00	1,896.90	16,895.69	68%	0.00	68%	7,909.31
402	Mental Impair Mild	121,940.00	2,098.86	3,276.63	3%	0.00	3%	118,663.37
404	Adapted Phy Ed	27,750.00	2,301.62	18,293.94	66%	0.00	66%	9,456.06
405	Deaf-Hard of Hearing	14,574.00	296.03	1,776.18	12%	0.00	12%	12,797.82
406	Visually Impaired	0.00	0.00	530.72	0%	0.00	0%	(530.72)
407	Specific Learn Disability	346,292.00	62,312.06	510,748.45	147%	750.00	148%	(165,206.45)
408	Emotional/Behavioral Disorder	46,798.00	0.00	0.00	0%	0.00	0%	46,798.00
410	Other Health Impaired	97,950.00	0.00	0.00	0%	0.00	0%	97,950.00
411	Autism	22,415.00	0.00	210.62	1%	0.00	1%	22,204.38
412	Early Child Sp Ed	102,504.00	7,747.93	69,892.65	68%	0.00	68%	32,611.35
416	Severely Nultiply Impaired	32,013.00	1,503.91	13,993.24	44%	0.00	44%	18,019.76
420	Special Education	167,056.00	24,411.13	170,135.34	102%	0.00	102%	(3,079.34)
422	Students without disabilities	223,470.00	17,639.85	163,964.04	73%	142.35	73%	59,363.61
620	Library Ed Media	57,271.00	4,447.45	42,056.81	73%	24.49	73%	15,189.70
630	Instructional-Related Technolo	131,057.00	8,316.55	123,903.26	95%	2,054.96	96%	5,098.78
640	Staff Development	72,164.00	1,227.89	67,117.71	93%	5,765.23	101%	(718.94)
710	Secondary Counseling/Guidance	102,258.00	9,657.43	76,929.38	75%	0.00	75%	25,328.62
715	School Security	5,700.00	0.00	3,453.91	61%	0.00	61%	2,246.09
720	Health Services	25,774.00	2,815.92	26,569.88	103%	0.00	103%	(795.88)

Rushford-Peterson Public School
Summary Report for Board
Period Ending May 31, 2023

EXPENSES

Sequence: Fd, Pro

		23ADP					% YTD	Remaining
Description		Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
740	Social Worker Salary	36,506.00	6,251.11	44,715.93	122%	0.00	122%	(8,209.93)
760	Pupil Transportation	599,992.00	51,616.96	512,271.88	85%	0.00	85%	87,720.12
770	Food Service	0.00	0.00	845.65	0%	0.00	0%	(845.65)
810	Operation/Maintenance	618,293.00	43,056.99	629,448.98	102%	200.45	102%	(11,356.43)
860	Health & Safety	0.00	0.00	62.97	0%	0.00	0%	(62.97)
865	LTFM Excl'd Costs -Pro 866,867	69,780.00	1,529.49	78,151.48	112%	32,832.39	159%	(41,203.87)
940	School Insurance	62,600.00	(357.00)	62,300.89	100%	0.00	100%	299.11
01	General Fund	8,089,833.00	685,012.88	6,546,783.38	81%	79,917.61	82%	1,463,132.01
02	Food Service Fund							
770	Food Service	398,455.00	37,474.79	347,729.58	87%	6,162.05	89%	44,563.37
02	Food Service Fund	398,455.00	37,474.79	347,729.58	87%	6,162.05	89%	44,563.37
04	Community Service							
505	Community Education	48,564.00	1,550.56	30,922.79	64%	584.82	65%	17,056.39
570	School Age Care	154,972.00	13,368.16	142,272.18	92%	493.98	92%	12,205.84
580	ECFE	33,014.00	3,031.64	34,180.46	104%	0.00	104%	(1,166.46)
582	School Readiness	159,767.00	16,847.98	126,548.45	79%	0.00	79%	33,218.55
583	Preschool Screening	4,357.00	0.00	2,093.78	48%	0.00	48%	2,263.22
585	Youth Development	10,602.00	0.00	3,941.41	37%	0.00	37%	6,660.59
590	Other Community Ed Programs	200.00	0.00	313.50	157%	0.00	157%	(113.50)
04	Community Service	411,476.00	34,798.34	340,272.57	83%	1,078.80	83%	70,124.63
07	Debt Redemption							
910	Retire Long-Term Obl	2,601,700.00	0.00	2,601,675.00	100%	0.00	100%	25.00
07	Debt Redemption	2,601,700.00	0.00	2,601,675.00	100%	0.00	100%	25.00
18	Custodial							
298	Extra-Curricular Activities	0.00	166.54	1,065.79	0%	0.00	0%	(1,065.79)
18	Custodial	0.00	166.54	1,065.79	0%	0.00	0%	(1,065.79)
21	Activity Fund							
050	School Administration	0.00	200.30	200.30	0%	0.00	0%	(200.30)
203	Elementary Education	8,000.00	801.87	2,520.76	32%	4,349.40	86%	1,129.84
211	Secondary - General	0.00	3,935.34	3,735.34	0%	0.00	0%	(3,735.34)

Rushford-Peterson Public School
Summary Report for Board
Period Ending May 31, 2023

EXPENSES

Sequence: Fd, Pro

		23ADP					% YTD	Remaining
Description		Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Balance
21	Activity Fund							
258	Music	0.00	0.00	379.54	0%	0.00	0%	(379.54)
291	Cocurricular Activity	67,000.00	1,265.27	2,626.11	4%	39.00	4%	64,334.89
292	Boys/Girls Athletics	0.00	0.00	4,148.00	0%	8,493.00	0%	(12,641.00)
294	Boys Athletics	0.00	830.00	7,616.78	0%	19,115.98	0%	(26,732.76)
296	Girls Athletics	0.00	1,458.06	14,829.58	0%	781.22	0%	(15,610.80)
298	Extra-Curricular Activities	0.00	1,263.26	34,202.28	0%	21,600.97	0%	(55,803.25)
760	Pupil Transportation	0.00	0.00	839.57	0%	0.00	0%	(839.57)
850	Facilities	0.00	5,826.54	25,600.34	0%	0.00	0%	(25,600.34)
960	Other - Scholarships	0.00	1,000.00	6,850.00	0%	0.00	0%	(6,850.00)
21	Activity Fund	75,000.00	16,580.64	103,548.60	138%	54,379.57	211%	(82,928.17)
50	Fundraising							
298	Extra-Curricular Activities	80,000.00	23,347.65	132,632.04	166%	11,275.51	180%	(63,907.55)
50	Fundraising	80,000.00	23,347.65	132,632.04	166%	11,275.51	180%	(63,907.55)
Report Totals:		11,656,464.00	797,380.84	10,073,706.96	86%	152,813.54	88%	1,429,943.50

June 6, 2023

Ben Bernard
Rushford-Peterson School District
1000 Pine Meadows Lane
Rushford MN 55971

Hi, Ben,

On behalf of all our Greater Minnesota students and educators, MREA thanks Rushford-Peterson School District for its membership that helps us actively engage with legislators and state officials to address E-12 funding and policy issues.

Rushford-Peterson School District's renewed membership for FY2023-24 is essential to MREA's advocacy that impacts all our students.

Your Year-Round Voice for Education

As your voice at the Capitol, MREA works to keep legislators and policy officials informed of the impacts of their decisions. During the recent historic legislative session MREA achieved rural education legislative success, including:

- Increasing the basic education formula to allow the most flexibility serving students
- Aligning the basic education formula with an inflationary index to secure predictable funding
- Expanding state aid to buy down special education cross-subsidies
- Check out all our [2023 Accomplishments here](#).

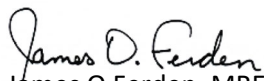
Rushford-Peterson School District can count on MREA to work for you throughout the year, too, with:

- Webinars that clarify unemployment insurance changes, truth-in-taxation requirements, and more
- Professional development and networking opportunities at our Greater Education Summit
- Rural educator and school program awards that celebrate the positive impacts of education

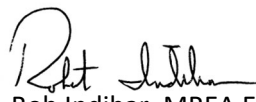
Greater Minnesota Is Greater Together

While we continue assessing the outcomes of the 2023 legislative session, we know we are greater when we all work together as the Voice for Greater Minnesota Education. Please send your renewal invoice, dues, and updated information by July 15 to ensure our rural voice remains impactful.

Best wishes for a summer of well-being,



James O Ferden, MREA Board President
Board Chair, Win-E-Mac Schools



Bob Indihar, MREA Executive Director



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

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

CALL

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

LEARN

MREAvoice.org

MEMBERSHIP RENEWAL INVOICE

2023-24 MEMBERSHIP YEAR

Date: June 6, 2023

Invoice #: 2024-5000-1560

Due: July 15, 2023

BILL TO:

Ben Bernard
Rushford-Peterson School District
1000 Pine Meadows Lane
Rushford MN 55971

Current expiration: June 30, 2023

New membership year: July 1, 2023-June 30, 2024

2023-24 Membership type: Full ISD Membership

*APU = 695

**Shared District: NA

Base Fee:\$1100.00

*Legislative Fee:.....+\$695.00

2023-24 Dues:.....\$1795.00

Amount Enclosed: \$ _____

*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.

**If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.

UPDATE and SIGN* and return with payment by July 15, 2023:

District Name: Rushford-Peterson School District

Superintendent Cell Phone: _____

Primary Contact to Receive Communications:

Principal Place of Business: 1000 Pine Meadows Lane

Ben Bernard

City, State, Zip: Rushford, MN 55971

Contact Position Title: Superintendent

Website Address: www.r-pschools.com

Contact Email: benbernard@r-pschools.com

County: Fillmore

District Phone: 507 - 864-7785

*Primary Contact Signature: _____ Date: _____

Signature is consent to membership and to receive member notices at the primary contact's email address.

QUESTIONS? Contact Diane Vosen, Operations Director, at the MREA office.

Minnesota Rural Education Association is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 43% of FY24 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant.



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

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

CALL

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

LEARN

MREAvoice.org



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

Invoice	INV-04773-V9W5J8
Date	6/1/2023
Amount Due	\$6,644.00
Date Due	8/15/2023

Rushford-Peterson
PO Box 627
Rushford, MN 55971-0627

Customer Name	Purchase Order No.		
Rushford-Peterson			
Description	Quantity	Unit Price	Ext. Price
Policy Services Subscription - Rushford-Peterson	1	\$750.00	\$750.00
ISD Membership - Rushford-Peterson	1	\$3,794.00	\$3,794.00
BoardBook Subscription Tier 1 - Rushford-Peterson	1	\$2,100.00	\$2,100.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2022, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2023-2024 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

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

Subtotal	\$6,644.00
Total	\$6,644.00

GENERAL FUND	ADOPTED BUDGET 2022-2023	REVISED BUDGET 2022-2023	ADOPTED BUDGET 2023-2024
<u>Revenues</u>			
Local & Other	\$ 1,230,688	\$ 1,487,923	\$ 1,426,217
State	6,507,284	6,592,969	7,137,514
Federal	<u>442,700</u>	<u>468,900</u>	<u>431,000</u>
Total Revenues	8,180,672	8,549,792	8,994,731
<u>Expenditures</u>			
Administration	618,661	623,061	636,944
District Support Services	302,068	266,468	282,540
Regular Instruction	4,008,689	4,191,589	4,210,765
Vocational Ed Instruction	271,453	274,653	301,125
Special Education Instruction	1,262,567	1,293,367	1,360,072
Instruction Support Services	260,492	267,892	273,707
Pupil Support Services	770,230	838,130	938,233
Site and Buildings	688,073	827,773	881,957
Fiscal and Other Fixed Costs	<u>62,600</u>	<u>69,400</u>	<u>67,000</u>
Total Expenditures	8,244,833	8,652,333	8,952,343
Change in Fund Balance	(64,161)	(102,541)	42,388
Fund Balance - Beginning	<u>1,325,266</u>	<u>1,325,266</u>	<u>1,222,725</u>
Fund Balance - Ending	<u>\$ 1,261,105</u>	<u>\$ 1,222,725</u>	<u>\$ 1,265,113</u>

FOOD SERVICE	ADOPTED BUDGET	REVISED BUDGET	ADOPTED BUDGET
	2022-2023	2022-2023	2023-2024
<u>Revenues</u>			
Local & Other	\$ 170,500	\$ 168,400	\$ 44,000
State	25,700	23,900	151,900
Federal	<u>164,000</u>	<u>264,000</u>	<u>228,000</u>
Total Revenues	360,200	456,300	423,900
<u>Expenditures</u>			
Payroll	142,744	142,744	157,522
Benefits	53,203	53,203	64,191
Maint, Utilities, etc.	9,200	11,900	8,900
Food/Milk	180,108	226,100	216,800
Supplies & Software	13,200	12,500	11,000
Equipment	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	398,455	446,447	458,413
Change in Fund Balance	(38,255)	9,853	(34,513)
Fund Balance - Beginning	<u>222,556</u>	<u>222,556</u>	<u>232,409</u>
Fund Balance - Ending	<u>\$ 184,301</u>	<u>\$ 232,409</u>	<u>\$ 197,896</u>

COMMUNITY ED	ADOPTED BUDGET 2022-2023	REVISED BUDGET 2022-2023	ADOPTED BUDGET 2023-2024
<u>Revenues</u>			
Fees and Other	\$ 241,200	\$ 236,400	\$ 268,300
Levy	73,004	73,004	68,602
State	45,780	43,780	40,448
Federal	-	9,400	10,000
Transfer from General Fund*	-	41,000	-
Total Revenues	359,984	403,584	387,350
<u>Expenditures</u>			
Payroll	291,818	279,132	323,358
Benefits	93,908	92,281	104,720
Services, Fees	10,950	12,900	12,900
Supplies & Misc	14,800	17,750	17,750
Total Expenditures	411,476	402,063	458,728
Change in Fund Balance	(51,492)	1,521	(71,378)
Fund Balance - Beginning	(74,618)	(74,618)	(73,097)
Fund Balance - Ending	\$ (126,110)	\$ (73,097)	\$ (144,475)

*needs to be formally approved

DEBT SERVICE	ADOPTED BUDGET 2022-2023	REVISED BUDGET 2022-2023	ADOPTED BUDGET 2023-2024
<u>Revenues</u>			
Levy	\$ 1,059,272	\$ 1,059,272	\$ 1,093,629
State	<u>1,498,724</u>	<u>1,498,724</u>	<u>1,529,272</u>
Total Revenues	2,557,996	2,557,996	2,622,901
<u>Expenditures</u>			
Principal	1,655,000	1,655,000	1,725,000
Interest	946,200	946,200	880,000
Other	<u>500</u>	<u>500</u>	<u>500</u>
Total Expenditures	2,601,700	2,601,700	2,605,500
Change in Fund Balance	(43,704)	(43,704)	17,401
Fund Balance - Beginning	<u>532,952</u>	<u>532,952</u>	<u>489,248</u>
Fund Balance - Ending	<u>\$ 489,248</u>	<u>\$ 489,248</u>	<u>\$ 506,649</u>

Q Comp Annual Report

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

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

Core Component: Career Advancement Options

Implementation

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

- Yes

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

Impact

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

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

How did the work of teacher leaders impact student achievement?

- *Our learning communities combined both a review of academic standards along with relationship building as a focus. In addition, student achievement was tracked through summative grades at the end of trimesters and weekly F List checks. At the elementary level, the staff utilized the data from the standardized form along with discipline referrals and student achievement in classrooms to identify struggling students. In terms of academic performance, staff utilized both standardized results and summative assessments in their classrooms to identify weak areas and worked through collaboration to increase re-teachings in these areas.*

Review Findings

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

- *Teacher leaders meet prior to the start of the school year as well as 3-4 times during the school year to discuss how each PLC was doing as well as how the leaders were doing in their PLC's.*

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

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

Recommendations

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

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

Core Component: Job-embedded Professional Development

Implementation

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

- Yes

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

Impact

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

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

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

- *Increased student/staff connections lead to increased student attitude towards school and classes. The goal of the learning teams was to identify students who needed a connection and then work to identify strategies to form connections with the student. The increase in student motivation and connection to school led to a more positive attitude and engagement with our students, and as the year progressed, overall student achievement in the classroom and on assessments was noted. In addition, the curriculum and assessment reviews are allowing our staff to identify holes in their curriculum with which students are struggling with. They are also able to identify potential trends in certain age groups and grades.*

Review Findings

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

- *Teachers discussed student engagement and attitudes in different classroom settings and tried to find ways to incorporate techniques and strategies from each other to improve overall student engagement. Teachers also discuss which weak data trends are observed and review the curriculum both in specific classes as well as vertically to meet these needs.*

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

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

Recommendations

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

- *We will continue to monitor student connections and help teachers foster and build relationships with all students next year. Based on a continued effort to increase student connections, we will continue to have this be a focus at our PLC meetings, and our teacher leader meetings, and work to identify professional development opportunities for our teachers.*
- *Our staff will continue to dig into vertical curriculum alignment and work with teachers of similar disciplines on instructional strategies.*

Core Component: Teacher Evaluation

Implementation

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

- Yes

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

Impact

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

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

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

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

Review Findings

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

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

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

- *Lead teachers were able to give quality feedback to our staff as well as the use of common vocabulary to help teachers improve throughout the year.*

Recommendations

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

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

General Program Impact and Recommendations

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

- *As teachers meet in learning communities, it helps unite the staff on the common focus of student achievement, student learning, and student connections. Teachers also are more focused and aware of ensuring that instruction and assessment align with each other. Teachers also have regular opportunities to discuss student and curricular concerns on a regular, ongoing basis. As stated earlier, teachers have been observed to be willing to try new techniques based on conversations with peers or feedback from other peers knowing that it's ok if it doesn't work and that they will get continual feedback to help them improve.*

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

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

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

- *Our staff and PLC leaders will be working on student engagement and relationships more in addition to creating quality assessments based on instruction and standards. Our staff hopes that increased communication and focus on these "soft skills" will help create a sense of pride in our students and help create a culture of trust and feeling valued in our students. Data shows that increased teacher-student relationships lead to an increase in student achievement.*
- *Our goal next year is to continue with student engagement and connections at the building level but break down our PLC groups/meetings into more common subject area meetings that allow for vertical alignment of curriculum as well as discussions on instructional strategies for specific content areas. These PLCs will utilize MCA data, teacher-created summative assessments, and classroom formative assessments to evaluate teaching strategies and potential curriculum holes. The goal of our teachers will be to help create a better overall curriculum and teachers for our students and help utilize teachers' strengths in different areas for the maximum benefit of all students.*



Rushford-Peterson Public Schools

Independent School District No.239

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

Benjamin Bernard, Ph.D.
Superintendent
Ext. 1001

Jacob Timm
MS / HS Principal
Ext. 1006

Angela Shepard
EC-5 Principal
Ext. 1005

John Loney
Activities Director
Community Ed Program Director
Facilities Director
Ext. 1012

Education Identity & Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: Rushford-Peterson Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0239-01

Superintendent Name: Benjamin Bernard, Ph.D.

Will act as the IOWA? ☒ Yes ☐ No

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and send it to: useraccess.mde@state.mn.us



Rushford-Peterson Schools



"Always our Best"

I. General Information: <http://www.r-pschools.com>

DISTRICT/CHARTER and SCHOOL SITE IDENTIFICATION INFORMATION

District Name and Number: Rushford-Peterson Schools District 239

Phone: 507-864-7785

Fax: 507-864-2085

Superintendent: Dr. Ben Bernard

Phone: 507-864-7785 ext. 1001

Site Address: P.O. Box 627 1000 Pine Meadows Lane Rushford, MN 55971

Email: benbernard@r-pschools.com

School Name and Number: Rushford-Peterson School District 239

Phone: 507-864-7785

Principal: Mrs. Angela Shepard, EC-5 Elementary Principal

Phone: 507-864-7785 ext. 1005

Site Address: P.O. Box 627 1000 Pine Meadows Lane Rushford, MN 55971

Email: angelashepard@r-pschools.com

District Literacy Leadership Team (DLLT) Members	Local Literacy Team Roles	
Ben Bernard	Superintendent	
Angela Shepard	K-5 Principal	
Mary Wolter	Title I Teacher	
Margaret Marklowitz	K-4 Reading Intervention	
Tracy Smith	Speech/Language Pathologist	
Dave Lind	5th Grade Reading Intervention	
Elizabeth Landherr	ELL Teacher	
Alison Kjos	Preschool Teacher	
Lacey Drinkall	Kindergarten Teacher	
Jessica Burt	1 st Grade Teacher	
Shannon Kopperud	2 nd Grade Teacher	
Hannah Pape	3 rd Grade Teacher	
Jon Theuer	4 th Grade Teacher	
Emily Charlebois	5 th Grade Teacher	

LOCAL BOARD OF EDUCATION ACTION

The local Board of Education of Rushford-Peterson Schools has authorized Ben Bernard, Superintendent, at a monthly meeting in June, 2023 to act as the Local Education Agency (LEA) representative in reviewing and billing the attached plan as provided under P.L. 107-110 for school years 2023-2024. The LEA Representative ensures the school district maintains compliance with the appropriate federal statutes, regulations, and procedures and acts as the responsible authority in all matters relating to the review and administration of this literacy plan.

(Signature of Superintendent/Director)

June 20, 2023

(Date)

Overview of the Rushford-Peterson Local Literacy Plan

The Rushford-Peterson School District Literacy Plan is comprehensive and addresses literacy from preschool through twelfth grade, while acknowledging the state's focus on reading proficiency for students in kindergarten through third grade. According to the Minnesota Department of Education, "To build a foundation for college and career readiness, students must read widely and deeply from among a broad range of high quality, increasingly challenging literary and informational texts." Through extensive reading of stories, dramas, poems, and myths from diverse cultures and different time periods, students gain literary and cultural knowledge as well as familiarity with various text structures and elements. By reading texts in history/social studies, science, and other disciplines, students build a foundation of knowledge in these fields that will also give them the background to be better readers in all content areas. Students can only gain this foundation when the curriculum is intentionally and coherently structured through integrated experiences and activities to develop rich content knowledge within and across grades. Through motivation and engagement, students also acquire the habits of reading independently, which is essential to their future success.

(Goal: 120B.12 READING PROFICIENTLY NO LATER THAN THE END OF GRADE 3: Subdivision 1. Literacy goal. The legislature seeks to have every child reading at or above grade level no later than the end of grade 3 and that teachers provide comprehensive, scientifically based reading instruction consistent with section [122A.06, subdivision 4.](#))

The Rushford-Peterson Literacy Plan looks at literacy curriculum, instruction, and assessment – three areas that need to be aligned in order to foster literacy development for all students. This plan also addresses leadership, professional development and communication with families. An action plan to specifically address the state goal is offered as well as a list of professional development resources that might prove beneficial for educators in the Rushford-Peterson school district. In addition, the Rushford- Peterson District has developed a Strategic Plan that addresses many of these same areas:
<https://docs.google.com/document/d/1HddZDtuNv2T2wTJwarFUmv-TJpmEzpTcjnkNhlFGBG0/edit>

From the Rushford-Peterson Public Schools Strategic Plan, updated August 15, 2017: "The Rushford Peterson School system will create an educational community where lifelong learning is valued, excellence is expected, and all are prepared for the future."

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

VISION (Level 4): 85 -100% of all Kindergarten to Grade 3 students are proficient on the Spring Reading benchmark assessments. 75% or more of all Grade 3 to Grade 8 students meet or exceed grade level standards on the Reading MCA test. 80 - 100% of all students assessed, will score a 21 or above on the ACT test (composite score).

[RUSHFORD-PETERSON MCA / ACT TEST RESULTS](#)

Reference:

<http://education.state.mn.us/MDE/dse/prof/dev/>

This link provides access to the resources used by the Rushford-Peterson School District leadership team as they created the Rushford-Peterson School District Literacy Plan.

Section 1: Leadership and Staff Development

The Rushford-Peterson School District understands the importance of a strong, well-trained District Literacy Leadership team (DLLT) comprised of administrators and teachers who communicate effectively and continuously with our stakeholders: other teachers, support staff, parents and community, about literacy issues in order to ensure reading proficiency for all students.

The District also understands the need for on-going, quality professional development in literacy to extend understanding and support implementation of current district initiatives in literacy. Time for staff to meet in flexible professional learning communities to study, discuss, and plan is considered a priority. Input from the staff is sought through the use of professional development evaluation forms, implementation checks, and minutes from each professional learning team meeting.

From the Rushford-Peterson Public Schools Strategic Plan, updated August 15, 2017: “The Rushford Peterson School will create an educational community where lifelong learning is valued, excellence is expected, and all are prepared for the future.”

PRIORITY 3: Maximize the personal and professional potential of all staff.

VISION (Level 4): The district will integrate the continuous improvement philosophy and process throughout the system through evidence of increased reference to the contents of the Strategic Plan throughout the district, and emphasizing the following goals: Achieve an 85 - 100 % satisfaction rate for all staff surveyed regarding their staff development opportunities; 75-100% of all tenured staff have, or are enrolled in a master's degree program; have 95-100% of staff members take part in professional development opportunities or summer curriculum writing; 100% of staff members complete an Individual Growth and Development Plan. Note: Leaders will more regularly incorporate District Goals in communicating plans and activities and enhance the role of PLCs to improve instructional skills, communication, data management etc.

Rushford-Peterson Action Plan for Literacy: Leadership

Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Create a regular schedule of DLLT** meetings. Make this part of the District Advisory Committee schedule.	Identify the purpose of the team and need to meet. Check school calendar for meeting dates.	DLLT	Time to meet. Agenda for each meeting. Minutes kept and made available to stakeholders.	Schedule will be posted for monthly meetings, for the current school year, by August 31 of each year.	Agendas and minutes of DLLT meetings.
Identify what and how to communicate on literacy to all stakeholders.	Discussion at DLLT meetings. Data review. P-T Communications. Share at PLC meetings.	DLLT	Time. Access to data.	Plan to be posted by September 30, of each school year. On-going meetings for the current school year.	Agendas and minutes of DLLT and PLC meetings.

** District Literacy Leadership Team

Rushford-Peterson Action Plan for Literacy: Professional Development

Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Identify and plan Literacy PD: Topics could include: Types of assessment Analyzing Data Formative /Summative Assessments 2010 MN Academic Standards for ELA Gradual Release of Responsibility Differentiated Instruction Balanced Literacy Program Reading Strategies Book Leveling	Survey staff Look at data to determine student needs (For example, vocabulary)	DLLT Q COMP Site and Lead Teachers, Staff Development Committee, Classroom Teachers and Intervention teachers (includes SPED, ADSIS, & Title teachers)	Develop a survey Resources on the focus topic	Ongoing	Summary of completed surveys/evaluations. Staff Development (SD) evaluation forms as appropriate LC Calendar - Add a focus topic and meeting evaluation. Complete PLC rubric 1 time per year. Evaluations by Principal and Site/Lead Teachers
Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Develop a professional library accessible to staff. Attend training offered by SSC & HVED	Determine place and types of materials. Staff will choose from a variety of workshops.	DLLT Staff	Funding, Donation of books, etc. Staff Development Funds	Ongoing Ongoing	Professional Library in place Completed Staff Development Forms

Section 2: Assessment

The R-P School District supports a comprehensive assessment system that aligns with curriculum, including the 2010 Minnesota Academic Standards for English/Language Arts, and instruction. This system includes the use of screening, diagnostic, summative, and formative assessments.

“Screening assessments are often quick and efficient measures of overall ability and critical skills known to be strong indicators that predict student performance. Screening of all students at regular intervals, usually three times a year, helps to establish expected proficiency outcomes and informs program effectiveness.” The Rushford-Peterson District uses the MCA, FastBridge and TOPA (Test of Phonological Awareness) for screening assessment tools. MCAs are given yearly to all students in grades 3-11. FastBridge benchmark assessments are administered three times a year to all students in grades K-8. TOPA is administered to Kindergarten students twice a year in the Fall and Winter.

“The purpose of diagnostic assessments is to provide information for planning more effective instruction and intervention. The diagnostic assessment information should be used to strategically plan more targeted and intensive instruction that will accelerate reading proficiency toward grade level expectations.” The Rushford-Peterson School District uses FastBridge Benchmark scores as a formative assessment for grades K-8. These assessments are given three times a year. The data for students who are identified as high risk for reading deficiencies, would be further analyzed for indicators of being at risk for dyslexia according to the following procedure: look for patterns, profile reading/writing difficulties, summarize diagnostic impressions and develop interventions with continual evaluations and modifications as needed.

The Rushford-Peterson Intervention (K-8) and Title I (K-4) classrooms use FastBridge Progress Monitoring Assessments (Early reading assessments, CBMreading fluency and/or comprehension). Progress monitoring assessments are administered weekly to determine the rate of a student’s progress toward grade level outcomes, to provide information on the effectiveness of intervention and to modify the intervention tools, if necessary.

From the Rushford-Peterson Public Schools Strategic Plan, updated August 15, 2017: “The Rushford Peterson School system will create an educational community where lifelong learning is valued, excellence is expected, and all are prepared for the future.”

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

VISION (Level 4): 85 -100% of all Kindergarten to Grade 3 students are proficient on the Spring Reading benchmark assessments. 75% or more of all Grade 3 to Grade 8 students meet or exceed grade level standards on the Reading MCA test. 80 - 100% of all students assessed, will score a 21 or above on the ACT test (composite score).

By regularly assessing students' progress in reading, educators can identify which students need more help and which are likely to make good progress with quality core instruction alone.

For more information on the Minnesota Comprehensive Assessments (MCAs) used by all Minnesota school districts, go to the following link:

<http://education.state.mn.us/MDE/dse/test/>

Rushford-Peterson Action Plan for Literacy: Assessment

Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Understand the types of assessments used in the R-P district and their purpose.	Staff Development Inservices/ Professional Learning Community (PLC) time	District Literacy Leadership Team (DLLT)	Time designated for this purpose	Ongoing	Agenda & minutes District Assessment list (Read Well Report)
Understand, analyze, and use the data from assessments to inform instruction.	PLC time Data Review Days – scheduled 5x/year	DLLT Teachers PK-5	Time designated for data review Access to testing data	Ongoing	Educlimber Fastbridge MCA's Classroom Assessments
Understand formative and summative assessments and implement these assessments in the classroom.	PLC time	DLLT Teachers PK-5	Time designated for this discussion	Ongoing	Observations by administrators and PLC site leaders

Section 3: Parent and Community Involvement

The Rushford-Peterson School District values parent and community involvement and is committed to keeping those stakeholders informed about literacy achievement and the on-going work done at the school to increase literacy achievement for all students.

Community volunteers include Partners in Education (PIE), and business partnerships (The Creamery, Kwik Trip, Mystic Star Lodge No. 69). In addition, the public library supports literacy through the story hour for young children and a summer reading program.

[Click here for resources with information on ways families can support their children's education.](#)

From the Rushford-Peterson Public Schools Strategic Plan, updated August 15, 2017: “The Rushford Peterson School system will create an educational community where lifelong learning is valued, excellence is expected, and all are prepared for the future.”

PRIORITY 4: Promote and provide positive school and community culture that engages all stakeholders.

VISION (Level 4): The district will integrate the continuous improvement philosophy and process throughout the system through evidence of increased reference to the contents of the Strategic Plan throughout the district, and emphasizing the following goals: Create at least 2 new community-school partnerships, attain greater than 75% parent participation in Open House and Parent-Teacher Conferences/Parental Contact events, achieve greater than 70% positive response rate on parent satisfaction surveys, achieve greater than 70% positive response rate on staff satisfaction survey, 95-100% of the incoming Kindergarten students will have attended Lille By preschool. NOTE: Debine volunteer processes, utilize/explore service learning opportunities, explore communication tools, and promote and enhance partnership with P.I.E.

Rushford-Peterson Action Plan for Literacy: Parent and Community Involvement

Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Inform parents and community about the literacy plan.	Publish the plan.	District Literacy Leadership Team (DLLT)		Ongoing	Website, news articles, newsletter
Inform parents and community about the literacy achievement of its students.	Completion of the Annual Progress Report.	Administrators and staff		Annually	World's Best Work Force Report posted on RP Website
Inform parents of the literacy progress of their students.	Report cards FastBridge Benchmark scores Parent-teacher Conferences	Classroom Teachers, Intervention, Title & SPED Teachers		Trimester grades are sent home and available on-line. FastBridge benchmark results are sent home after Fall & Spring testing.	Written communication of individual student progress in literacy
Provide activities that promote parent / community involvement and PK-5 student involvement.	Reading month activities (PK-5) Reading goals/toe-tag awards	PK Teachers Title, I, Intervention, and Special Education teachers Library Assistants, DLLT	Time Funding for books Paper copies prizes/toe-tags	Annually	Flyers, attendance sheets
Provide activities and share ideas that promote pre-literacy skills in the daycare /home setting	Professional development for daycare providers	Title, I and Intervention teachers PK Teachers and Community Education	Time Paper copies Door prizes Food	Yearly in May	Flyers, attendance sheets

Section 4: Curriculum and Instruction, including Multi-Tiered Interventions

The Rushford-Peterson School District identifies the 2010 Minnesota Academic Standards as the intended literacy curriculum in the school district. The presence of a “guaranteed and viable curriculum” (**Marzano, 2003**) is a requisite to a complete literacy plan. Making sure that the intended curriculum is also the enacted curriculum is part of the action plan.

The Rushford-Peterson School District understands that the quality of instruction in the classroom is one of the most important determiners of successful student learning. The R-P School District in cooperation with the Minnesota Department of Education advocates a balanced literacy approach to instruction, assessment, and intervention. The Gradual Release of Responsibility is an instructional model that may help students become independent learners.

From the Rushford-Peterson Public Schools Strategic Plan, updated August 15, 2017: “The Rushford Peterson School system will create an educational community where lifelong learning is valued, excellence is expected, and all are prepared for the future.”

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

VISION (Level 4): 85 -100% of all Kindergarten to Grade 3 students are proficient on the Spring Reading benchmark assessments. 75% or more of all students meet or exceed grade level standards on the MCA tests. 80 - 100% of all students assessed, will score a 21 or above on the ACT test (composite score). There will be a less than 15% achievement gap in proficiency between all subgroups and all students. 98-100% of seniors will graduate with their four-year cohort. 75 - 100% of all students have access to a one to one device during the school day. 75 - 100% of all graduating seniors will have taken a post-secondary eligible course.

Reference

[2010 Minnesota Academic Standards - English Language Arts K-12](#)

Rushford-Peterson Action Plan for Literacy: Curriculum

Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Understand the organization and expectations for the MN Academic Standards for ELA.	In PLCs, review the MN ELA Standards. Develop a common language for discussing literacy across grade levels and content areas PK-5.	Administrators & teachers PK-5.	Copy of the MN ELA Standards and Appendices A-B-C. PD time designated for this discussion.	On-going	Agenda and minutes: - PLC meetings - Staff Development meetings World's Best Work Force Report
Align the MN ELA Standards (intended curriculum) and what is being taught (Enacted curriculum).	Review the MN ELA Standards and make connections to what is being taught.	Administrators and teachers PK-5.	Copy of the MN ELA Standards and Appendices A-B-C.	On-going	All teachers upon request will be able to provide MN ELA Standards alignment to lessons and/or assessments.

Rushford-Peterson Action Plan for Literacy: Instruction

Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Ensure a minimum of 90-120 minutes for core instruction in literacy.	Review schedules. Survey staff.	DLLT	Develop a survey.	June 1, of current school year	Master schedule for grades PK-5 with minimal interruptions during literacy.
Identify 30-60 minute blocks of time for supplemental and/or intensive interventions.	Review schedules. Teacher Survey Parent survey Student survey	Intervention & Title Staff	Develop the surveys.	June 1, of current school year	PK-5 schedule that includes intervention time in addition to core instruction.

Understand and implement the instructional model of Gradual Release of Responsibility (GRR) along with ideas for Differentiated Instruction (DI) strategies.	PD/PLC time to read and discuss. Identify the GRR components including grouping practices.	Administrators and teachers PK-5.	Articles/Journals, Books on GRR and DI PD time designated for this.	Ongoing	Agenda and minutes: - PLC meetings - Staff Development meetings Pre/Post Observation Forms
Actions	How will the activity be accomplished?	Who will be responsible for the activity?	Describe the necessary resources (time & materials, i.e. substitutes)	What is the target date for completion?	What evidence will indicate completion?
Understand and implement the components of a balanced literacy program.	PD /PLC time to read and discuss.	Administrators and teachers PK-5.	Articles/Journals, Books PD time designated for this.	Ongoing	Agenda and minutes: - PLC meetings - Staff Development meetings
Identify the teaching resources currently used for core literacy instruction and identify additional needed resources for Title and Intervention instruction.	Review resources used for core, Title, and Intervention instruction. Data Review Days Leveling PK-5 library resources	Administrators and teachers PK-5. Title and Intervention Teachers	Time	Annually	Grade level lists of resources used. Leveled resources available in library ADSIS Annual Report
Identify the interventions currently in place for literacy instruction and identify additional needs. (Extended Day, and Extended Year;)	Review interventions used for core, supplemental, and intensive instruction.	Administrators and teachers PK-5.	Time	Ongoing	Grade level lists of interventions used. Review entrance and exit criteria for intervention programs. CLP's

Identify and put in place interventions for students who are identified as at risk for dyslexia	Staff Development; Data Meetings, PLC time, PST Team, Grade level meetings	PK-5; Title and Intervention Teachers; Administrator	Time; Information/resources on research based strategies	Ongoing	Meeting agendas and minutes; Progress Monitoring and Benchmark Data Assessments
Identify activities / strategies that support reading development: Mindfulness Movement helps learning	Share activities / strategies for classroom use: S.M.A.R.T and Brain Gym, 3 rd Grade Balance Balls	Administrators and teachers PK-5. P.E. Teacher / classroom teachers	Time Time at staff meetings to share ideas	Annually Ongoing	Grade level lists of interventions used. Review entrance and exit criteria for intervention programs. Staff Meeting agenda / Staff self-report use of ideas.



BSN SPORTS REWARD PROGRAM
FOR
Rushford-Peterson High School

BSN SPORTS ("BSN") is pleased to offer **Rushford-Peterson** the **BSN SPORTS REWARDS PROGRAM** for the purchase and supply of athletic apparel and equipment for use by the school and its interscholastic programs.

BSN SPORTS Product Pricing: The school shall be able to purchase products at the following discounts:

-Nike Team Apparel/Stock Uniforms	40% off Retail Price
-BSN Products	15% off Catalog Price
-BSN Catalog Branded Products	10% off Catalog Price

All Custom Uniforms and Footwear will be priced separately. Custom apparel, decorated apparel and footwear from any other manufacturers offered by BSN SPORTS will be at team discount pricing. *Decoration charges are not included in the above discounts.*

Products sold to the Cheerleading coach will not be included in Spending level totals.

BSN SPORTS Products are identified in our catalog with a black star icon next to the product code. BSN SPORTS catalog branded products are products distributed by BSN from a manufacturer such as Wilson, Spalding, Rawlings, etc.

Fan Cloth is a fundraising partner of BSN. This agreement does not prevent you from using Fan Cloth. *Purchases through Fan Cloth do not count toward total spend for Product Rebate.*

My Team Shop: BSN SPORTS' online player pay site is required to be used by all varsity programs at least once per year. All other programs including club sports and youth organizations will be encouraged to participate. All MTS sales including club and organizations will count towards rebate goals.

Shipping: The Athletic Program will pay freight charges on all orders.

Nike Promo: Rushford-Peterson to receive a total of \$15,000 in Nike stock team apparel, **\$3,000** available in June of each year of the 5-year agreement. In return, Rushford-Peterson agrees to commit to Nike uniforms for every Varsity program in which Nike offers. *Nike promo money must be spent by February 1st of each year the remaining balance will be forfeited.* (Normal Rushford-Peterson uniform rotation applies)

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK&FIELD
STRENGTH&
FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES&BLEACHERS
COACHING
AQUATICS



Rushford-Peterson will also receive bonus promo money when uniforms are purchased for the following sports: **Football, Volleyball, Soccer, Cross Country, Lacrosse, Baseball, Softball, Basketball, Track.**

Bonus Promo money as follows when uniforms are purchased: Each sport above, besides football, gets \$750 for the first set of uniforms, and \$250 for the 2nd set. Maximum \$1,000 per sport, per year. Football is \$1,500 for the first set, and \$500 for the 2nd set. Maximum \$2,000 per year. Promo money can be used on Nike stock product, at retail price. Bonus promo money expiration dates will be communicated by Sales Pro when earned.

Product Rebate: Subject to the terms below, at the end of each school year of this agreement, the Athletic Program will receive a Product Rebate including selected products from BSN. The Product Rebate will be selected from a list of products provided by BSN and subject to availability at the time of order. Product Rebates are available after the requirements below are met and must be utilized during each school budget year.

Annual Product Rebate will be available in June and must be redeemed by the end of August each year or they will expire on August 31st. A Product Rebate balance does not carry over from year to year. **Rebates only apply to orders placed under the terms and conditions of this agreement-including pricing**

Annual Spending Level
\$50,000+

Annual Rebate Amount:
Annual Rebate Amount:
5% of annual spend in Nike Team stock apparel, or BSN Equipment at retail price

\$25,000 - \$49,999

Annual Rebate Amount:
3% of annual spend in Nike Team stock apparel, or BSN Equipment at retail price

Any decoration or customization to rebate product is paid for by the Athletic Program.

Terms and Conditions: All purchases will be made through BSN SPORTS. Only products purchased through BSN will be eligible for the Product Rebate.

The School and Athletic Program must be current on all payment obligations to BSN to be eligible for the Product Rebate.

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK&FIELD
STRENGTH&
FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES&BLEACHERS
COACHING
AQUATICS



Term: The duration of this agreement is five (5) years from **July 1, 2023 to June 30, 2028**("Term").

Acknowledged and Agreed to:

Rushford-Peterson High School

BSN SPORTS

Ath. Director or Authorized
Representative - Signature

Vice President - Signature

Print Name

Print Name

Date

Date

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK&FIELD
STRENGTH&
FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES&BLEACHERS
COACHING
AQUATICS



Contract Summary

Requirements

1. 5 year contract.
2. We are required to buy all varsity uniforms from BSN and they must be Nike branded.
 - a. We saw a 36% reduction in price when we went with BSN and Nike for our new football uniforms.
3. All sports must set up a team shop through BSN one time per year.
 - a. Examples of local team shops.
 - i. [Lewiston-Altura](#)
 - ii. [Winona](#)

Benefits

1. We are allowed to purchase at discounts prices from BSN products.
 - a. Nike Team Apparel/Stock Uniforms 40% off Retail Price
 - b. BSN Products 15% off Catalog Price
 - c. BSN Catalog Branded Products 10% off Catalog Price
2. Nike apparel credits that are paid to the district.
 - a. \$3,000 in Nike apparel credits annually for the five years.
 - b. Bonus promo money with to be used on Nike stock apparel for each set of uniforms purchased. The amount of bonus money is determined by the cost of the uniforms.
3. Product Rebate: Total money spent on all of the above areas. (Uniforms, equipment, or online store.)
 - a. Annual Spending Level = \$50,000+: 5% rebate to be spent at BSN
 - b. Annual Spending Level = \$25,000 - \$49,999: 3% rebate to be spent at BSN



Rushford - Peterson ISD# 239 Job Vacancy

DISTRICT:

Rushford-Peterson Public Schools

JOB TITLE:

Head of Buildings and Grounds

QUALIFICATIONS:

Previous experience, or educational preparation in buildings and grounds operations, and supervision is preferred. Successful candidates should possess training and skills in management; knowledge of educational demands on facilities; preventative maintenance planning and implementation; implementation of programs relating to hazardous waste, OSHA, and other health and safety-related concerns.

Under the direction of the Superintendent, the Head of Buildings and Grounds is responsible for the overall management, operations and programs of Buildings and Grounds to assure efficient operation and to provide for the safety, health and comfort of students, staff and the public within facilities of Rushford-Peterson Public Schools. This position provides general supervision to all custodial personnel and performs specific custodial duties in the building and on the grounds.

The successful candidate shall have strong planning, budget, construction skills and the ability to demonstrate strong people skills. The director shall have a valid driver's license, be able to lift up to 75 pounds, and be able to work from heights.

SALARY RANGE

A minimum starting salary of \$55,000 can be negotiated based on the successful candidate's education and experience. Benefits package available.

START DATE

August 1, 2023

APPLICATION DEADLINE:

July 7th, 2023

APPLICATION MATERIALS:

- Letter of Interest
- Resume
- 3 Letters of Reference
- District application found at: www.r-pschools.com

APPLICATION MATERIALS TO BE SENT TO:

Rushford-Peterson Public Schools
Attn: Laura Hahn
1000 Pine Meadows Drive
Rushford, MN 55971

Or emailed to laurahahn@r-pschools.com

**Inquiries may be directed to Ben Bernard, Superintendent, at 507-864-7785 x1001 or benbernard@r-pschools.com.



Rushford - Peterson ISD# 239 Job Description

JOB TITLE: Head of Buildings and Grounds
DEPARTMENT/SECTION: Custodial/Support
STATE JOB MATCH:
SUPERVISOR TITLE: Superintendent of Schools

JOB SUMMARY:

Under the supervision of the Superintendent, the Head of Buildings and Grounds is responsible for the overall management, operations and programs of Buildings and Grounds to assure efficient operation and to provide for the safety, health and comfort of students, staff and the public within facilities of Rushford-Peterson Public Schools. This position provides general supervision to all custodial personnel and performs specific custodial duties in the building and on the grounds.

ESSENTIAL FUNCTIONS

- Maintain positive relations with students, staff, community members, administrators, and fellow custodians.
- Communicates with the building principals, Activities Director, Community Education Director, and Transportation Director to coordinate schedules for facilities use.
- Responsible for ensuring that buildings and grounds are kept in state of proper order and repair.
- Provide oversight of playground maintenance and inspections.
- Supervise and evaluate custodians, and part-time custodial help. Responsible for seeing that staff members reach standards in all areas.
- Works with administration to establish a long term facility improvement plan and helps to oversee implementation of the plan.
- Makes recommendations about hiring staff, and participates in the hiring process for custodians and custodial helpers.
- Coordinate activities of day and night custodial staff. Assign tasks, schedule hours, and resolve conflicts.
- Reviews and approves custodial timecards, the amount of overtime hours, and leave of absence requests.
- Performs general custodial duties when necessary.
- Inspect, operate, repair, and maintain heating, lighting, ventilating or other control systems, including boilers and water treatment equipment.
- Understand HVAC/light/door system and work closely with the administrative assistant on scheduling.
- Understanding the school alarm system and following through if maintenance is to be done or alarms reset.
- Take steps needed to reduce energy consumption in both buildings without negatively impacting the learning environment.
- Contact plumbers, electricians, carpenters, and other repair specialists as needed.
- Collect bids and monitor work of outside contractors or suppliers to ensure work performed meets job specifications. Responsible for meeting with the business office to ensure no contract is paid before all work is satisfactorily completed.

- Responsible for ensuring that all equipment used to maintain sites is properly serviced and maintained.
- Responsible, along with the transportation director, for ensuring that all District vehicles (including cars, trucks, vans, and buses) are properly serviced and maintained and that they pass all State Department inspections.
- Assist with the unloading of delivery trucks and vans.
- Make arrangements for and supervise grounds maintenance and snow removal.
- Carry out / facilitate a program of annual field maintenance which consist of seeding, fertilization, top dressing, weed control, and watering.
- Responsible for ensuring that the District's landscaping projects are adequately maintained.
- Responsible for the security of buildings when school is not in session.
- Prepares requisitions and coordinates purchases to maintain inventory of custodial supplies and maintenance equipment.
- Assists with the annual budget process for maintenance, operations and capital expenditures budgets.
- Responds to questions/concerns from teachers/staff/students regarding the department and handles other customer service situations as directed by the supervisor.

The above tasks are listed for the purpose of reference and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: Demonstrated aptitude for competency for assigned responsibilities. First Class Engineer-Group C Boiler License. Minnesota CDL with School Bus Endorsement. Knowledge or experience in Buildings and Grounds Maintenance. Estimated length of time required for a new entrant to achieve an acceptable level of proficiency: One year.

PHYSICAL REQUIREMENTS: Ability to lift up to 75 pounds regularly.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Superintendent for District wide activities and to the Building Principals for building related activities, coordinates work of other custodial staff, and coordinates facility uses with administrative, support, and teaching staff.

WORKING CONDITIONS: Occasional extreme temperatures, noise, exposure to hazardous substances. On call 24 hours per day.

TERMS/CONDITIONS OF EMPLOYMENT: 260-day at-will employment. Hours to be determined by the Superintendent. Salary and benefits are determined by the Rushford-Peterson School Board

PERFORMANCE REVIEW: Annual evaluation by Superintendent of Schools.

DATE APPROVED/UPDATED:



Rushford - Peterson ISD# 239 Job Vacancy

DISTRICT:

Rushford-Peterson Public Schools

JOB TITLE:

Director of Food and Nutrition Services

QUALIFICATIONS:

Previous experience, or educational preparation as a Director of Food and Nutrition Services and supervision is preferred. The Director of Food and Nutrition Services must have one of the following qualifications:

- Bachelor's degree, or equivalent educational experience, with an academic major in a specific area.
- Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and either a School Nutrition Association (SNA) Level 3 Certification or at least one year of relevant food service experience.
- Associate's degree or equivalent educational experience, with an academic major in a specific area and one year of relevant food service experience.
- High school diploma (or GED) and a minimum of three years of relevant food service experience.

Under the supervision of the Superintendent, the Director of Food and Nutrition Services is responsible for the overall supervision of the Rushford-Peterson Public Schools daily food and nutrition services operations. Basic responsibility includes the recruitment and supervision of the food service employees, and the implementation and coordination of food service to ensure high standards of nutrition and education, financial accountability, food production, maintenance of safety and sanitation standards and student service.

The successful candidate shall have strong planning, budget, cooking skills and the ability to demonstrate strong people skills. The director shall have a valid driver's license and be able to lift up to 75 pounds.

SALARY RANGE

A minimum starting salary of \$50,000 can be negotiated based on the successful candidate's education and experience. Benefits package available.

START DATE

August 1st - 15th, 2023

APPLICATION DEADLINE:

July 7th, 2023

APPLICATION MATERIALS:

- Letter of Interest
- Resume
- 3 Letters of Reference
- District application found at: www.r-pschools.com

APPLICATION MATERIALS TO BE SENT TO:

Rushford-Peterson Public Schools

Attn: Laura Hahn

1000 Pine Meadows Drive

Rushford, MN 55971

Or emailed to laurahahn@r-pschools.com

****Inquiries may be directed to Ben Bernard, Superintendent, at 507-864-7785 x1001 or benbernard@r-pschools.com.**



Rushford - Peterson ISD# 239 Job Description

JOB TITLE: Director of Food and Nutrition Services
DEPARTMENT/SECTION: Food Service
STATE JOB MATCH:
SUPERVISOR TITLE: Superintendent of Schools

JOB SUMMARY:

Under the supervision of the Superintendent, the Director of Food and Nutrition Services is responsible for the overall supervision of the Rushford-Peterson Public Schools daily food and nutrition services operations. Basic responsibility includes the recruitment and supervision of the food service employees, and the implementation and coordination of food service to ensure high standards of nutrition and education, financial accountability, food production, maintenance of safety and sanitation standards and student service.

ESSENTIAL FUNCTIONS

HUMAN RESOURCES MANAGEMENT

- Supervises all food service personnel.
- Makes recommendations on staff hires, conducts interviews, selects and provides work training, orientation and in-services for staff in safety, health, food production methods and reporting, techniques and equipment operation.
- Determines and defines work requirements of positions within food service and monitors work operations.
- Updates department manuals, job routines, job descriptions, forms and policies annually.
- Provides an environment which enhances employee productivity, growth, development, and morale.
- Trains staff.

FINANCIAL AND PROGRAM OPERATIONS MANAGEMENT

- Plans and makes recommendations for budget and fiscal requirements and needs.
- Maintains systems for financial accountability.
- Coordinates and participates in the preparation and submission of records and reports required by the district, state or federal agencies.
- Oversees the financial objectives and goals for food service and monitors revenues and expenditures.
- Completes nutritional records and supporting documentation consistent with district, state and federal policies, procedures or requirements.
- Plans and implements procurement procedures and systems for the department.
- Develops purchasing guidelines to ensure purchased food and supplies reflect customer preferences, department needs, policies and nutritional objectives.
- Researches, writes applications for, and oversees grant funds received in the food service department.
- Establishes standards and procedures for receiving, storing and inventory of food and non-food supplies
- Procures and oversees the USDA Foods Commodity Program.

- Plans, implements and troubleshoots point of sale, inventory control systems, as well as other operational and procedural problems.
- Designs and implements a plan to reduce food and materials waste.
- Promotes a positive image to the public, uses a variety of marketing techniques.
- Collaborates with the students to provide input for the school food service program.

RECORDKEEPING

- Assists in the process and maintain confidential record keeping of the Free and Reduced Meal Program applications
- Assist in the monthly report on free/reduced eligibility, inventory, and federal reimbursement claims
- Implement and maintain all state and federal laws and regulations applicable to the food program.

SCHOOL NUTRITION

- Plans and writes nutritious menus in compliance and accordance with state and federal guidelines and standards.
- Continuously works to improve participation in Farm to School, local procurement of ingredients, and scratch cooking initiatives.
- Develops cost effective menus that meet all local, state and federal guidelines and regulations.
- Works with staff, teachers, students, parents, administrators, and physicians in planning menus for children with special requirements.
- Oversees implementation of and district compliance with Student Wellness and Employee Wellness policies.
- Serves on the school district Wellness Committee and oversees district compliance with Student Wellness and Employee Wellness policies.
- Maintains good public relations with students, parents, faculty, staff, and community.

HEALTH AND SAFETY

- Establishes, directs, oversees and supervises sanitation, food safety, employee safety and food production procedures and methods.
- Monitors food production and distribution to assure high quality standards.
- Establishes waste management systems that are environmentally safe, effective and economical.
- Supports and guides the food safety program within the district and training of food service staff, concession workers, and any others that handle food products within the district.
- Serves on the school district's Health and Safety committee.

FOOD SERVICE FACILITY MANAGEMENT

- Plans for facility layout, design, equipment selection and environmental management.
- Determines equipment needs and specifications consistent with program needs and budget.

- Oversees the use of Food Service facilities and equipment within the department ensuring compliance with the school district's facility use policies and procedures.
- Oversees the use of school district concessions stands by school district and community groups ensuring compliance with state and federal standards and district policies.

PROFESSIONAL GROWTH AND DEVELOPMENT

- Attends training sessions, conferences, seminars, local cooperative, district and departmental meetings.
- Attends training sessions pertaining to changing developments, trends, nutritional/production technologies.

The above tasks are listed for the purpose of reference and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: The Director of Food and Nutrition Services must have one of the following qualifications:

- Bachelor's degree, or equivalent educational experience, with an academic major in a specific area¹.
- Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and either a School Nutrition Association (SNA) Level 3 Certification or at least one year of relevant food service experience².
- Associate's degree or equivalent educational experience, with an academic major in a specific area¹ and one year of relevant food service experience².
- High school diploma (or GED) and a minimum of three years of relevant food service experience².
- Eight hours of food safety training preferred, ability to complete within 30 days of hire required. Previous experience working in a school nutrition or food service setting, School Nutrition Association Certification, or MDH Food Protection Manager Certification preferred. Must pass a criminal background check.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Superintendent of Schools and works with administration and other staff on scheduled and nutritional content of meals.

TERMS/CONDITIONS OF EMPLOYMENT: Individual contract for the position.

PERFORMANCE REVIEW: Annual evaluation by the Superintendent of Schools.

DATE APPROVED/UPDATED:

¹ Specific academic majors include Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Science, Nutrition Education, Culinary Arts and Business.

² Relevant food service experience may include managing food service operations at a healthcare facility, restaurant, civic/community organization, or other type of establishment; this may include documented volunteer or unpaid relevant food service experience.



Rushford -Peterson ISD# 239 Job Vacancy

DISTRICT:

Rushford-Peterson Public Schools

JOB TITLE:

Interim Kids Club Coordinator

RESPONSIBILITIES:

Under the direction of the Superintendent, the Kid's Club Coordinator is responsible for the overall management, operations and programming of Rushford-Peterson's Kid's Club. This position provides general supervision to all Kid's Club employees and students.

HOURS

Vary, depending on student attendance and staffing. Up to 32 hours a week.

QUALIFICATIONS:

Previous experience, or educational preparation in education and or child care is preferred. The successful candidate shall have strong planning, budget, communication skills and the ability to work with kids in a school care setting. The coordinator shall have a valid driver's license and currently have or be able to qualify for a type III drivers license.

START DATE

July 3, 2023

END DATE

September 1, 2023

APPLICATION DEADLINE:

June 19, 2023

APPLICATION MATERIALS:

- Letter of Interest
- Resume
- 3 Letters of Reference
- District application found at: www.r-pschools.com

SALARY

\$23.00 per hour

APPLICATION MATERIALS TO BE SENT TO:

Rushford-Peterson Public Schools
Attn: Laura Hahn
1000 Pine Meadows Lane
Rushford, MN 55971

**Inquiries may be directed to Ben Bernard, Superintendent, at 507-864-7785 x1001.



Superintendent's Report
6/20/23

New Trail Connecting the School to the Bike Path

Construction on this trail has started at the Nannestad Lane / Bike Trail intersection. We are funding our portion of this project with funds from the federal government that can be designated to improve access to outdoor classroom spaces.

Softball Concession

This month the softball concession stand had its initial inspections for construction, plumbing, and electrical. We are hoping to wrap up the project soon. I want to thank all of the people that have worked on this project, and to the R-P Booster Club for their generous donations.



HVED Building Purchase

HVED is looking to purchase the Winona Mall to consolidate all of their programming in one location. As superintendents, we have been meeting frequently concerning this and information has been communicated to the board pertaining to this in the past. At the July meeting, the board will be asked to make a decision on whether or not to support this project. All boards within HVED need to approve the joint powers agreement before HVED can move forward with the purchase. Linked is the supporting information that HVED has provided to the superintendents. These documents include the potential tax impact for R-P district residents. ([Facts and Figures](#), [Joint Powers Agreement](#)) I will

Ben Bernand

Elementary School Board Report
June 20, 2023
Angela Shepard
Respect. Integrity. Excellence.

Grade Level Student Counts - 254

K - Mrs. Drinkall, Mrs. Kelly, Mrs. George

49 students

1st - Mrs. Halverson-Lind, Mrs. Burt

39 students

2nd - Mrs. Kopperud, Mr. Olstad

40 students

3rd - Mrs. Pape, Mrs. Olstad

40 students

4th - Mr. Theuer, Mrs. Johnson

48 students

5th - Mrs. Charlebois, Mr. Drinkall

38 students

Reports Being Completed-

-Read Well by 3rd Grade

-Title Grant

-DIRS

Summer School-

- Margaret Marklowitz, Cheryl Harvey, Shelly Malone, Brenda Thelan

- 32 students

New Student Count- 7

-1 Kindergarten

-1 1st Grade

-2 2nd Grade

-2 4th Grade

-1 5th Grade

High School Board Report

June 2023

Mr. Timm

Respect – Integrity - Excellence

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

Middle School Honor Roll Information:

3rd Trimester	A Honor Roll	B Honor Roll	Total
6th Grade	18	13	31/41 (75.6%)
7th Grade	27	26	53/58 (91.4%)
8th Grade	32	15	47/62 (75.8%)
Total	77	54	131/161 (81.4%)

Of the 77 students on the A Honor Roll, 28 earned a 4.0!

2022-23 School Year	A Honor Roll	B Honor Roll	Total
6th Grade	19	13	32/41 (78.0%)
7th Grade	24	23	47/58 (81.0%)
8th Grade	30	15	45/62 (72.6%)
Total	73	51	124/161 (77.0%)

Of the 73 students on the A Honor Roll, 18 earned a 4.0!

High School Honor Roll Information:

3rd Trimester	A Honor Roll	B Honor Roll	Total
9th Grade	20	17	37/58 (63.8%)
10th Grade	17	20	37/56 (66.1%)
11th Grade	7	19	26/45 (57.8%)
12th Grade	11	20	31/48 (64.6%)
Total	55	76	131/207 (63.3%)

Of the 55 students on the A Honor Roll, 26 earned a 4.0!

2022-23 School Year	A Honor Roll	B Honor Roll	Total
9th Grade	21	16	37/58 (63.8%)
10th Grade	14	18	32/56 (57.1%)
11th Grade	7	22	29/45 (64.4%)
12th Grade	16	17	33/48 (68.8%)
Total	58	73	131/207 (63.3%)

Of the 58 students on the A Honor Roll, 18 earned a 4.0!

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

We had 2 seniors earn their silver cords for graduation. These students completed 160+ hours of community service during their high school career.

GOAL 3: Maximize the personal and professional potential of all staff.	All staff members completed the past school year's Individual Growth and Development plans. One of the requirements was to write a reflection based off the goal. I enjoyed reading the reflections as our staff looked back at the school year and reflected on their goals, what went well, and what they want to work on over the summer and next year to continue improving.
GOAL 4: Promote and provide positive school and community culture that engages all stakeholders.	Graduation was a huge success! Thank you to Dr. Bernard, Mrs. Ekern, Mr. George, and Mr. Mahlke for helping make the day run smooth and give our seniors a great graduation and send off. Thank you to seniors; Chason Mierau, Emma Heiden, Hannah Ronnenberg and Kaylee Ruberg for delivering speeches and videos to help make the day memorable for their peers. Thank you to board members Sawle, Woxland and Snyder for helping celebrate with us as well. 8th Grade Graduation was held on the last day of school. A big thank you to Mrs. Bergan for organizing and giving our 8th graders a proper send-off to high school. Senior Awards night was a huge success, thank you to Mrs. Ekern and Mrs. Helgemoe for all their hard work. Through the generous support of local businesses and individuals, we were able to give away \$70,970 in scholarships that evening. The recipients of scholarships and all other awards is in your board packet to review.



RUSHFORD-PETERSON HIGH SCHOOL
SENIOR CLASS OF 2023 AWARDS PROGRAM
Sunday, May 21, 2023



Honor Graduates—Isabella Eide, Kenna Gallion, Jack Hertling, Hannah Highum, Isabelle Kahoun, Makenzie Knutson, Jenna Meyer, Linsey Meyer, Chason Mierau, Joshua Montoro, Christopher Oatman, Brielle Rasmussen, Hannah Ronnenberg, Kaylee Ruberg, Ella Woxland

Academic Letter Winners—Zachary Brand, Hilary Eide, Isabella Eide, Kenna Gallion, Jack Hertling, Hannah Highum, Isabelle Kahoun, Makenzie Knutson, Grace Meyer, Jenna Meyer, Linsey Meyer, Chason Mierau, Joshua Montoro, Christopher Oatman, Brielle Rasmussen, Hannah Ronnenberg, Kaylee Ruberg, Ella Woxland

National Honor Society Recognition—Kenna Gallion, Jack Hertling, Hannah Highum, Isabelle Kahoun, Chason Mierau, Brielle Rasmussen, Hannah Ronnenberg, Kaylee Ruberg, Ella Woxland

Silver Cord Winners--Jenna Meyer, Chason Mierau

Veterans of Foreign Wars Awards—Brielle Rasmussen, Jack Hertling

Instrumental & Choral Music Awards—Ella Woxland, Riley Tesch, Jada Burr, Jane Doerr, Hailey Paulson

National Choral Awards—Ella Woxland

Rushford American Legion Auxillary—Kenna Gallion

Rushford American Legion—Grady Hengel, Jackson Bergan

Bruce Victor Scholarship—Calista Rasmussen

Peterson American Legion—Isabelle Kahoun, Hannah Ronnenberg, Isabella Eide, Emma Olson, Jenna Meyer, Jackson Bergan, Hannah Highum

Rushford Area Society of the Arts Scholarship—Hailey Paulson

Student Ambassadors—Isabelle Kahoun, Linsey Meyer, Ella Woxland, Louenn Grosjeanne

Winona Daily News Above & Beyond—Grace Meyer

Rod Anderson Scholarship—Isabelle Kahoun, Isabella Eide, Jackson Bergan

G.S. Woxland Family Scholarship—Jackson Bergan

Student Council Awards—Ella Woxland

Senior Speech Awards—Chason Mierau, Christopher Oatman

Master Athletic Letter Awards—Austin Agrimson, Miles Anderson, Jackson Bergan, Hilary Eide, Isabella Eide, Owen Fenske, Kenna Gallion, Emma Heiden, Grady Hengel, Dalton Hoel, Kyla Ingram, Isabelle Kahoun, Allie Kingsley, Makenzie Knutson, Jenna Meyer, Linsey Meyer, Chason Mierau, Christopher Oatman, Emma Olson, Brielle Rasmussen, Calista Rasmussen, Hannah Ronnenberg, Kaylee Ruberg, Riley Tesch, Peter Walker, Andrew Wilkemeyer, Ella Woxland, Megan York

Academics, Arts, and Athletics (AAA) Awards—Riley Tesch, Ella Woxland

Dr. John Peterson Outstanding Athlete Award—Grady Hengel, Kaylee Ruberg

Rushford-Peterson Booster Club Scholarships—Owen Fenske, Hannah Ronnenberg, Grady Hengel

Hanson State Farm—Kaylee Ruberg

Caleb Wilkemeyer Memorial Scholarships—Andrew Wilkemeyer, Jackson Bergan

Rushford State Bank—Isabelle Kahoun

MiEnergy Coop Scholarships—Hannah Highum, Hannah Ronnenberg, Chason Mierau, Kenna Gallion

Fillmore County Pork Producers—Hannah Highum

AcenTek—Chason Mierau

Michael Reinhardt Scholarship—Isabelle Kahoun, Grady Hengel

Mitch Thompson Scholarship—Isabelle Kahoun, Grady Hengel, Grace Meyer

Bruce Blixt Memorial Scholarship—Jackson Bergan

Carolyn Johnson Memorial Scholarship—Kaylee Ruberg, Isabella Eide

John Kinneberg Agriculture Memorial Scholarship—Hannah Highum, Emma Heiden

Foundation for Rushford-Peterson Schools—Kenna Gallion, Brielle Rasmussen, Kaylee Ruberg, Riley Tesch, Ella Woxland. **Trade Focus**—Jackson Bergan, Hannah Ronnenberg, Jada Burr, Andrew Wilkemeyer, Isabelle Kahoun **Service Award**—Brielle Rasmussen

RP Retired Teachers Scholarship—Grace Meyer

Spencer Yohe Substitute Teacher Tri-State Area Scholarship—Riley Tesch, Hannah Highum

Mystic Star Lodge Scholarships—Hannah Highum

Dick Loerch/Ron Haugen Memorial Scholarship—Ella Woxland

Merle & Bette Evenson Memorial Scholarship---Kaylee Ruberg, Kenna Gallion
Merlin & Lila Jameson Memorial Scholarship—Emma Heiden
Ag Partners Scholarship—Hannah Highum
Mr. Chuck Ehler Scholarship—Brielle Rasmussen
ROTC Scholarship—Chason Mierau
Ronald Kjos Scholarship—Linsey Meyer
Arlin Falck Foundation—Isabella Eide
Lois Robertson Nursing Scholarship—Jenna Meyer, Emma Olson, Kenna Gallion
Arthur J Miller Community Service Scholarship—Hannah Highum
Warren Miller Service Award—Chason Mierau
Rushford-Peterson High School Citizenship Awards—Grady Hengel, Ella Woxland

Kid's Club Highlights

June 2023

Kids' Club Summer 2023

- Summer has been off to a great start!
- We have already visited the pool, enjoyed programs in partnership with the Rushford Public Library, and had a few picnics at Creekside Park.
- Community Ed. Activities, piano lessons, and swimming lessons have kept us busy in the transportation department.
- We started summer with 65 students on our roster and have had one more family inquire this week.
- We currently average 38 kids per day with Tuesday being our highest attended day and Friday being our lowest.

Laura VanGundy
Kids' Club Director
lauravangundy@r-pschools.com
507-864-7785 x1013

June 2023 ECFE/EC Screening Update

ECFE: We had such a wonderful last class for Session #5. ECFE classes are done for the Summer and will resume in October once Mrs. Heather Grigg is back from maternity leave. Heather Grigg is the teacher.

***NEW* Learn & Play Class:** This class is offered 1 time each session from 4-5:15 PM. The class is the same as all other ECFE classes that meet on a regular basis. We plan to offer this option again next school year. Heather Grigg is the teacher.

Our Session 5 special visitor: For Session 5 we enjoyed a fun visit from Sheriff Logan Brand for our theme of Community Helpers! We loved the sticker badges, exploring the car and all equipment used as a Sheriff.

Session 5 special event: Our Special Event this session was our End of the Year ECFE Play Date in the park which was held on May 31st at Creekside. We enjoyed Sidewalk chalk, Bubbles, Freeze Pops, and Play!

Early Childhood Screening: We have dates set for next school year for Screening. We plan to have our Fall Screening day on Nov. 17th, 2023 & our Spring is going to be on April 12th, 2024. EC Screening is led by Heather Grigg.

ECFE Go: Our first year of ECFE On-the-Go was awesome! Towards the end of the school year we added a 3rd daycare for visits! I am excited to offer these visits next school year! Each daycare averages 4-8 children each visit. Heather Grigg; ECFE Coordinator and Teacher, visits childcare providers homes to offer story time and an activity for them to enjoy.

ECFE Summer Camps: ECFE Summer camps are off to a GREAT start. We just finished up with Art Camp. We had 10 children who loved each day of camp! Preschool Art camp ran June 12th-15th and Preschool Beach Week is set for June 26th-29th. Camps are led by Heather Grigg.

Play Date in the Park: Our dates are set for Summer! We have June 21st at Creekside park as our first Summer play date and story in the park. July 12th at R-P Preschool playground and August 23rd at Brooklyn Park are the other play dates set for the Summer.

Parent Educator: We continue to look for a parent educator to come into our classroom each session.

Maternity Leave: I plan to be on Maternity Leave from July 17th until October 15th. I will return back to school on October 16th. ECFE classes will start once I return from leave.

Heather Grigg | ECFE Coordinator

Rushford-Peterson Schools ISD #239

p: 507-864-7786 ext. 2005

e: heathergrigg@r-pschools.com

a: P.O. Box 627, 1000 Pine Meadows Lane | Rushford, MN 55971



John Loney

Trojan Activities/Community Ed./Facilities Director

June Board Report

Facilities Projects:

- We are in the final stages of the concession stand project. The building inspector has approved everything and the electrical is being inspected Friday 6/16/23. Once that is completed everything can begin to be installed going forward.
- We have developed a master list of everything going on within the building as far as activities, practices, camps, speed & strength, basketball hoop maintenance, gym floor refinishing and so on.
- Important Dates:
 - June 19th-SE Minnesota Inspectors: Hoop maintenance for high school and middle school gyms
 - June 22-23- RP hosting Tri-State Boys/Girls Tourney
 - August 1st-8th-MSHSL non-contact times
 - August 1st-8th-High School and Middle School Floor refinishing.

Community Ed.:

All activities are underway for summer with numbers for each:

- Speech & Strength: M, W & Th
 - 7-12 Girls: 8:15-9:15
 - 9-12 Boys: 9:15-10:15
 - 7-8 Boys: 10:15-11:30
- 8u Baseball: 13
- 10u Baseball: 2 teams of 13-14 kids
- 12u Baseball: 1 team of 19
- 14u Baseball: 23 total kids with separate 8th & 7th grade teams
- T-ball: 22
- Ball Basics: 45

- PigTail Softball: 19
- Golf: 36
- 12u Softball: 12
- 14u Softball: 13

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/Facilities/Community Ed. Program Director