



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for June 22, 2020

6:30 PM

Rockford High School, Heritage Room

7600 County Rd 50

Rockford, MN 55373

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ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

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10.	BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS	
A.	School Board Work Session: Monday, June 29, 2020, 6:30 pm (Partial closed session to discuss supt evaluation)	
B.	School Board Work Session: Monday, July 20, 2020, 5:30 pm via teleconference	
C.	Regular Meeting of the Board of Education: Monday, July 20, 2020 6:30 pm, via teleconference	
D.	Board Committee Updates and Superintendent Update	
11.	ADJOURNMENT	

Our Mission: *In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.*

Our Vision: *Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.*

Rockford Board of Education

Brady Anderson

Eric Gordee

Jenny Kneeland

Amy Edwards

Jessica Johnson

Beth Praska

Superintendent Rhonda Dean



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Pledge of Allegiance

Meeting Date:

Prepared by: Superintendent's Office

Date Prepared:

Information

Briefing

Action

Enclosure Item(s)





**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Opening State by Board Chair

Meeting Date:

Prepared by: Amy Edwards

Date Prepared:

Information Briefing Action Enclosure Item(s)

Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the Rockford Area Schools Board of Education is being conducted in accordance with Minnesota Statutes 13D.021— Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the school board determined that it is not feasible for at least one board member, the superintendent, or the school district’s legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meeting location due to the health pandemic.

Persons may monitor this meeting from a remote location by phone call.

School board members are reminded to mute their microphone or phone when they are not speaking.

School board members wishing to speak should use the chat feature via Google Meets meeting platform then wait to be recognized by the Chair.

The chair will determine the order in which board members wishing to speak will be recognized. When recognized, the board member should unmute the microphone or phone, speak, and then mute their device.

All votes will be conducted by roll call. Each school board member should wait until their name is called before voting.

Persons monitoring this meeting from a remote location may submit a public comment by filling out a public comment form, which has a link located on the district website, and follow the directions on the form.

This meeting is being recorded. Access to the recording will be made available on the school district’s website as soon as is reasonably possible.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Recognition

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 18, 2020

Information Briefing Action Enclosure Item(s)

Summer School--RMS-CES would like to recognize our students involved in our June Session of Summer School. These students are pushing forward and using their additional time to show off their learning and skill by submitting evidence to their summer school teachers. We thank them for their perseverance and work ethic!



**Independent School District #883
School Board Work Session
Monday, May 18, 2020**

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, May 18, 2020 at 5:31 pm. The meeting was held on a virtual platform, in accordance to Minnesota Statutes 13D.021, due to the MN Governors declaration of a peacetime state of emergency and the health pandemic. Chair Edwards called the meeting to order at 5:30 pm. Chair Edwards state that purpose of the meeting is to discuss the superintendent's contract and the possibility of a communications/marketing coordinator position. Members Anderson, Campbell, Edwards, Gordee, Johnson and Praska were present. Also present was Interim Superintendent Rhonda Dean.

Anderson motioned to approve the agenda, as presented. Praska seconded. Gordee motioned to amend the agenda to add an item to discuss the MOA to the Principals Agreement. Johnson seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

The Board members reviewed and asked questions regarding the superintendent's proposed contract with Rhonda Dean, starting July 1, 2020.

The Board discussed the Memorandum of Understanding to the Principals Contract Agreement that is listed in the May 18 regular meeting agenda.

Interim Superintendent Dean presented information on a proposed communications/marketing position. Chair Edwards will bring forward for consideration at a future meeting.

The next regular Board of Education meeting followed the work session at 6:30 pm via teleconference.

Johnson motioned to adjourn the meeting at 6:21 pm. Gordee seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

Kathy Ehlers
Recorder

Jessica Johnson
Clerk



**Independent School District #883
Virtual Regular School Board Meeting
May 18, 2020**

Chair Edwards called the regular meeting to order at 6:32 pm. Pursuant to Minnesota Statutes 13D.021 with regards to the COVID-19 pandemic and the Minnesota Governors peacetime emergency declaration, the meeting was held by conference call. Members Anderson, Campbell, Edwards, Gordee, Johnson and Praska were present. Also present were Principals Brenda Nyhus, Bobbi Anderson-Hume, and Interim Paul Menard, Director of Teaching and Learning Kevin Keller, IB Programme Administrator Matthew Scheidler, Buildings and Grounds Director James Leuer, Business Manager Sher Tischner, and Interim Superintendent Rhonda Dean.

Chair Edwards read an opening statement regarding the general process for remote school board meetings. She also read an appreciation statement regarding the pandemic to the district staff.

Gordee motioned to approve the agenda, as presented. Anderson seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

Recognition

Aviation Art Contest—The Board recognized third graders Mary Dahl, Lily Wathen, and Brooklyn Siebert, and eighth graders Bryana Salazar, Anika Perlich and Ty Kulavik for placing at this year's Minnesota Aviation Art Contest with each of their art pieces.

Public Comments

Pursuant to the peacetime emergency declared by Minnesota Governor's Executive Order 20-01 and the extension in Order 20-53 as well as Minnesota Department of Health guidelines, attendance of the public would not be feasible. A public comment form was available to the public for input. There were no public comments.

Consent Items

Campbell motioned, seconded by Gordee, to approve the following consent items:

- Minutes: Regular Meeting-April 20, 2020.
- Personnel:
 1. Paul Menard, hired as high school principal
 2. Kacey Reece, hired as third grade elementary teacher, BA Step 4
 3. Trevor Beres, resignation as Career and Tech Ed Teacher, effective at the end of the 2019-20 contract year
 4. Mike Brickley, approved leave starting April 23, 2020 to July 16, 2020
 5. Jenifer Berg, approved layoff as RCC Front Desk as of April 24, 2020
 6. Christian Hoiland, approved layoff as RCC Front Desk as of April 24, 2020
 7. Jamie Smith, approved layoff as RCC Membership Coordinator as of April 24, 2020
 8. Ivy Balcer, approved layoff as RCC Front Desk as of April 24, 2020
 9. Candi Benoit, approved layoff as CE Evening Supervisor as of April 24, 2020
 10. Averi Schrode, approved layoff as Gymnastics Coordinator as of April 30, 2020
 11. Nathan Rouse, discontinuance as Long-term Substitute for Cathy Hoadley
 12. Kacey Reece, discontinuance as Long-term Substitute for Kelsey Sinclair
- Bills and Wire Transfers:

Fund 01 General Fund	\$	987,136.07
Fund 02 Food Service	\$	55.90
Fund 04 Community Services	\$	23,289.64
Fund 06 Debt Service	\$	0.00
Fund 07 Agency Fund	\$	0.00
Fund 21 Student Activities	\$	1,293.51
Fund 45 (PEB)	\$	1,862.39
Fund 47	\$	0.00
Total	\$	1,013,637.51
Wire Transfers		None

- Approval of Amendment to Principals Agreement

On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

High Student Achievement

Principal Nyhus gave a report on distance learning, student connection, teacher check-out, and upcoming class placement.

Principal Anderson-Hume reporting on distance learning, the student calendar, facility update and standards-based grading.

Interim Principal Menard gave an update on building operations, attendance, grading, staff reaction, student and family reactions, communications, and future planning.

Campbell motioned to a change in grading practice at the high school to allow for pass/fail grades for required classes for the spring of 2020, as presented. Anderson seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

Member Johnson moved the adoption of the following resolution:

Resolution to Certify Listing of Graduates

BE IT RESOLVED, by the School Board of Independent School District No. 883, authorizes Rockford High School Principal Paul Menard to grant high school diplomas on Saturday, May 30, 2020 to all Rockford Area School district students that have met the State of Minnesota and Rockford Area School District graduation requirements.

The motion for the adoption of the foregoing resolution was duly seconded by Praska. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None
Whereupon said resolution was declared duly passed and adopted.

Interim Principal Menard gave an update on the graduation ceremony planning.

Director of Teaching and Learning Keller shared information on district assessments, curriculum work, and data and technology integrationist work. He also added discussion regarding a new Science teacher position at REAMS. No action was suggested at this time. Member Gordee asked for more information at a future meeting regarding technological devices in the district.

IB Programme Administrator Scheidler gave an update on MYP, DP and CP application process, the MYP, DP and CP authorization timeline and professional development. Chair Edwards asked if there were any IB training that school board members can participate in.

Safe and Welcoming Environment

Buildings and Grounds Director Leuer gave an update on the risk assessment report in the high school metal shop and discussed the need for a seasonal groundskeeper and another custodial position this fall. No action was determined at this time regarding the additional custodial position.

Campbell motioned to approve the addition of a temporary seasonal groundskeeper position, as presented. Gordee seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

Fiscal Responsibility

Business Manager Tischner presented 2020-21 Capital Outlay Budget. The final number will be available in the fall 2020.

Gordee motioned to approve the 2020-21 Capital Outlay Budget as presented. Praska seconded.

	Revenue
Balance Forward	\$ 867,190
Revenue	\$ 391,069
Total	\$ 1,258,259

	Expenses
Capital Future	\$ 50,000
Special Ed	\$ 0
District Operations	\$ 0
Textbooks/Workbooks	\$ 145,000
Activities	\$ 17,025
Technology	\$ 147,800
Maintenance	\$ 79,000
Buildings	
Middle School	\$ 20,300
High School	\$ 850
Total	\$459,975
Balance Forward	\$798,284

On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

Business Manager Tischner presented the 2020-21 Original Budget.

Anderson motioned to approve the 2020-21 Original Budget as presented. Gordee seconded.

	Revenue	Expenditures
General:	\$21,137,513	\$20,813,721
Food Service:	\$ 788,510	\$ 740,826
Community Ed:	\$ 1,406,262	\$ 1,352,928
Debt Service:	\$ 4,531,930	\$ 4,493,088
OPEB 45:	\$ 30,000	\$ 40,822

OPEB 47:	\$ 200	\$ 0
Activity Funds 21	\$ 146,300	\$ 146,300
<i>Total:</i>	<i>\$28,040,715</i>	<i>\$27,587,685</i>

On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

Johnson motioned to approve food service management contract to Taher Inc. from July 1, 2020 to June 30, 21 renewable up to four years from original contract, as presented. Anderson seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

Member Campbell moved the adoption of the following resolution:

Resolution of Acknowledgement of Contributions/Donations

Whereas Minnesota Statute 123B.02 permits school boards to “receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof.”

Therefore, be it resolved by the School Board of Rockford Area Schools, Independent School District 883 that the School Board accepts, with appreciation, the contributions detailed below.

25:2 Solutions	Verizon Hot Spots	RAS Technology General Fund
S Davis	\$550.00	Early Childhood School Readiness Fund
Box Tops for Education	\$57.40	REAMS General Fund
T D’Amico	\$100.00	Football Activity Fund
Boston Scientific	\$98.80	REAMS Activity Fund
Anonymous	\$28.50	REAMS General Music Fund
Rocket Boosters	\$303.00	Baseball Activity Fund
Rocket Boosters	\$247.75	Softball Activity Fund
Rocket Boosters	\$3,611.70	Activity Dept General Fund

The motion for the adoption of the foregoing resolution was duly seconded by Johnson. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Whereupon said resolution was declared duly passed and adopted.

Efficient and Effective Operations

The Board reviewed changes to the 2020-21 District Parent-Student Handbook. Action will take place at the June regular meeting.

The Board reviewed changes to the 2020-21 Galaxy Kids School-Age Childcare Parent and Staff Handbooks. Action will take place at the June regular meeting.

The Board reviewed changes to the 2020-21 Early Childhood Programs Staff Handbook and Launching Pad Preschool Parent Handbook. Action will take place at the June regular meeting.

The Board reviewed changes to the 2020-21 REAMS Staff Handbook supplement. Action will take place at the June regular meeting.

Gordee motioned to approve the following schedule for the 2020-21 School Board meetings as presented. Johnson seconded.

Monday, July 20, 2020	5:30 pm	Work Session
Monday, July 20, 2020	6:30 pm	Regular Meeting
Monday, Aug. 17, 2020	6:30 pm	Regular Meeting
Monday, Aug. 31, 2020	6:30 pm	Work Session
Monday, Sept. 21, 2020	5:30 pm	Work Session
Monday, Sept. 21, 2020	6:30 pm	Regular Meeting
Monday, Oct. 5, 2020	6:30 pm	Work Session
Monday, Oct. 19, 2020	6:30 pm	Regular Meeting
Monday, Nov. 9, 2020	6:30 pm	Special Meeting-Canvas Election (<i>between 3rd & 10th Day</i>)
Monday, Nov. 16, 2020	5:30 pm	Work Session
Monday, Nov. 16, 2020	6:30 pm	Regular Meeting
Monday, Dec. 7, 2020	6:30 pm	Work Session
Monday, Dec. 21, 2020	6:30 pm	Regular Meeting (<i>and Truth in Taxation Hearing</i>)
2021		
Monday, January 4, 2021	6:30 pm	Organizational Meeting
Wednesday, January 20, 2021	5:30 pm	Work Session
Wednesday, January 20, 2021	6:30 pm	Regular Meeting (<i>Move Due to Dr. MLK Jr. Day</i>)
Monday, February 1, 2021	6:30 pm	Work Session
Wednesday, February 17, 2021	6:30 pm	Regular Meeting (<i>Move Due to President's Day</i>)
Monday, March 15, 2021	5:30 pm	Work Session
Monday, March 15, 2021	6:30 pm	Regular Meeting
Monday, April 5, 2021	6:30 pm	Work Session
Monday, April 19, 2021	6:30 pm	Regular Meeting
Monday, May 17, 2021	5:30 pm	Work Session
Monday, May 17, 2021	6:30 pm	Regular Meeting
Monday, June 21, 2021	6:30 pm	Regular Meeting
Monday, June 28, 2021	6:30 pm	Work Session

On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

Anderson motioned to approve the superintendent contract starting July 1, 2020, as presented. Praska seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

Board/Superintendent Updates and Announcements

The next regular Board meeting is scheduled for Monday, June 22, 2020 at 6:30 pm via teleconference.

There will be a board work session on Monday, June 29, 2020 at 6:30 pm via teleconference.

The Board gave updates on their committee assignments and events attended. Anderson had no updates. Praska had nothing to report. Johnson attended MAWSECO board meeting, Governors meeting, negotiation meetings, staff awards meeting and the continuing ed meeting. Gordee updated the board on school safety meeting, MSBA listening sessions, staff award meeting, contract negotiations and pre-agenda meetings. Campbell attended pre agenda meeting, negotiations meetings, MSBA listening sessions, and staff award meetings. Edwards attended MSBA listening sessions, negotiations meetings, agenda prep meeting, senior awards night taping, and AMSD Board meeting. Interim Superintendent Dean has attended Teamworks Leadership Sessions, MAWSECO superintendent meetings, NWSISD superintendent group

meeting, Safe Routes to School Meeting, MREA superintendent group meeting, negotiations, IB Site Visit, and MDE virtual meetings.

Gordee motioned to adjourn the meeting at 9:40 pm. Johnson seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, and Johnson. And the following voted against: None. Motion carried.

Kathy Ehlers
Recorder

Jessica Johnson
Clerk



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Consent--Personnel

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 17, 2020

Information

Briefing

Action

Enclosure Item(s)

Personnel Items:

1. Amanda Jensen, approval of leave of absence from the start of the 2020-21 school year through November 29, 2020, as per request.
2. Cathy Hoadley, approve of leave of absence from the start of the 2020-21 school year through end of first semester (January 22, 2021) as per request.
3. Approval of 2020 ESY Program Positions, July 7-30, 2020
Teachers (12 days, 3 hours each day plus prep)
Linnea Floan ECSE
Emma Webster Elementary
Lanaya Fredericksen RMS
Debbie Krebsback RHS
Laura Ellos - 1/2 speech
Judith Anthony 1/2 speech ** Judith and Laura would split the time indicated above*
Paraprofessionals (12 days, 3 hours each day)
Loryssa Stefanich
Diana Wondra
Tonya Curtis
Pang Vang
Sarah Pfilpsen
4. Howie Brooks, hire as temporary long-term custodial substitute
5. Monica Palmer, hire as RMS-CES Principals Secretary
6. Lindsay Tomsche, nonrenewal as assistant dance coach
7. Jamie Smith , rehire as RCC Membership Coordinator
8. Averi Shrode, rehire as CE Gymnastics Coordinator
9. Jen Berg, rehire as RCC Front Desk
10. Olympia Escamilla, rehire as RCC Track Gate Keeper/SACC Sub



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: CONSENT--Approval of Bills and Wire Transfers

Meeting Date: June 22, 2020

Prepared by: Sher Tischner

Date Prepared: June 16, 2020

Information Briefing Action Enclosure Item(s)

May 2020 (listing attached)

Fund 01	\$1,286,816.88
Fund 02	1,652.44
Fund 04	3,745.74
Fund 21	27,325.77
Fund 45	1,862.39
Total:	\$ 1,321,403.22

Rockford ISD #0883 Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		51233		Wire	1 4050		AFLAC	No	No	No	USD	05/28/2020	1,112.38
0883	ASSO		51238		Wire	1 1962		MINNESOTA DEPT OF REVENUE	No	Yes	No	USD	05/04/2020	16,386.37
0883	ASSO		51239		Wire	1 1962		MINNESOTA DEPT OF REVENUE	No	Yes	No	USD	05/20/2020	16,035.46
0883	ASSO		51240		Wire	1 2006		US GOVERNMENT	No	Yes	No	USD	05/04/2020	102,178.32
0883	ASSO		51241		Wire	1 2006		US GOVERNMENT	No	Yes	No	USD	05/20/2020	98,186.65
0883	ASSO		51242		Wire	1 1938		TRA	No	Yes	No	USD	05/14/2020	49,245.23
0883	ASSO		51243		Wire	1 1938		TRA	No	Yes	No	USD	05/28/2020	47,465.35
0883	ASSO		51244		Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	05/28/2020	19,091.94
0883	ASSO		51245		Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	05/14/2020	19,074.83
0883	ASSO		51246		Wire	1 3370		MN CHILD SUPPORT PMT CENTER	No	Yes	No	USD	05/15/2020	314.00
0883	ASSO		51247		Wire	1 3370		MN CHILD SUPPORT PMT CENTER	No	Yes	No	USD	05/01/2020	314.00
0883	ASSO		51248		Wire	1 6069		METLIFE	No	Yes	No	USD	05/01/2020	3,870.63
0883	ASSO		51249		Wire	1 2470		MSRS	No	Yes	No	USD	05/28/2020	11,949.86
0883	ASSO		51250		Wire	1 7649		TSA CONSULTING GROUP, INC.	No	Yes	No	USD	05/27/2020	37,175.62
0883	ASSO		51377		Wire	1 4718		MN TRUST	No	Yes	No	USD	05/31/2020	20.83
0883	ASSO		51378		Wire	1 4718		MN TRUST	No	Yes	No	USD	05/31/2020	296.76
0883	ASSO		50814	97743	Check	1 7879		JOHNSON, MAUREEN	Yes	No	Yes	USD	05/11/2020	(130.00)
0883	ASSO		50936	97851	Check	1 6623		ADVANCED IMAGING SOLUTIONS	Yes	Yes	No	USD	05/01/2020	5,205.00
0883	ASSO		50935	97852	Check	1 6598		ALL SEASONS SPORTS, LLC	Yes	Yes	No	USD	05/01/2020	2,889.00
0883	ASSO		50931	97853	Check	1 1181		CITY OF ROCKFORD	Yes	Yes	No	USD	05/01/2020	1,084.87
0883	ASSO		50938	97854	Check	1 7570		CST MN - BIN # 170065	Yes	Yes	No	USD	05/01/2020	70,504.07
0883	ASSO		50933	97855	Check	1 4022		INFINITE CAMPUS	Yes	Yes	No	USD	05/01/2020	82.08
0883	ASSO		50939	97856	Check	1 7697		MARISELA V NELSON INTERPRETING	Yes	Yes	No	USD	05/01/2020	155.00
0883	ASSO		50940	97857	Check	1 7857		MCLEOD COMMUNITY SOLAR ONE LLC	Yes	Yes	No	USD	05/01/2020	1,334.20
0883	ASSO		50941	97858	Check	1 7858		MEEKER COMMUNITY SOLAR ONE LLC	Yes	Yes	No	USD	05/01/2020	1,764.96
0883	ASSO		50934	97859	Check	1 5796		REGENTS OF THE UNIVERSITY OF MIN	Yes	Yes	No	USD	05/01/2020	126.00
0883	ASSO		50937	97860	Check	1 7545		TEACHERS ON CALL	Yes	Yes	No	USD	05/01/2020	570.40
0883	ASSO		50932	97861	Check	1 1841		WRIGHT TECHNICAL CENTER	Yes	Yes	No	USD	05/01/2020	2,389.30
0883	ASSO		50930	97862	Check	1 1016		WRIGHT-HENNEPIN COOP. ELECTRIC	Yes	Yes	No	USD	05/01/2020	437.25
0883	ASSO		50942	97863	Check	1 1215		XCEL ENERGY	Yes	Yes	No	USD	05/05/2020	6,268.95
0883	ASSO		50943	97864	Check	1 7981		AT&T MOBILITY	Yes	Yes	No	USD	05/05/2020	3,477.87
0883	ASSO		50944	97865	Check	1 7874		SCHOOLSIN	Yes	Yes	No	USD	05/06/2020	1,552.76
0883	ASSO		50960	97866	Check	1 7007		ALTMAN, ROB & LYNN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50955	97867	Check	1 6149		ANDERSON, MALI	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50947	97868	Check	1 2284		BIORN, HOLLY	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		50953	97869	Check	1 4657		BLANCHARD JOHN & BRENDA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50998	97870	Check	1 7941		BLANK-SMITH, AMANDA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50985	97871	Check	1 7928		BOERBOOM, KAREN	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50986	97872	Check	1 7929		CLARKSON, MARSHA	Yes	Yes	No	USD	05/06/2020	121.00

Rockford ISD #0883 Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		50945	97873	Check	1	1570	CURTIS, TONYA	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		50951	97874	Check	1	4177	DAERDA, STACEY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50987	97875	Check	1	7930	DAWSON, CORTNEY	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50988	97876	Check	1	7931	DIETMAN, NICOLE	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50989	97877	Check	1	7932	DORNSBACH, JESSICA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50969	97878	Check	1	7912	EDWARDS, MITCHELL	Yes	Yes	No	USD	05/06/2020	253.00
0883	ASSO		50966	97879	Check	1	7881	EGBERT, CATHLEEN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50970	97880	Check	1	7913	EISENTRAGER, CHRISTINE	Yes	Yes	No	USD	05/06/2020	286.00
0883	ASSO		50971	97881	Check	1	7914	ENGBRETSON, KEVIN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50957	97882	Check	1	6857	EVANS, MATTHEW	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50959	97883	Check	1	6960	GIFFORD, TIFFANY	Yes	Yes	No	USD	05/06/2020	88.00
0883	ASSO		50965	97884	Check	1	7587	GRAUNKE, ELIZABETH	Yes	Yes	No	USD	05/06/2020	88.00
0883	ASSO		50952	97885	Check	1	4482	HAAS JENIFER	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50964	97886	Check	1	7248	HILLYARD, ANGIE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50973	97887	Check	1	7916	HOPPE, KEVIN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50948	97888	Check	1	2436	HOUGHTON, DAN	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50974	97889	Check	1	7917	JOHNSON, MICHELLE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50996	97890	Check	1	7939	JUMP, SHANNON	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50990	97891	Check	1	7933	KELVIE, CAREY	Yes	No	No	USD	05/06/2020	121.00
0883	ASSO		50991	97892	Check	1	7934	KEUSEMAN, AMANDA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50956	97893	Check	1	6150	KLOSS, AMY	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50992	97894	Check	1	7935	KOLHEI, SHANNON	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50993	97895	Check	1	7936	KRCIL, JOHN	Yes	No	No	USD	05/06/2020	121.00
0883	ASSO		50994	97896	Check	1	7937	LINNA, GEORGIANA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50975	97897	Check	1	7918	LOWE, SHELLEY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50976	97898	Check	1	7919	LUNDBERG, STACIE	Yes	Yes	No	USD	05/06/2020	286.00
0883	ASSO		50949	97899	Check	1	3545	MATHIASON RITA	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		50977	97900	Check	1	7920	MICHLITSCH, TARA	Yes	No	No	USD	05/06/2020	286.00
0883	ASSO		50950	97901	Check	1	3802	NELSON, PATRICK	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50978	97902	Check	1	7921	NUTE, NICOLE	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		50979	97903	Check	1	7922	ODETTE, CHRISTINE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50995	97904	Check	1	7938	OLSEN, EMILY	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50980	97905	Check	1	7923	PEDERSEN, MICHAEL	Yes	Yes	No	USD	05/06/2020	88.00
0883	ASSO		50946	97906	Check	1	1680	PEPIN, SARA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50968	97907	Check	1	7907	PERRY, KATHRYN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50963	97908	Check	1	7172	PETERSON, TANYA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50981	97909	Check	1	7924	PILOT, HELI	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50982	97910	Check	1	7925	REED, KELLEY	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		50954	97911	Check	1	5168	ROOTNESS, DAWN	Yes	Yes	No	USD	05/06/2020	165.00

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
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0883	ASSO		50997	97912	Check	1	7940	SANDERSON, HEIDI	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50972	97913	Check	1	7915	SCHIRO, CARMEN	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		50962	97914	Check	1	7150	SCHRECKENGAUST, JULIE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50983	97915	Check	1	7926	SCRIPTURE, JANELLE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50999	97916	Check	1	7942	STREHLER, TERI	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50967	97917	Check	1	7884	SUNDEEN, JOSEPH	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50984	97918	Check	1	7927	TAUBER, KARI	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		50958	97919	Check	1	6952	VICINO, SHARYL	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		51000	97920	Check	1	7943	WOODWARD, ALIECIA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		50961	97921	Check	1	7112	YAGER, TRINA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51007	97922	Check	1	6718	BARNINGHAM, TARA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51004	97923	Check	1	5228	BELANGER, AMY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51002	97924	Check	1	4657	BLANCHARD JOHN & BRENDA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51015	97925	Check	1	7906	BUFFIE, PERRY	Yes	No	No	USD	05/06/2020	121.00
0883	ASSO		51003	97926	Check	1	5051	BYERS MICHELLE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51012	97927	Check	1	7477	FEYEN LISA	Yes	No	No	USD	05/06/2020	121.00
0883	ASSO		51013	97928	Check	1	7587	GRAUNKE, ELIZABETH	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51010	97929	Check	1	7248	HILLYARD, ANGIE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51001	97930	Check	1	2436	HOUGHTON, DAN	Yes	Yes	No	USD	05/06/2020	132.00
0883	ASSO		51008	97931	Check	1	6967	KOSHIOL, NICOLE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51009	97932	Check	1	6984	MCINERNY, JESSICA	Yes	No	No	USD	05/06/2020	121.00
0883	ASSO		51020	97933	Check	1	7911	PANULA, BETH	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51016	97934	Check	1	7907	PERRY, KATHRYN	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		51017	97935	Check	1	7908	PIELA, BOUCHIA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		51011	97936	Check	1	7374	RENTZ, TERESA	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51018	97937	Check	1	7909	ROGGENKAMP, MELISSA	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		51006	97938	Check	1	6473	SATHER, LEANN	Yes	Yes	No	USD	05/06/2020	44.00
0883	ASSO		51005	97939	Check	1	5736	TORBORG, NEGAIL	Yes	No	No	USD	05/06/2020	121.00
0883	ASSO		51019	97940	Check	1	7910	VANDEPUTTE, NANCY	Yes	Yes	No	USD	05/06/2020	121.00
0883	ASSO		51014	97941	Check	1	7905	VIRNIG, JENNIFER	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51039	97942	Check	1	7896	BRYNGELSON, HOLLY	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51040	97943	Check	1	7897	CURTIS, MARK	Yes	No	No	USD	05/06/2020	185.00
0883	ASSO		51032	97944	Check	1	7889	DESENS, COLETTE	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51022	97945	Check	1	3901	GRIMM KELLY	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51033	97946	Check	1	7890	GUSSE, LORIE	Yes	Yes	No	USD	05/06/2020	370.00
0883	ASSO		51035	97947	Check	1	7892	HILL, JUSTINE	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51028	97948	Check	1	6878	HOFFMAN, ALICIA	Yes	No	No	USD	05/06/2020	185.00
0883	ASSO		51027	97949	Check	1	6634	LUCKETT, MONICA	Yes	No	No	USD	05/06/2020	185.00
0883	ASSO		51036	97950	Check	1	7893	MERCIL, DEBORAH	Yes	Yes	No	USD	05/06/2020	370.00

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		51025	97951	Check	1	6177	NELSON, HEATHER	Yes	No	No	USD	05/06/2020	185.00
0883	ASSO		51041	97952	Check	1	7898	NELSON, HEATHER	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51037	97953	Check	1	7894	SCHMIDT, TED	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51030	97954	Check	1	7573	SCHOEPKE, DENISE	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51023	97955	Check	1	5506	SCHUMAN, ROBYN	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51021	97956	Check	1	3203	SMITH, SALLY	Yes	No	No	USD	05/06/2020	185.00
0883	ASSO		51029	97957	Check	1	7485	STUCKMAYER, MELISSA	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51024	97958	Check	1	5881	SYVERSON, JANA	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51026	97959	Check	1	6548	VIQUEZ, COLETTE	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51034	97960	Check	1	7891	WAHL HARKESS, SALLY	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51031	97961	Check	1	7655	WANDERSEE, LAURA	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51042	97962	Check	1	7899	WEBER, MICHAEL	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51038	97963	Check	1	7895	WEDDIG, DENNIS	Yes	Yes	No	USD	05/06/2020	185.00
0883	ASSO		51053	97964	Check	1	7901	ABBOTT, SHERYL	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51044	97965	Check	1	2948	ANDRES, AARON	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51051	97966	Check	1	7426	BILLS, REBECCA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51048	97967	Check	1	5622	BOYD, JODY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51050	97968	Check	1	5756	BUCHHOLTZ, DANIEL	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51054	97969	Check	1	7902	CZECH, STEVE	Yes	No	No	USD	05/06/2020	120.00
0883	ASSO		51046	97970	Check	1	4658	DAVIS MICHAEL	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51055	97971	Check	1	7903	DOBOSZENSKI, KRISTIN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51052	97972	Check	1	7900	GORDER, CHRISTINE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51049	97973	Check	1	5680	REYNOLDS, AMIE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51047	97974	Check	1	5615	SEYMOUR, ROSEMARY	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51045	97975	Check	1	3249	SHAIKOSKI, DEBORAH	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51056	97976	Check	1	7904	THOMPSON, NICHOLAS	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51043	97977	Check	1	1691	YOUNG, CAROLINE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51086	97978	Check	1	7901	ABBOTT, SHERYL	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51092	97979	Check	1	7944	ANDERSON, ALFREDO	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51111	97980	Check	1	7964	ASHFELD, RENA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51093	97981	Check	1	7945	BACON, AARON	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51094	97982	Check	1	7946	BARKEIM, APRIL	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51072	97983	Check	1	6639	BEISE, SHARI	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51082	97984	Check	1	7426	BILLS, REBECCA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51058	97985	Check	1	2284	BIORN, HOLLY	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51065	97986	Check	1	5622	BOYD, JODY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51112	97987	Check	1	7965	BRAUN, RAQUEL	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51068	97988	Check	1	6125	BREMEL, TRACY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51088	97989	Check	1	7906	BUFFIE, PERRY	Yes	No	No	USD	05/06/2020	165.00

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		51076	97990	Check	1	6770	CADY, DAN & JANE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51060	97991	Check	1	5076	COX, JENNIFER	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51064	97992	Check	1	5540	CUSCIOTTA, NIKOLE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51087	97993	Check	1	7903	DOBOSZENSKI, KRISTIN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51061	97994	Check	1	5257	DUFFY, PATRICIA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51113	97995	Check	1	7966	EENHUIS, BRANDON	Yes	No	No	USD	05/06/2020	121.00
0883	ASSO		51074	97996	Check	1	6655	EVANS, DEAN	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51083	97997	Check	1	7720	FABER, TODD	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51114	97998	Check	1	7967	FERDIG, MAGGIE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51095	97999	Check	1	7947	FOX, JENNIFER	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51096	98000	Check	1	7948	FRESHOUR, FAITH	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51115	98001	Check	1	7968	FUCHS, CORY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51121	98002	Check	1	7974	GILBERTSON, LINDSEY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51102	98003	Check	1	7954	HAERTZEN, MELISSA	Yes	Yes	No	USD	05/06/2020	15.00
0883	ASSO		51097	98004	Check	1	7949	HAGEN-JOHNSON, LIZ	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51090	98005	Check	1	7916	HOPPE, KEVIN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51098	98006	Check	1	7950	JACKSON, KIM	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51117	98007	Check	1	7970	JANKOWSKI, CARI	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51080	98008	Check	1	7183	JOHNSON, CHEREE	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51118	98009	Check	1	7971	JOHNSON, RUTH	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51081	98010	Check	1	7406	KARINIEMI, SANNA	Yes	No	No	USD	05/06/2020	330.00
0883	ASSO		51091	98011	Check	1	7934	KEUSEMAN, AMANDA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51104	98012	Check	1	7956	KOENS, REBECCA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51078	98013	Check	1	6967	KOSHIOL, NICOLE	Yes	Yes	No	USD	05/06/2020	44.00
0883	ASSO		51075	98014	Check	1	6716	KULAVIK, SHAWN	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51100	98015	Check	1	7952	LARK, CANDICE	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51119	98016	Check	1	7972	LEE, LAURA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51059	98017	Check	1	5014	LOWE DIANE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51071	98018	Check	1	6634	LUCKETT, MONICA	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51101	98019	Check	1	7953	LUPINO, PAUL	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51073	98020	Check	1	6641	MENTH, TAMMY	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51099	98021	Check	1	7951	MINEHEINE, TABITHA	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51063	98022	Check	1	5405	NELSON, MARISELA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51066	98023	Check	1	5706	PENNEY, JENNIFER	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51079	98024	Check	1	7172	PETERSON, TANYA	Yes	Yes	No	USD	05/06/2020	60.00
0883	ASSO		51116	98025	Check	1	7969	RISCAJCHE, ERIKA	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51103	98026	Check	1	7955	ROBBERSTAD, ERIN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51122	98027	Check	1	7975	ROGGENKAMP, JUSTIN	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51123	98028	Check	1	7976	SCHIEBEL SHARP, LINSY	Yes	Yes	No	USD	05/06/2020	165.00

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		51077	98029	Check	1 6928		SCHILTZ, STEVE	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51089	98030	Check	1 7915		SCHIRO, CARMEN	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51124	98031	Check	1 7977		SCHMATZ, JOCELYN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51125	98032	Check	1 7978		SCHUELER, NE'COLE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51105	98033	Check	1 7957		SCHULTZ, LYNETTE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51106	98034	Check	1 7958		SIMPSON, JEFFREY	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51062	98035	Check	1 5377		SKINNER, JIM	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51107	98036	Check	1 7960		SMITH, TAMARA	Yes	No	No	USD	05/06/2020	330.00
0883	ASSO		51067	98037	Check	1 5758		SPERLING, JULIE	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51108	98038	Check	1 7961		STEDMAN, CHRIS	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51070	98039	Check	1 6474		STENDAHL, DALLAS	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51069	98040	Check	1 6216		THOMAS, NICOLLE	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51126	98041	Check	1 7979		THOMPSON, KAROLYN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51057	98042	Check	1 1316		TRANDAHL, POLLY	Yes	Yes	No	USD	05/06/2020	330.00
0883	ASSO		51120	98043	Check	1 7973		WEBER, BENJAMIN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51085	98044	Check	1 7899		WEBER, MICHAEL	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51084	98045	Check	1 7895		WEDDIG, DENNIS	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51127	98046	Check	1 7980		WEST, HEATHER	Yes	No	No	USD	05/06/2020	165.00
0883	ASSO		51109	98047	Check	1 7962		ZILMER, DENIS	Yes	No	No	USD	05/06/2020	253.00
0883	ASSO		51110	98048	Check	1 7963		ZIMMERMAN, JOHN	Yes	Yes	No	USD	05/06/2020	165.00
0883	ASSO		51134	98049	Check	1 4335		4 POINT 0 SCHOOL SERVICES	Yes	Yes	No	USD	05/08/2020	82,237.48
0883	ASSO		51138	98050	Check	1 6163		ASSOCIATION FOR FACILITIES ENGINE	Yes	Yes	No	USD	05/08/2020	250.00
0883	ASSO		51130	98051	Check	1 1180		CENTERPOINT ENERGY	Yes	Yes	No	USD	05/08/2020	1,905.91
0883	ASSO		51139	98052	Check	1 6253	remit	CULLIGAN OF BUFFALO	Yes	Yes	No	USD	05/08/2020	9.80
0883	ASSO		51143	98053	Check	1 7738	REMIT	GRANITE TELECOMMUNICATIONS, LLC	Yes	Yes	No	USD	05/08/2020	701.33
0883	ASSO		51129	98054	Check	1 1057		HILLYARD	Yes	Yes	No	USD	05/08/2020	2,778.00
0883	ASSO		51131	98055	Check	1 1463		ISD 877 - BUFFALO	Yes	Yes	No	USD	05/08/2020	7,109.33
0883	ASSO		51135	98056	Check	1 4613		KENNEDY AND GRAVEN	Yes	Yes	No	USD	05/08/2020	11,725.50
0883	ASSO		51142	98057	Check	1 7697		MARISELA V NELSON INTERPRETING	Yes	Yes	No	USD	05/08/2020	690.00
0883	ASSO		51133	98058	Check	1 3403		RANDY'S SANITATION INC	Yes	Yes	No	USD	05/08/2020	88.94
0883	ASSO		51136	98059	Check	1 4937		RUSSELL SECURITY RESOURCE INC	Yes	Yes	No	USD	05/08/2020	3,908.05
0883	ASSO		51141	98060	Check	1 7648		SAF ENTERPRISES, LLC	Yes	Yes	No	USD	05/08/2020	73.06
0883	ASSO		51140	98061	Check	1 7545		TEACHERS ON CALL	Yes	Yes	No	USD	05/08/2020	570.40
0883	ASSO		51132	98062	Check	1 3293		TREMCO	Yes	Yes	No	USD	05/08/2020	485.10
0883	ASSO		51144	98063	Check	1 7883		TRI-K SPORTS, INC.	Yes	Yes	No	USD	05/08/2020	17,440.28
0883	ASSO		51137	98064	Check	1 5825	remit1	WARD'S SCIENCE	Yes	Yes	No	USD	05/08/2020	1,005.85
0883	ASSO		51128	98065	Check	1 1016		WRIGHT-HENNEPIN COOP. ELECTRIC	Yes	Yes	No	USD	05/08/2020	83.85
0883	ASSO		51146	98066	Check	1 1394		MBNA/BUSINESS CARD	Yes	Yes	No	USD	05/12/2020	6,637.84
0883	ASSO		51154	98067	Check	1 4335		4 POINT 0 SCHOOL SERVICES	Yes	Yes	No	USD	05/14/2020	94,474.95

Rockford ISD #0883

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		51163	98068	Check	1	7885	AMPLIFIED IT, LLC	Yes	Yes	No	USD	05/14/2020	2,250.00
0883	ASSO		51164	98069	Check	1	7886	BULK CONTAINERS EXPRESS	Yes	Yes	No	USD	05/14/2020	969.44
0883	ASSO		51159	98070	Check	1	7570	CST MN - BIN # 170065	Yes	Yes	No	USD	05/14/2020	64,597.27
0883	ASSO		51157	98071	Check	1	6546	FAIRMONT FIRE SYSTEMS	Yes	Yes	No	USD	05/14/2020	354.00
0883	ASSO		51153	98072	Check	1	4022	INFINITE CAMPUS	Yes	Yes	No	USD	05/14/2020	2,163.93
0883	ASSO		51162	98073	Check	1	7879	JOHNSON, MAUREEN	Yes	Yes	No	USD	05/14/2020	130.00
0883	ASSO		51160	98074	Check	1	7697	MARISELA V NELSON INTERPRETING	Yes	Yes	No	USD	05/14/2020	250.00
0883	ASSO		51150	98075	Check	1	1394	MBNA/BUSINESS CARD	Yes	Yes	No	USD	05/14/2020	172.41
0883	ASSO		51151	98076	Check	1	1394	MBNA/BUSINESS CARD	Yes	Yes	No	USD	05/14/2020	121.48
0883	ASSO		51152	98077	Check	1	2216	MENARDS INC	Yes	Yes	No	USD	05/14/2020	301.01
0883	ASSO		51155	98078	Check	1	6356	MITEL NETSOLUTIONS	Yes	Yes	No	USD	05/14/2020	3,237.58
0883	ASSO		51158	98079	Check	1	7276	PETERMAN, SHARLA	Yes	Yes	No	USD	05/14/2020	255.27
0883	ASSO		51149	98080	Check	1	1091	SCHMITT MUSIC CENTER	Yes	Yes	No	USD	05/14/2020	99.79
0883	ASSO		51156	98081	Check	1	6437	TASC	Yes	Yes	No	USD	05/14/2020	5.75
0883	ASSO		51161	98082	Check	1	7778	TEAMWORKS INTERNATIONAL, INC	Yes	No	No	USD	05/14/2020	2,331.25
0883	ASSO		51165	98083	Check	1	7995	TEMPANY, DAVID & LACEY	Yes	Yes	No	USD	05/14/2020	51.10
0883	ASSO		51168	98084	Check	1	2948	ANDRES, AARON	Yes	Yes	No	USD	05/14/2020	34.00
0883	ASSO		51182	98085	Check	1	7982	BILLINGS, JUDD	Yes	Yes	No	USD	05/14/2020	66.20
0883	ASSO		51183	98086	Check	1	7983	COREY, LINDA	Yes	No	No	USD	05/14/2020	13.25
0883	ASSO		51172	98087	Check	1	4177	DAERDA, STACEY	Yes	No	No	USD	05/14/2020	50.55
0883	ASSO		51184	98088	Check	1	7984	DUDA, CORREEN	Yes	Yes	No	USD	05/14/2020	46.80
0883	ASSO		51180	98089	Check	1	7048	FITZSIMMONS, HEIDI	Yes	No	No	USD	05/14/2020	34.10
0883	ASSO		51185	98090	Check	1	7985	GEORGES, VIRGINIA	Yes	Yes	No	USD	05/14/2020	19.62
0883	ASSO		51186	98091	Check	1	7986	HALL, LIA	Yes	Yes	No	USD	05/14/2020	25.65
0883	ASSO		51171	98092	Check	1	4152	HERICKHOFF, BRIAN & JODI	Yes	No	No	USD	05/14/2020	44.15
0883	ASSO		51179	98093	Check	1	6878	HOFFMAN, ALICIA	Yes	No	No	USD	05/14/2020	41.00
0883	ASSO		51176	98094	Check	1	5923	JONES, CARYN	Yes	Yes	No	USD	05/14/2020	60.95
0883	ASSO		51187	98095	Check	1	7987	KEENE, JASON	Yes	No	No	USD	05/14/2020	11.70
0883	ASSO		51188	98096	Check	1	7988	LANGOWSKI, MELISSA	Yes	No	No	USD	05/14/2020	177.30
0883	ASSO		51189	98097	Check	1	7989	MACMILLAN, SUE	Yes	No	No	USD	05/14/2020	30.20
0883	ASSO		51190	98098	Check	1	7990	MANGAN, GWEN	Yes	Yes	No	USD	05/14/2020	57.50
0883	ASSO		51170	98099	Check	1	3545	MATHIASON RITA	Yes	No	No	USD	05/14/2020	87.25
0883	ASSO		51169	98100	Check	1	3197	MCMILLAN, KATHERINE	Yes	No	No	USD	05/14/2020	21.85
0883	ASSO		51191	98101	Check	1	7991	MILLER, SUE	Yes	No	No	USD	05/14/2020	28.65
0883	ASSO		51192	98102	Check	1	7992	MITCHELL, DENISE	Yes	Yes	No	USD	05/14/2020	40.95
0883	ASSO		51167	98103	Check	1	2484	NOLBY, KRISTEN	Yes	Yes	No	USD	05/14/2020	42.17
0883	ASSO		51175	98104	Check	1	5764	POWERS, CHRISTY	Yes	Yes	No	USD	05/14/2020	32.85
0883	ASSO		51177	98105	Check	1	6610	SCHULTE, LAURA	Yes	No	No	USD	05/14/2020	31.65
0883	ASSO		51181	98106	Check	1	7957	SCHULTZ, LYNETTE	Yes	Yes	No	USD	05/14/2020	32.55

Rockford ISD #0883 Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		51173	98107	Check	1	5615	SEYMOUR, ROSEMARY	Yes	No	No	USD	05/14/2020	15.35
0883	ASSO		51174	98108	Check	1	5758	SPERLING, JULIE	Yes	Yes	No	USD	05/14/2020	90.15
0883	ASSO		51166	98109	Check	1	2425	TRAEN, LARAE	Yes	No	No	USD	05/14/2020	11.30
0883	ASSO		51178	98110	Check	1	6807	YAKESH, RACHEL	Yes	Yes	No	USD	05/14/2020	47.10
0883	ASSO		51198	98111	Check	1	4335	4 POINT 0 SCHOOL SERVICES	Yes	Yes	No	USD	05/18/2020	77.66
0883	ASSO		51212	98112	Check	1	7856	ARCADIA SOLAR, LLC	Yes	Yes	No	USD	05/18/2020	344.78
0883	ASSO		51208	98113	Check	1	7519	COMMON THREAD CUSTOM APPAREL	Yes	Yes	No	USD	05/18/2020	1,110.00
0883	ASSO		51200	98114	Check	1	5992	ECM PUBLISHERS, INC.	Yes	Yes	No	USD	05/18/2020	451.16
0883	ASSO		51214	98115	Check	1	7888	FLUENCY & FITNESS	Yes	Yes	No	USD	05/18/2020	114.00
0883	ASSO		51203	98116	Check	1	6481	GRADY'S ACE HARDWARE	Yes	Yes	No	USD	05/18/2020	112.14
0883	ASSO		51194	98117	Check	1	1057	HILLYARD	Yes	Yes	No	USD	05/18/2020	22,248.38
0883	ASSO		51201	98118	Check	1	6119	HOILAND, MELANIE	Yes	Yes	No	USD	05/18/2020	10.00
0883	ASSO		51197	98119	Check	1	3207	REMIT HOUGHTON MIFFLIN HARCOURT	Yes	Yes	No	USD	05/18/2020	26.25
0883	ASSO		51210	98120	Check	1	7681	INTERNATIONAL BACCALAUREATE OR	Yes	Yes	No	USD	05/18/2020	1,800.00
0883	ASSO		51195	98121	Check	1	1102	JW PEPPER	Yes	Yes	No	USD	05/18/2020	538.98
0883	ASSO		51216	98122	Check	1	7988	LANGOWSKI, MELISSA	Yes	No	No	USD	05/18/2020	10.00
0883	ASSO		51211	98123	Check	1	7697	MARISELA V NELSON INTERPRETING	Yes	Yes	No	USD	05/18/2020	450.00
0883	ASSO		51193	98124	Check	1	1039	MINNESOTA ELEVATOR, INC	Yes	Yes	No	USD	05/18/2020	425.80
0883	ASSO		51217	98125	Check	1	7992	MITCHELL, DENISE	Yes	Yes	No	USD	05/18/2020	20.00
0883	ASSO		51205	98126	Check	1	6913	NEE INVESTMENT 9, LLC	Yes	No	No	USD	05/18/2020	845.12
0883	ASSO		51202	98127	Check	1	6448	NEW DOMINION SCHOOL	Yes	Yes	No	USD	05/18/2020	1,560.02
0883	ASSO		51206	98128	Check	1	7144	PIONEER CRITICAL POWER	Yes	Yes	No	USD	05/18/2020	433.80
0883	ASSO		51213	98129	Check	1	7880	SEESAW	Yes	No	No	USD	05/18/2020	3,208.50
0883	ASSO		51207	98130	Check	1	7387	remit SFRC	Yes	Yes	No	USD	05/18/2020	294.94
0883	ASSO		51215	98131	Check	1	7959	SO BRIGHT PRODUCTIONS	Yes	No	No	USD	05/18/2020	6,400.00
0883	ASSO		51209	98132	Check	1	7545	TEACHERS ON CALL	Yes	Yes	No	USD	05/18/2020	456.32
0883	ASSO		51199	98133	Check	1	5149	TOLL COMPANY	Yes	Yes	No	USD	05/18/2020	21.96
0883	ASSO		51196	98134	Check	1	2425	TRAEN, LARAE	Yes	No	No	USD	05/18/2020	10.00
0883	ASSO		51204	98135	Check	1	6547	USA HIGH SCHOOL CLAY TARGET LEA	Yes	Yes	No	USD	05/18/2020	1,260.00
0883	ASSO		51220	98136	Check	1	2009	EDUCATION FOUNDATION - EMR	Yes	No	No	USD	05/20/2020	9,013.38
0883	ASSO		51218	98137	Check	1	1644	ISD #883 EDUCATION FOUNDATION	Yes	No	No	USD	05/20/2020	463.70
0883	ASSO		51221	98138	Check	1	5459	LEGAL SHIELD	Yes	Yes	No	USD	05/20/2020	220.30
0883	ASSO		51219	98139	Check	1	1969	SCHOOL SERVICE EMPLOYEES	Yes	No	No	USD	05/20/2020	1,728.49
0883	ASSO		51229	98140	Check	1	6015	AWARDS DIRECT - DIRECT IMPRESSIC	Yes	No	No	USD	05/21/2020	13.50
0883	ASSO		51225	98141	Check	1	1968	BANKWEST ROCKFORD	Yes	Yes	No	USD	05/21/2020	75.00
0883	ASSO		51228	98142	Check	1	5507	CITY OF GREENFIELD WATER & SEWE	Yes	Yes	No	USD	05/21/2020	108.35
0883	ASSO		51230	98143	Check	1	7192	COMPASS MINERALS AMERICA	Yes	Yes	No	USD	05/21/2020	13,630.68
0883	ASSO		51222	98144	Check	1	1057	HILLYARD	Yes	Yes	No	USD	05/21/2020	5,450.64
0883	ASSO		51227	98145	Check	1	5165	ICS CONSULTING, INC	Yes	Yes	No	USD	05/21/2020	795.00

Rockford ISD #0883 Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0883	ASSO		51231	98146	Check	1 7722		MEDIA MINEFIELD, INC.	Yes	Yes	No	USD	05/21/2020	1,037.50
0883	ASSO		51226	98147	Check	1 4341		NORTH STAR AWARDS & TROPHIES	Yes	No	No	USD	05/21/2020	120.60
0883	ASSO		51232	98148	Check	1 7999		PETERNELL, MELANIE	Yes	Yes	No	USD	05/21/2020	30.50
0883	ASSO		51223	98149	Check	1 1226		PRO-TEC DESIGN	Yes	Yes	No	USD	05/21/2020	905.00
0883	ASSO		51224	98150	Check	1 1841		WRIGHT TECHNICAL CENTER	Yes	No	No	USD	05/21/2020	135.72
0883	ASSO		51263	98151	Check	1 4335		4 POINT 0 SCHOOL SERVICES	Yes	No	No	USD	05/28/2020	94,179.12
0883	ASSO		51265	98152	Check	1 5853	remit	ALL STATE COMMUNICATIONS, INC	Yes	No	No	USD	05/28/2020	19,755.00
0883	ASSO		51281	98153	Check	1 7885		AMPLIFIED IT, LLC	Yes	No	No	USD	05/28/2020	1,000.00
0883	ASSO		51266	98154	Check	1 6204		APPLAUSE LEARNING RESOURCES	Yes	No	No	USD	05/28/2020	286.59
0883	ASSO		51254	98155	Check	1 1181		CITY OF ROCKFORD	Yes	No	No	USD	05/28/2020	15.95
0883	ASSO		51268	98156	Check	1 7218		COLTON, PAULA	Yes	No	No	USD	05/28/2020	180.00
0883	ASSO		51269	98157	Check	1 7519		COMMON THREAD CUSTOM APPAREL	Yes	No	No	USD	05/28/2020	560.00
0883	ASSO		51271	98158	Check	1 7570		CST MN - BIN # 170065	Yes	No	No	USD	05/28/2020	60,362.61
0883	ASSO		51257	98159	Check	1 2159		DELANO PUBLIC SCHOOLS	Yes	No	No	USD	05/28/2020	2,059.65
0883	ASSO		51260	98160	Check	1 2374		DEMCO INC	Yes	No	No	USD	05/28/2020	523.27
0883	ASSO		51256	98161	Check	1 1832		FARM-RITE	Yes	No	No	USD	05/28/2020	1,622.23
0883	ASSO		51252	98162	Check	1 1057		HILLYARD	Yes	No	No	USD	05/28/2020	204.62
0883	ASSO		51264	98163	Check	1 4613		KENNEDY AND GRAVEN	Yes	No	No	USD	05/28/2020	20,290.50
0883	ASSO		51267	98164	Check	1 6603		LANO EQUIPMENT -LORETTO	Yes	No	No	USD	05/28/2020	777.36
0883	ASSO		51275	98165	Check	1 7697		MARISELA V NELSON INTERPRETING	Yes	No	No	USD	05/28/2020	460.00
0883	ASSO		51278	98166	Check	1 7857		MCLEOD COMMUNITY SOLAR ONE LLC	Yes	No	No	USD	05/28/2020	1,743.68
0883	ASSO		51279	98167	Check	1 7858		MEEKER COMMUNITY SOLAR ONE LLC	Yes	No	No	USD	05/28/2020	1,737.18
0883	ASSO		51273	98168	Check	1 7632	REMIT	MINNESOTA EQUIPMENT INC	Yes	No	No	USD	05/28/2020	57.37
0883	ASSO		51277	98169	Check	1 7721		NEWEGG BUSINESS INC	Yes	No	No	USD	05/28/2020	3,992.45
0883	ASSO		51259	98170	Check	1 2291		PIONEER	Yes	No	No	USD	05/28/2020	495.00
0883	ASSO		51262	98171	Check	1 3403		RANDY'S SANITATION INC	Yes	No	No	USD	05/28/2020	393.21
0883	ASSO		51253	98172	Check	1 1091		SCHMITT MUSIC CENTER	Yes	No	No	USD	05/28/2020	120.21
0883	ASSO		51280	98173	Check	1 7872		SCHOOL EXEC CONNECT, LLC	Yes	No	No	USD	05/28/2020	7,589.25
0883	ASSO		51251	98174	Check	1 1012		SCHOOL SPECIALTY INC	Yes	No	No	USD	05/28/2020	21.64
0883	ASSO		51270	98175	Check	1 7545		TEACHERS ON CALL	Yes	No	No	USD	05/28/2020	1,254.88
0883	ASSO		51258	98176	Check	1 2208		TECH/CHECK	Yes	No	No	USD	05/28/2020	1,400.00
0883	ASSO		51276	98177	Check	1 7704		THINGS REMEMBERED	Yes	No	No	USD	05/28/2020	63.99
0883	ASSO		51274	98178	Check	1 7649		TSA CONSULTING GROUP, INC.	Yes	No	No	USD	05/28/2020	332.88
0883	ASSO		51261	98179	Check	1 2513	REMIT	ULINE	Yes	No	No	USD	05/28/2020	173.54
0883	ASSO		51255	98180	Check	1 1192		VERIZON WIRELESS	Yes	No	No	USD	05/28/2020	2,264.39
0883	ASSO		51272	98181	Check	1 7629		ZORO	Yes	No	No	USD	05/28/2020	1,115.04
0883	ASSO		51282	98182	Check	1 1180		CENTERPOINT ENERGY	Yes	No	No	USD	05/28/2020	1,145.30

Bank Total: \$1,164,491.76

Rockford ISD #0883 Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0883	WEST		51234		Wire	1 4278		DELTA DENTAL OF MINNESOTA	No	Yes	No	USD	05/01/2020	9,462.68
0883	WEST		51235		Wire	1 6431		HR SIMPLIFIED	No	Yes	No	USD	05/15/2020	6,151.87
0883	WEST		51236		Wire	1 6431		HR SIMPLIFIED	No	Yes	No	USD	05/01/2020	6,201.87
0883	WEST		51237		Wire	1 1977		BLUE CROSS BLUE SHIELD of MN	No	Yes	No	USD	05/01/2020	133,546.95
0883	WEST		51376		Wire	1 1968		BANKWEST ROCKFORD	No	Yes	No	USD	05/31/2020	1,548.09

Bank Total: \$156,911.46

Report Total: \$1,321,403.22



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: OPEN ENROLLMENTS

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

Resident Students Attending Other Schools

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	K	Orono	278	9-8-2020	OE

Non-Resident Students Attending Rockford

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	preK	Buffalo	877	11/4/2019	OE
2	K	Anoka-Hennepin	11	9/8/2020	OE
3	K	Wayzata	284	9/8/2020	OE
4	K	Buffalo	877	9/8/2020	OE
5	K	Buffalo	877	9/8/2020	OE
6	K	Buffalo	877	9/8/2020	OE
7	K	Buffalo	877	9/8/2020	OE
8	K	Delano	879	9/8/2020	OE
9	3	Buffalo	877	4/13/2020	OE
10	9	Buffalo	877	9/8/2020	OE
11	K	Buffalo	877	5/8/2020	OE
12	1	Buffalo	877	5/8/2020	OE
13	6	Osseo	279	9/8/2020	OE
14	5	Buffalo	877	9/8/2020	OE
15	7	Buffalo	877	9/8/2020	OE
16	6	Osseo	279	9/8/2020	OE
17	6	Osseo	279	9/8/2020	OE
18	6	Anoka-Hennepin	11	9/8/2020	OE
19	6	Osseo	279	9/8/2020	OE

Note : Non-resident agreements will not be signed for families requesting a release from our school district. The students listed above are covered under MN Statute 124D.03, thus meeting the legal requirements for open enrollment.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: CONSENT--Crown College Joint Powers Agreement

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 17, 2020

Information

Briefing

Action

Enclosure Item(s)

Crown College has requested an agreement to for post-secondary enrollment options. Attached, for your approval, is an agreement starting August 1, 2020 through July 31, 2021. Please see enclosed document for details.

**ISD #883 Rockford High School
Rockford, MN**

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between **Independent School District #883**, Rockford High School, 6051 Ash Street, Rockford, MN 55373 (hereinafter “SCHOOL DISTRICT”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10; and **Crown College**, acting through its Board of Trustees (hereinafter “COLLEGE”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and WHEREAS, Minnesota Statutes Chapter 123.3514, the Post-Secondary Enrollment Options act, provides that school district may enter into agreements between a school board and public post-secondary faculty member, and

WHEREAS, SCHOOL DISTRICT wishes to enter into such an agreement, and

WHEREAS, COLLEGE represents that it is duly qualified and willing to perform the services set forth herein

NOW, THEREFORE, it is agreed:

- I. SCHOOL DISTRICT’S DUTIES. The SCHOOL DISTRICT shall:
 - A. Provide a roster to the Finance Office of high school students to be enrolled under the terms of this agreement before the commencement of each term for which the students wish to enroll.
 - B. Provide special education or support services for physically challenged students admitted under the terms of this agreement.
 - C. Provide general information, by March 1 of each year of this agreement, about the program to all students in grades 10, 11, 12. To the extent possible, SCHOOL DISTRICT shall provide counseling services as stipulated in MN Statutes 123.3514 Subd. 4(a) to students and their parents before students enroll for courses at the COLLEGE.
 - D. Inform students enrolling under the terms of this agreement that they must meet all requirements and standards for admission, including, but not limited to those indicated and immunization laws.
 - E. Grant academic credit to a student enrolled in a course if the student successfully completes the course. The SCHOOL DISTRICT shall also grant academic credit to student enrolled in a course for post-secondary credit if secondary credit is requested by the student.
 - F. Counsel students enrolled under this program to ensure that the students meet requirements for high school graduation.

II. COLLEGE DUTIES. The COLLEGE shall:

- A. Provide all books and materials that are required for participation in instructional courses. The books and materials shall become the property of the COLLEGE.
- B. Enroll qualified students on a space available basis in courses selected by the students after COLLEGE'S regular students have registered. Once the student has been enrolled in a course under this agreement, the student may not be displaced by another student. High school students are only permitted to enroll in selected courses as prescribed by the PSEO requirements.
- C. Provide advising for high school students registering under the terms of this agreement. Students shall have their course schedules reviewed for proper registration by the COLLEGE'S authorized agent.
- D. Provide services to students enrolled under the post-secondary program on the same basis as they are provided to other students.

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all services performed by the COLLEGE pursuant to this contract shall be paid by SCHOOL DISTRICT as follows:

In consideration for all services performed and benefits derived pursuant to this agreement, SCHOOL DISTRICT agrees to pay COLLEGE at the rate established by the Minnesota Department of Education, which will be **\$216.20** per semester credit hour for which students enrolled under this agreement have registered. Such credit hour fee includes the admission to the COLLEGE fee, resident undergraduate tuition, student fees, books and course fees, if any.

- B. Terms of payment. Payments shall be made by SCHOOL DISTRICT promptly after the COLLEGE'S presentation of invoices for services performed and acceptance of such services by SCHOOL DISTRICT authorized representative pursuant to Clause VII. Invoices shall be submitted according to the following schedule:

COLLEGE shall invoice SCHOOL DISTRICT by the sixth week of each academic term. SCHOOL DISTRICT agrees to make payment within 45 days of the receipt of the invoice. If a student drops a course or withdraws by the 14th instructional day of the semester, the COLLEGE will give SCHOOL DISTRICT full credit for the courses.

- IV. CONDITIONS OF PAYMENT. All services provided by the COLLEGE pursuant to this contract shall be performed to the satisfaction of SCHOOL DISTRICT, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The COLLEGE shall not receive

payment for work found by SCHOOL DISTRICT to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

- V. TERM OF CONTRACT. This contract shall be effective as of **August 1, 2020** or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until **July 31, 2021** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
- VI. COLLEGE'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purpose of administration of this contract is **Dr. Scott Moats**. SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is Superintendent Paul Durand. SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.
- VII. ASSIGNMENT. Neither party shall assign or transfer any rights or obligations under this contract without the prior written consent of the other party. Such consent shall not be unreasonably withheld.
- VIII. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
- IX. LIABILITY. SCHOOL DISTRICT shall indemnify, save, and hold the COLLEGE, its representatives and employees harmless from any and all claims or causes of action, including all attorney fees incurred by the COLLEGE, arising from the performance of this contract by SCHOOL DISTRICT OR SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for the COLLEGE'S failure to fulfill its obligations pursuant to this contract.
- X. COLLEGE AUDITS. The books, records, documents, and accounting procedures and practices of SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XI. DATA PRACTICES ACT. SCHOOL DISTRICT shall comply with the Minnesota Data Practices Act as it applies to all data provided by the COLLEGE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.
- XII. OTHER PROVISIONS.
- A. Academic Requirements: Students in the 11th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 24 or above, or the SAT and received a combined score of at least 1090 (critical reading and math). Students in the 12th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student

must have taken either the ACT and received a composite score of 22 or above, or the SAT and received a combined score of at least 1020 (critical reading and math).

- B. Transportation costs shall be the responsibility of the student.
- C. Any needed or required equipment shall be the responsibility of the student. Such equipment shall become the property of the student. Equipment is defined as a tangible unit of the non-expandable character, is not consumed in use, and has an extended useful life.
- D. Students may also be charged for fees, textbooks, and supplies that are in excess of the minimum requirements and are at the student's option. Such materials then become the personal property of the students.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. ROCKFORD HIGH SCHOOL
Rockford, MN

2. CROWN COLLEGE
St. Bonifacius, MN

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

School Board Chair
Date:

Provost/Vice President of Academic Affairs
Date:

Superintendent
Date:



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

**Subject: Recertify Identified Official with Authority for MDE
Secure Websites**

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 9, 2020

Information Briefing Action Enclosure Item(s)

Annually, the Board needs to recertify the Identified Official with Authority to authorize user access to Minnesota Department of Education (MDE) secure website for our local education agency. We recommend the superintendent (in our case, Superintendent Rhonda Dean) be designated as the Identified Official with Authority, with the responsibility of assigning job duties for our local education agency.

This is the formal approval needed:

**Designation of an Identified Official with Authority for
Education Identity Access Management**

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 Identified Official with Authority 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. The Director recommends the Board authorize *Rhonda Dean*, deanr@rockford.k12.mn.us, and EDIAM user ID *deanr@rockford* to act as the Identified Official with Authority (IOwA) and *Amanda Wyrowski*, wyrowskia@rockford.k12.mn.us and EDIAM user ID *wyrowskia* to act as the IOwA to add and remove names only *Rockford Public School District 0883-01*.

Documentation designating the Identified Official with Authority is to be submitted annually, unless there is a change in assignment. This documentation serves as the annual recertification of the Identified Official with Authority designation in accordance with Minnesota State Access Control Security Standard 1.0.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Resolution to Reinforce the District’s Commitment to Diversity, Equity, Inclusion and Justice by the School Board

Meeting Date: June 22, 2020

Prepared by: Amy Edwards

Date Prepared: June 22, 2020

Information Briefing Action Enclosure Item(s)

Resolution to Reinforce the District’s Commitment to Diversity, Equity, Inclusion, and Justice by the School Board

WHEREAS, Independent School District 883, Rockford Area Schools, is responsible for student well-being and climate in our schools, creating a safe and secure learning environment for our students, and encouraging diversity and inclusion of all regardless of race, gender, creed, national origin, sexual orientation, gender identity, or any other protected class;

and WHEREAS, minority groups, have been historically marginalized, underrepresented, targeted, and discriminated against in our country;

and WHEREAS, we acknowledge discrimination, prejudice, and racism exist in our community;

and WHEREAS, District Policy 514 states, “The administration will establish strategies for creating a positive school climate and will use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.”

SO, THEREFORE, BE IT RESOLVED that the School Board of Independent School District 883 decries and rebukes any and all forms of racism, bigotry, or intolerance to any member of the community in which they serve;

and FURTHER BE IT RESOLVED any student, faculty, staff, administrator, or any citizen to which this governing board has authority, is free to contact district administration or the School Board without fear of reprisal;

and FINALLY, BE IT RESOLVED the School Board of Independent School District 883 directs the Superintendent to provide the Board with recommendations to address inequalities in our schools.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: Elementary Principal's Report

Meeting Date: June 22, 2020

Prepared by: Brenda Nyhus

Date Prepared: June 16, 2020

Information Briefing Action Enclosure Item(s)

-
- The Reverse Parade was a huge success. It was wonderful to see so many families!
 - Summer Learning Opportunities are Available on the REAMS website
 - Distance Learning Targeted Services Summer School plans in August are underway
 - We are planning for Special Education students to have meet and greets with new case managers and their families in late August pending COVID-19 restrictions.
 - Information regarding Assessment Days will again be sent to families. COVID-19 restrictions will be implemented with this planning.





**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: RMS-CES Principals Report

Meeting Date: June 22, 2020

Prepared by: Bobbi Anderson-Hume, Ph.D.

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

UPCOMING EVENTS:

Thursday, June 25, 2020, 7:00 PM – Rockford Planning and Zoning Meeting

INFORMATIONAL ITEMS:

- I. RMS-CES June Summer School
 - a. Purpose
 - b. Procedures
 - c. Students
 - d. Staff
- II. RMS-CES Distance Learning Plan



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: RHS Principals Report

Meeting Date: June 22, 2020

Prepared by: Paul Menard

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

Building Operations

Shoring up 2020-2021 staffing

Athletic Lockers and Academic Lockers - reaching out to families re: belongings

Media Center Updates - paint, new carpet, new and repurposed furniture on schedule for 8/15/20

Grading Update

P and NC monitoring, two waves of summer school

Chose not to run Spring Honor Roll as a result of distance learning, level of P/NCs at time of grade posting

Wave 1: 5/30 through 6/19

Wave 2: August (with Acellus licenses)

Staff Reaction

Personal and professional reaction to incidents in Minneapolis over the past few weeks

Request for PD regarding diverse learners and cultural competency

IB training provides lens for international mindedness as well

MASSP and other organizations are offering resources; will explore those this summer

Student and Family Reaction

Strong desire to open in the fall; we will explore all options and actions necessary to make that a reality, barring any formal restrictions from the state level

Future Plans:

Incorporating plans to open in the fall, preparedness plans, etc.

Interpret staff feedback from DL and adopt changes/improvements for future success

Fall competency check - final exam style early in the fall; regroup and reteach through guided study through Q1 midterm (and possible blended model if restrictions prevent traditional opening in the fall)

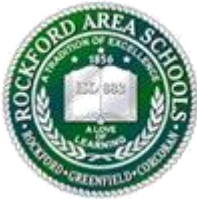
Moving forward:

Manage parent-student interpersonal relationship

Expectations, weekly or bi-weekly 3-way conferences

Coach student to become the best academic manager of themselves

Find greater support and outreach systems that can be employed if there is no travel restriction



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Director of Teaching and Learning Report

Meeting Date: 06/22/2020

Prepared by: Kevin Keller

Date Prepared: 06/17/2020

Information Briefing Action Enclosure Item(s)

District Assessments:





RMS-CES is moving to FASTBridge Testing for the 2020-21 School Year. FASTBridge Data training for REAMS and RMS-CES will begin Fall of 2020

Curriculum/PD:

New this summer: Rockford Online Summer Learning Activities
Purpose - To engage our students in fun online learning academic activities:
<https://sites.google.com/rockford.k12.mn.us/reamssummersite/home>

reamssummerlearning
[Family Directions](#)

SCIENCE AND MATH

			
Citrus Bird Feeder	Walking on Water Project	Acid and Bases	Butterfly Experiment



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Targeted Services

Meeting Date: 06/22/2020

Prepared by: Kevin Keller

Date Prepared: 06/17/2020

Information Briefing Action Enclosure Item(s)

Targeted Services (Action Item)

See Targeted Services Proposed budget – I recommend that the budget be approved as presented.

REAMS Targeted Services - Program Proposal

Program Name: REAMS Enrichment

School District: Rockford School District #883

Program Location: Rockford Elementary

Program Description/Introduction: The summer school program is designed to support at risk students who learn in different ways or at a different pace from others. By offering time for learning in new fun ways in smaller learning environments, the summer program gives those at risk students the opportunity to improve their academic skills in reading and math.

Grades Served K-4

Educational Resources/Curriculum:

Licensure Teachers Curriculum that is in line with MCA test strands (Math/Language Arts) Grade appropriate skill building exercises a. Reading comprehension exercises/math activities b. Supplementary small group instruction using Mondo, Making Meaning, Being a Writer and Houghton Mifflin curriculum resources to supplement reading instruction. Focused instruction on number sense.

Identify the Students and Grades Served:

Students in grades K-4 who have not performed well on the MCA or FAST benchmark tests, and whose ongoing assessments (FAST assessments, Fountas & Pinnell leveling, teacher assessments) demonstrate that students are significantly behind their peers.

Measures of Success:

Reading Comprehension Activities - Fountas & Pinnell assessment, FAST assessments, ScootPad assessment Math Skill Assessment Activities - FAST progress monitoring, standards based assessment, ScootPad assessment

Estimated Number of Students: 80

Proposed Dates of Program: (**Distance Learning** - Virtual Classes) - 16 Contact Days (M-Th, 3 weeks) - 36 hours total instructional time - Rockford Elementary Arts Magnet School (REAMS) 7/27/19 - 8/14/19 (9 am - 12:00 pm)

Contact Person: Kevin Keller, Director of Teaching and Learning 763-477-9165 x 4005
kellerk@rockford.k12.mn.us

Teachers - 7 TBA

Program Budget: STAFF: - Staff paid at hourly contract rate (different for each staff member), Average is \$39/hr - $\$39/\text{hr} \times 36 \text{ hours (instructional time + progress monitoring)} \times 7 \text{ staff} = \$9,828$ - 6.7 hrs paid prep (10 minutes prep per 50 minutes of instruction) $\times \$39 \times 7 \text{ staff} = \1827 - Administrative Assistant Stipend \$750 - Total wages \$12,405 - $\$12,405 \times 15.5\%$ for benefits = \$1923 - Staffing Expense Total = \$14,328

Program Revenue - Total number of students (80) \times total # of hours per student (36) \times Hourly rate (\$4.92) = Revenue - K-4 = $80 \times 48 \times \$4.92$ - Total = \$11,808

- Program Revenue/Expense = (\$2,520)



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: IB Programme Administrator

Meeting Date: June 22, 2020

Prepared by: Dr. Matthew J Scheidler

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

Highlighted Items:

- 1) **MYP, DP, and CP Application for Authorization Process**
 - a. **All applications**
 - i. **Engaging staff individually and in small groups in new, distance learning reality**
 - ii. **Feedback window regarding DRAFT RHS Mission Statement and DRAFT Policies**
 - b. **MYP Application for Authorization**
 - i. **May 18-19, 2020 MYP Consultant Remote Site Visit**
 - ii. **Received MYP Consultant Report**
 - c. **DP and CP Application for Authorization**
 - i. **Will submit on or before June 26, 2020**

DRAFT RHS Mission Statement:

The mission of Rockford High School is to foster the development of a caring environment by prioritizing personal relationships and creating a collaborative culture that prepares all students to become inquisitive lifelong learners who act as compassionate global citizens.

International Baccalaureate Mission Statement:

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Source: <https://www.ibo.org/about-the-ib/mission/>

APPENDIX A

Academic Honesty

I. Background

Academic Honesty promotes personal integrity and good practice in teaching, learning, and assessment. Academic honesty shall be expected of all students, and teachers should be role models of this trait. Academic honesty is supported by several of the IB Learner Profile traits, which encourages students to be:

- A. Communicators:** Expressing ideas and information in the student's own words
- B. Principled:** Acting with integrity and honesty, taking responsibility for their own actions
- C. Caring:** Having respect for published ideas and information
- D. Knowledgeable:** Acquiring knowledge and developing understanding

Source: <https://www.ibo.org/benefits/learner-profile/>

II. General Statement of Policy

The school district places a high value on academic honesty. The school district shall establish procedures to communicate expectations of academic honesty and prevention of malpractice, including plagiarism, cheating, and collusion. The school district shall establish consequences for academic malpractice, including reporting instances to the International Baccalaureate organization when appropriate.

III. Definitions

- A. Academic Honesty** is a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. This is further defined as respect for the intellectual property of others and submission of only authentic pieces of work with the ideas of others fully acknowledged.
- B. Malpractice** is behavior that results in a student gaining an unfair advantage over others. Malpractice includes plagiarism, collusion, duplication of work for multiple assessments, fabrication of data, accessing unauthorized material during an examination, or any other behavior that results in an unfair advantage or affects the score of another student.
- C. Intellectual Property** includes different forms of property rights, such as patents, registered designs, trademarks, moral rights, and copyright. Forms of intellectual and creative expression must be respected and are protected by law.
- D. Plagiarism** is the representation of the ideas or work of another person as the student's own, including copying text in full or in part or works of art without proper acknowledgement.
- E. Collusion** is defined as supporting malpractice by another student, including allowing one's work to be copied or submitted by another.

Source:

<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

IV. Role of School District

It is the responsibility of the school district to ensure that students understand academic honesty, receive guidance on academic writing and research, and know the consequences of malpractice. The school district shall also fully support the IB in the prevention, detection, and investigation of malpractice in the Diploma Programme.

V. Role of Teachers

A. Prevention

- I. Teachers shall provide candidates with MLA conventions for acknowledging all sources with an organized and consistent approach across subjects. Teachers shall provide guidance to students on proper ways to express the work and ideas of others and warn students of the consequences of academic dishonesty.

B. Detection and Reporting

- I. It is the responsibility of the teacher to confirm that, to the best of his or her knowledge, all work accepted is the authentic work of each student. Teachers are encouraged to make use of online services that prevent plagiarism.
- II. Diploma Programme teachers shall follow the guidelines of the IB when authenticating the work of candidates and report suspicions of malpractice to the coordinator.

C. Support of Policy

- I. Teachers shall support and act on the school policy. Teachers shall model good academic practice by practicing appropriate citation of sources in lectures and class presentations.
- II. In addition, improper conduct by staff during IB examinations (internal or external) shall be brought to the attention of the IB.

VI. Role of Students

- A.** The student is responsible for ensuring that all work submitted is authentic.
- B.** The student will utilize MLA style guidelines to credit the work and ideas of others.
- C.** Diploma Programme candidates are required to provide their signature on all work submitted to the International Baccalaureate for assessment to confirm that the work is authentic.

VII. Communication of Policy

- A.** This policy shall be available to students, parents, and staff on a school district maintained website.
- B.** The policy shall be distributed to International Baccalaureate candidates before beginning the Diploma Programme and followed by reminders throughout the programme.

VIII. Consequences of Malpractice

- A.** Consequences for academic dishonesty are addressed in each school's discipline policy and shall be handled accordingly.
- B.** Instances of malpractice for Diploma Programme candidates shall be reported to and investigated by International Baccalaureate with cooperation by school administration, the IB coordinator, and the teacher(s) and student(s) involved.

Guidance and structures for this policy and definitions of terms come from International Baccalaureate Organization and Rockford Area Schools.

Rockford High School

International Baccalaureate Middle Years Programme

Assessment Practices

Purpose of Assessment

- To provide information to students and families of current achievement levels
- To provide information to students and families about areas of growth and areas of strength
- To provide feedback to students and families to facilitate the learning and re-learning process
- To understand current levels of understanding and provide supports and extensions to students

Assessment and the Rockford Area Schools District Mission Statement of “Building a Community for Lifelong Learning”

- Assessments are aligned with learning targets and state standards
- Assessments are intended to provide feedback of student learning and to provide appropriate challenge.
- Assessments are differentiated and modifications are made when necessary to meet the needs of all students.

Definitions

Summative Assessment: A student submission at the conclusion of a learning experience (e.g., a Unit of Study). During this learning experience, students will receive instruction, feedback from their instructor and/or peers, and practice opportunities to demonstrate growth toward learning objectives.

Formative Assessment: A student submission at the beginning or during a learning experience while the student is still engaged in learning the material (e.g., a pre-test, a homework assignment, etc.). Feedback from formative assessments allow the student and teacher to make necessary adjustments to improve achievement and provide appropriate challenge.

Principles of Assessment

- Formative assessments are an important part of the learning process and will be worth no more than 30% of the overall grade in the course.

- Summative assessments are an important part of the learning process and will be worth no less than 70% of the overall grade in the course.
- RHS Teachers will accept late work, eligible for full credit until the summative due date, as long as students have met their responsibilities.
- RHS students will engage in both formative and summative assessments.
- Teachers will provide students with multiple types of assessments to gather feedback on student learning (e.g., tests, presentations, quizzes, simulations, projects, etc.)
- Students have the opportunities to demonstrate their learning more than once, provided they meet expectations regarding relearning opportunities.
- The assessment process allows for flexibility for students who require additional supports and for students who demonstrate their understanding and require extensions in depth and/or breadth.
- Achievement criteria (e.g., criterion rubrics) are available to students and families prior to an assessment.
- Assessments provide timely feedback to students, teachers, and parents about what students know and are able to demonstrate.
- Assessments appropriately challenge all students.
- Opportunities for student reflection are provided within the learning experience. Assessments will be differentiated and modifications made to support student learning as appropriate (e.g., per Individualized Education Plan).

Assessment and Curriculum

- Assessment data provides the teacher and student with information to guide future learning opportunities
- Assessments are designed to align with MN state standards, MYP, DP, and or CP objectives, and statements of inquiry for each unit of study.
- At least one MYP Global Context is included in each MYP unit.
- Teachers will develop MYP, DP, and CP curriculum individually and collaboratively.
- Curriculum and assessment reflect the intercultural aspects of the IB (MYP, DP, and/or CP).
- Collaborative planning will occur in Vertical and Horizontal Articulation meetings to analyze assessments and assessment data, informing curricular decision-making.

Assessment Practices

- Teachers will provide MYP rubrics to students at the outset of each MYP Unit.

- MYP teachers will utilize Rubrics that are designed with MYP objectives and task-specific language.
- Assessments allow students to understand each stage of achievement described in the descriptor bands, allowing students and teachers to discuss “next steps” of student learning.
- Students will have multiple opportunities to demonstrate their learning in the criterion of their MYP courses.
- The Personal Project will be completed by each 10th grade student, will utilize the MYP Personal Project criteria, and will employ standardized assessment.
- Teachers will work individually and collaboratively to create assessments and ensure standardization of assessments
- Teachers will utilize a variety of assessment strategies, including:
 - Tests, open-ended tasks, debates, simulations, performances, process journals, portfolios
- Students will receive timely feedback to inform their present achievement level and what needs to be accomplished to enhance their achievement level.
- Teachers will provide students with re-learning opportunities provided student meet re-learning expectations
- Students will have opportunities for further learning. Students may turn in all of their formative assessments or pursue re-takes of assessments to increase their grade.
- Appropriate modifications will be available for students with special needs.

Reporting to Parents

- Curriculum is available to parents through a link to Managebac, Infinite Campus, the Rockford High School home page, subject group overviews, curriculum fairs, open houses, conferences, and course descriptions.
- Current evidence of learning will be shared with parents through the Infinite Campus portal, parent-teacher conferences, progress reports, and report cards at the conclusion of a grading period.
- Students will receive feedback on their progress towards standards as well as Approaches to Learning (ATL) skills.
- Students and parents will have access to MYP summative assessment rubrics and subject group objectives.
- Students will receive traditional letter grade for all summative as well as MYP assessment criteria scores for selected summative assessments.

Assessment and Student Expectations

- Students demonstrate control of their learning by completing formative and summative assessments in a timely manner.

- Students demonstrate control of their learning by participating in rubric discussions, analysis of their work, reviewing peer work, understanding assessment criteria, and reflecting on their work.
- Students demonstrate control of their learning by engaging in higher order thinking skills (e.g., creation, synthesis, application)
- Students will have the opportunity to assess their own learning, to provide feedback to peers, and to reflect on their own learning.

Academic Integrity

- Students are expected to submit their own work and to include proper citations and references when applicable.
- Academic integrity violations will align with district approved policies (e.g., cheating, plagiarism, etc.), and appropriate alternative assessment opportunities may be provided.
- All stakeholders are expected to follow the Academic Integrity Policy.
- Each fall, the media center specialist and/or the IB Programme Administrator will present the academic integrity expectations with all students, and families will have access to the academic integrity policy via Messenger and the school website.

Teacher Training

- All RHS teachers will have the ability to participate in face-to-face or online IB-approved training for their particular subject group.
- All RHS teachers will have access to IB assessment question banks, exams, and mark schemes as they design curriculum and prepare students for future IB assessments.
- All RHS teachers have access to ManageBac, Turnitin, IBO.org Programme Resource Center, and other resources to support student management, assessment (formative and summative), and curriculum development.

Review of Assessment Practices

Rockford High School will annually review the assessment practices. The committee will be composed of the building principal, IB programme administrator, representatives from the subject groups, students, parents, and community members. The review of assessment practices will be a collaborative process, and the committee will recommend revisions and share the status of the committee's work with the RHS learning community.

Rockford High School DRAFT Language Philosophy

At Rockford High School, we view language as a tool for making meaning in a challenging, multilingual world and that the acquisition of additional languages allows students to further reflect upon and explore different cultural perspectives. We believe that every student has individual and cultural experiences, skills, and interests that play a role in the teaching and learning process. The Rockford High School community will show students that we appreciate their unique family, community, and international cultures by treating their mother tongue as an asset and providing opportunities to retain and develop it. The acquisition of additional languages allows students to explore different cultural perspectives and reflect upon their own. Our staff will help students develop an international mindset through the promotion of cultural identity, intercultural awareness, and global citizenship.

Native Language/Home Language Support

To support students with a native language other than English, we strive to provide bilingual support for classroom learning and for communication with families. We also access district support for communicating with families and communities in languages other than English. We will provide every available/allowed aid to support students' success on required standardized tests in English. We continue to investigate other avenues and resources for native language support for all of our students.

Support for Gaining Proficiency in the Language of Instruction

Except for Language Acquisition classes, the language of instruction at Rockford High School is English. We recognize that some students have yet to achieve English language proficiency and will support the achievement of proficiency by improving our curriculum and library resources, the use of visual aids, and graphic organizers during classroom instruction.

ESL learners receive language support and instruction after being assessed by using the WIDA Screener and the WIDA ACCESS for ELs test. After assessment, students will be placed on a continuum based on proficiency. As proficiency increases, students receive less ESL instruction until they exit the program based on ACCESS testing results.

Secondary Language Acquisition

Language Acquisition instruction supports the MYP fundamental concept of Intercultural Awareness and the IB Learner Profile. Learning an additional language is essential for students to understand other cultures and develop a mindset that values multilingualism and international mindedness. Our goal is for students to achieve proficient performance on ACTFL standards.

Review of Language Policy

The IB Advisory Committee, with leadership from the IB coordinator, will regularly review this policy and suggest necessary changes.

Resources and Publications

Language and learning in IB programs, 2012

IB Guidelines for developing a school language policy

IB Language and Literature Subject Guide, 2014

IB Language Acquisition Subject Guide, 2014

ROCKFORD HIGH SCHOOL INCLUSION POLICY

All stakeholders at Rockford High School value and embrace all cultures and demographics, regardless of intellectual or physical ability, race, religion, gender, or sexual orientation, and all of our students will be able to access the IB/MYP framework.

I. PURPOSE The purpose of this policy is to set forth the position of Rockford High School on the need for special educational services on the part of some students in the school district.

II. GENERAL STATEMENT OF POLICY Rockford High School recognizes that some students need special education and further recognizes the importance of providing a Free Appropriate Public Education and delivery system for students in need of special education.

III. RESPONSIBILITIES

A. Rockford High School accepts its responsibility to identify, evaluate, and provide special education and related services for children with disabilities who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.

B. The high school, as a member of the consortium Meeker and Wright County Special Education Co-operative (MAWSECO), has adopted a Total Special Education System (TSES) as required by state law.

C. Rockford High School shall ensure that all qualified children with disabilities are provided the special education and related services appropriate to their educational needs.

D. When such services require or result from interagency cooperation, Rockford High School shall participate in such inter-agency activities in compliance with applicable federal and state law.

E. Rockford High School will review this policy and its own inclusion practices during their regularly scheduled International Baccalaureate evaluation process, or on an as needed basis. The review committee will be made up of the building principal, IB coordinator, Special Education Coordinator, and representatives from the building leadership team.

Legal References:

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 125A.02 (Definition of Child with a Disability)

Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)

20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)

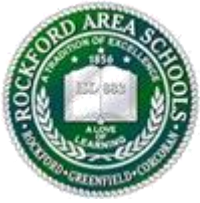
Title II of the Americans with Disabilities Act (ADA)

Section 504 of the Rehabilitation Act

Title IX of the Education Amendments of 1972

Equal Educational Opportunities Act (EEOA) Protections for English-Language Learners

20 U.S.C. § 1703(f)



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Activities Directors Report

Meeting Date: June 22, 2020

Prepared by: Dan Pratt

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

- The latest MSHSL and WCC updates



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Community Education Report

Meeting Date: June 22, 2020

Prepared by: Melissa Joseph

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

RCC/RCE Updates:

RCC: Opened back up on Monday, June 15th with restrictions and preparedness plan. Some examples of modifications below:

- a. 25% capacity
- b. Employees wear masks
- c. Members only; no day passes due to capacity limits
- d. Under 16 must be accompanied by an adult
- e. Members must wear masks when entering, exiting, and in the lobby
- f. Staff are sanitizing equipment and high touch areas after use (also asking members to sanitize the equipment before and after use)
- g. Fitness classes have been moved to the fieldhouse or outside for more space

(a copy of our preparedness plan and letter to RCC members can be sent upon request)

RCE: Started back with certain classes on June 8th, again with restrictions.

- a. Pods with ratios of 1:9
- b. No sports yet, as they can't scrimmage
- c. Outside companies sent a copy of their safety measures to go along with our preparedness plan.
- d. Each registration has to agree to waivers of liability before attending class (our normal one and one for COVID)
- e. Looking to open gymnastics mid-July

Dear RCC Member,

After nearly three months of being closed, we are thrilled to announce the first phase of reopening the Rockford Community Center! We can't wait for people to have the opportunity to use their memberships again, but please expect to come back into a facility that functions very differently at first. This is all very important information... *please make sure to read through this entire document.*

Our mission is to provide wellness and fitness activities in a safe and effective manner. The RCC's reopening plan prioritizes the health and well-being of our members and staff using health guidelines from the CDC, as well as state and local government authorities. As we move through the phases of reopening, we will continue to provide updates. Here is a detailed explanation of how to begin using your membership again in Phase 1.

As always, this is a fluid situation and things can change. This includes hours, capacity limits, classes, and operational business practices: (i.e. moving to appointment based workouts)

The RCC's Reopening Approach

Our phased plan relies on the following assumptions related to the global coronavirus pandemic and its implications for local public health:

- Phases are flexible and decisions to start the next phase of reopening will rely on guidance from the CDC, Governor's orders, District Administration and RCC staff. Phases may be modified and revised as guidance changes.
- Social or physical distancing means maintaining a distance of at least six feet at all times and preventing large gatherings.
- Meeting health and community needs will be balanced and focused on preventing the spread of COVID 19.

If members are not compliant with the new policies and protocols in place within each phase, they will be asked to immediately leave the facility.

Potential COVID-19 Exposures

We are committed to following health and safety guidelines to help prevent the spread of the virus. However, if a staff person or member reports testing positive for COVID-19 while visiting the community center the confidentiality of the individual will be maintained while communicating the potential exposure to anyone who visited the facility during that same time frame.

We will follow all CDC guidelines for handling exposure and mitigating risk, if exposure occurs.

Membership Payments

There will be no membership payment due until July 1st, if your payment was made in March. If your payment from March was denied or delinquent, you will have to pay to use the facility for the rest of June.

Phase 1 Information

Phase 1 reintroduces our members to the RCC under new COVID-19 restrictions. It includes only individual or household activities and limited small group fitness classes.

- Reopening Date: June 15th, 2020
- Abbreviated Facility Hours: Monday - Friday, 7:00a.m. - 8:00p.m., Saturday 7am-1pm, and Sunday 2pm-8pm (these times are subject to change!)
- Areas open with 25% capacity numbers
 - o Dance Studio: 8
 - o Classrooms (all 3 opened) 15
 - o Rocket Power Center 15
 - o Restrooms 5
 - o Fieldhouse 50 total, but will be broken down by courts and dependent on what activity is happening.

The RCC will implement social or physical distancing practices in all operations during this phase by: controlling the number of members allowed in the facility at any given time; abbreviating facility hours of operation; controlling indoor facility traffic patterns; re-arranging physical areas and fitness equipment; limiting member access to certain amenities; and placing trained staff in locations where there is more than one member to monitor and enforce all social distancing protocol and policies.

How to use the Community Center

1. General Information for Members

- Members will agree to health questionnaire upon entry (online). Members must also agree to new facility COVID policies and procedures.
- Only members 16 and older may enter the facility without a parent/guardian. Anyone under 16 must be accompanied by a parent/guardian.
- Members are asked to wear a mask while entering, exiting, and in the lobby. Members are encouraged to wear a mask while not working out, in the bathroom, in the fieldhouse, and when waiting for your class or your workout to start.
- Members will not be able to use the facility if they are sick.
- Food may not be consumed in the facility.
- All members who are unwilling to comply with the RCC's COVID transmission prevention measures will be asked to leave the facility (mask wearing as stated above, social distancing, passing the health questionnaire, etc.)
- Membership renewals or new memberships by appointment only.
- Members will enter through specific doors and exit through specific doors. This applies to the building, the fieldhouse, and the Rocket Power Center.
- Group Fitness participants should practice social distancing at all times: before, during, and after. Due to needing to have limited capacity, we ask that class participants exit the facility quickly after class is done unless they continue to exercise.
- Members will have to stop at the front desk to check in and to answer the daily health questions.
- Members will NOT need to swipe their membership card.

- Members will be asked to wash/sanitize their hands upon entry and exit of the facility.
- We would like people to bring their own mat, but we have ones available upon request.
- Restrooms will be available, but not showers.
- At this time, we will be open to members only. No day passes

2. Using the Facility

RPC weight room

- Restricted use with rigid social and physical distancing (please do not use a machine or area that is within 8 feet of someone else).
- RCC staff will be in the RPC weight room to sanitize machines after use and to help guide members to areas that are ready to be used. ** Please note that in order for our sanitizer to be the most effective, it has a dwell time of 10 minutes. Staff will let you know if an area is ready for use.
- The RPC will have spray bottles available for members to sanitize machines and equipment before and after use.
- Please do not move from machine to machine or area to area: Meaning, please do all sets and reps in one area or machine before moving on to another area/machine.
- The RPC is equipped with 2 portable hand washing stations and 3 hand sanitizing stations. Please make sure to use these stations often.

Fieldhouse:

- Basketball courts are allowed 1 person per hoop. No scrimmaging, not even 1 v 1.
- Families (within the same household) may use the same court, but each court is still limited to a max capacity of 14.
- When using the track, please maintain social distancing. Please pass on the far outside lane.
- Please bring your own ball. If absolutely necessary, we will be able to provide you with a ball upon request.
- Group fitness classes will be in the fieldhouse or outside in order to give more space.
- Group fitness classes will not have stations. Each person will be responsible for carrying any suggested equipment for the class to their spot and drop it back off for the front desk to sanitize.

Dance Studio/Classrooms:

- Please follow max capacity rules for these areas.
- Please be respectful and aware of classes that may be in progress in these areas and do not enter during class.

Additional Facility Information

Community Center Staff:

- Staffing will be limited to essential staff only:
 - o Member check-in

o Monitor facility, members, and cleaning

- All staff have been trained on COVID transmission prevention and new cleaning protocols prior to opening and working in the facility.
- Staff are asked to wear masks.
- Staff will not handle scan cards, phones, or any other person's belongings.
- All staff will be asked to wash and/or sanitize hands upon entry and exit of the facility and frequently during their shift.
- Staff will not report to work if they are sick.
- We will not be giving change for the vending machines.

Facility Information:

- The entire facility will be cleaned and disinfected by staff each day.
- All equipment will be cleaned throughout the day – members will be able to use the provided cleaning supplies to clean equipment before and after each use.
- Public entry doors, vending machines, tables, and public counters will be cleaned throughout the day.
- Hand sanitizer has been placed throughout the building.
- Strict social/physical distancing practices and policies will be enforced.
- Barriers have been placed at customer contact points.
- Some spacing markers are on floors to keep everyone at least 6 feet apart. However, please be aware of distancing in areas that are not marked.
- Signage has been installed and staff will be monitoring areas of use to enforce policies.
- No fan use in the facility.
- You will need to ask staff to change the TV channel
- We have limited seating in the building, especially the lobby.
- The track and tennis courts will be open starting 6/13/20. SAME social distancing rules apply.

For additional member questions, please contact us at josephm@rockford.k12.mn.us, smithj@rockford.k12.mn.us, or 763-477-4563 or 763-477-5294

Melissa Joseph (RCC Supervisor) and RCC Staff

COVID-19 Preparedness Plan for:

Rockford Community Center and Community Education

Rockford Area Schools, Community Center, and Community Education is committed to providing a safe and healthy workplace for all our workers and customers/visitors. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management, customers, and community. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Rockford Community Center and Community Education** managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Rockford Area Schools ISD 883. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by asking questions, discussing concerns, and getting suggestions on how to make sure that we all stay healthy and safe. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Health Screening:

- Staff, members, and visitors will be asked a series of health screening questions upon arrival.
- For the safety of members and staff, anyone not passing the screening will not be allowed into the building and will be asked to return home.
- Staff, members, and visitors should do a self-check before coming to the RCC and stay home if they are exhibiting any symptom of COVID or if they are sick.

Rockford has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

We have also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

We are committed to following health and safety guidelines to help prevent the spread of the virus. However, if a staff person or member reports testing positive for COVID-19 while visiting the community center, Rockford Area Schools will maintain the confidentiality of the individual while communicating the potential exposure to anyone who visited the facility during that same timeframe.

- We will follow all CDC guidelines for handling exposure and mitigating risk if exposure occurs. The staff member will be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own.
- After staff member leaves the facility, staff will disinfect areas where the staff were present.
- We will follow CDC guidelines for staff and building moving forward.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: If more than one staff is on-site, we have marked 6 ft from the front desk station for all other employees to stand, while also maintaining at least 6 feet between themselves and members.

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols: We have placed stickers on the floor and also added tables in front of the reception desk to insure that there is at least 6 feet of distance between staff and members/visitors. This barrier surrounds our reception desk to maintain this distance at all times. When staff is outside of the reception desk, we ask that members/visitors comply with the six foot distance. There will be marks on the floor to help visualize. The RCC has also blocked off most seating so that social distancing can occur. The few benches we do have are spaced or marked appropriately. There will be an exit and exit door for the building and all rooms that are clearly marked.

- Limited seating area
- Operating at 25% capacity
- Spaced out or taped off equipment to insure more space in between members
- Court space limited to 1 person per hoop or 1 household per hoop
- Barrier around reception desk
- Separate entrance and exit doors

Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times. In order to maintain the health and safety of all involved, we have implemented the following protocols. These plans may change as information is gathered or changed.

- Per the CDC and MDH guidelines, staff members will wear masks during the work day. If they have a medical condition that makes wearing a mask difficult or unhealthy, we will take precautions for more distance and put up a barrier between them and members.
- When wearing masks, staff will be careful not to touch their eyes, nose, and mouth to prevent potential contamination.
- Staff will wash their hands thoroughly before putting on or removing the mask.
- Staff will remove the mask carefully and wash their hands thoroughly after removing.
- Staff will wash their hands after touching their masks. Masks must be worn correctly (they must cover your nose as well as your mouth).
- Wearing masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing.
- There are portable hand washing machines in the workout room as well as several hand sanitizing stations.
- Hand sanitizer can be used as a substitute to hand washing, however, if handwashing is available, it is the preferred method of cleaning.
- Handwashing instructions will be posted in the bathrooms and on the hand washing machines (wash for at least 20 seconds with soap and water)
- Staff and members are asked to wash or sanitize their hands upon arrival and periodically throughout the day.

3. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems.

- Our ventilation system is one that brings in outside air and does not recirculate air.
- Standing floor fans have been removed from the fitness areas to prevent spread.

4. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

- All areas of the building being used (classrooms, gyms, fitness center, common areas, etc.) are equipped with sanitizing sprays and gloves.
- Staff will clean and sanitize throughout the day and immediately after use of equipment by a member.
- The custodians will also do an anti-static sanitizing spray at least once a day.
- Floors will be scrubbed/ mopped at least once a day. Higher traffic areas will be more.
- There is a schedule for cleaning and disinfecting for staff. All staff will be responsible for cleaning and sanitizing throughout the day and initialing on the checklist after each time.
- There will be one staff member responsible for the weight room and another for the dance studio, classrooms, lobby, bathrooms, and fieldhouse.
- Sanitizing bottles and paper towels will also be available throughout the workout room for members to use on equipment.

Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially doorknobs, light switches, countertops, and workout equipment.

5. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated to all workers on via email on 6/1/2020 and in person on 6/15/2020. Necessary training will be provided on 6/15/2020 and possibly again on 6/16/2020 if necessary. Managers and supervisors are to monitor how effective the program has been implemented by observing and documenting procedures. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Rockford Community Center** management and was posted throughout the workplace on 6/11/2020. It will be updated as necessary.

6. What customers and clients can do to minimize transmission of COVID-19

See above.

Also, each member will be sent our new guidelines and procedures before opening. These procedures include health screening, handwashing and hygiene, social distancing parameters, and a link to STAY SAFE MN website on safe reopening of gyms and fitness centers.

7. Additional protections and protocols for receiving and exchanging payment

Members will not have to swipe in to use the facility and payments will be made automatically online. In the case that we need to take cash or check payment, staff members will wear gloves to receive payment and give change. Once the exchange has occurred, it will be suggested for the member to sanitize their hands and required for the staff member to wash their hands. We will still maintain the 6 ft distance by having a payment area on the reception desk for the money to be placed and then picked up.

8. Additional protections and protocols for managing occupancy

We will be operating at 25% capacity and moving and/or taping off equipment in order to keep distance between member.

9. Additional protections and protocols to limit face-to-face interactions

Members will not have to swipe in their membership cards upon arrival. They will just have to give their name and answer the short health survey, from a 6 ft distance. We are also requiring each person to wear a mask upon entrance and exit and while in the lobby area.

10. Additional protection and protocols for distancing and barriers

We will have areas marked for distancing and only allowing a certain number of people in each area based on square footage and ability to social distance.

Certified by:

[Signature]

[Title of management official]



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: LTFM Approval

Meeting Date: June 22, 2020

Prepared by: Jim Leuer

Date Prepared: June 16, 2020

Information Briefing Action Enclosure Item(s)

LTFM 10 year plan for board approval

RESOLUTION APPROVING INDEPENDENT SCHOOL DISTRICT NO. 883'S LONG TERM FACILITY MAINTENANCE BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE REVENUE

BE IT RESOLVED by the School Board of Independent School District No. 883, State of Minnesota, as follows:

1. The school board of Independent School District No. 883 has approved a long term facility maintenance budget for its facilities for the 2020-2021 school year in the amount of (as attached). The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.



Long Term Needs and Facilities Maintenance Plan

District Name: Rockford Public Schools	District: 883	Date: February, 2020
District Contact for Questions on this Spreadsheet:		E-mail:
Name:		Phone #:

Finance Code	Fiscal Year, Ending June 30th ->	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Category	Total for all District Facilities									
	Health and Safety, IAQ and Abatement Projects										
347	Physical Hazards	\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 57,964	\$ 1,739	\$ 1,791	\$ 1,845	\$ 1,900	\$ 1,957
349	Other Hazardous Materials	\$ 3,300	\$ 3,399	\$ 3,501	\$ 3,606	\$ 3,714	\$ 3,826	\$ 3,940	\$ 4,059	\$ 4,180	\$ 4,306
352	Environmental Health & Safety Management	\$ 2,100	\$ 2,163	\$ 2,228	\$ 2,295	\$ 7,991	\$ 2,434	\$ 2,508	\$ 2,583	\$ 2,660	\$ 2,740
358	Asbestos Removal and Encapsulation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Fire Safety	\$ 16,200	\$ 16,686	\$ 17,187	\$ 17,702	\$ 18,233	\$ 18,780	\$ 19,344	\$ 19,924	\$ 20,522	\$ 21,137
366	Indoor Air Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
367	Accessibility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 23,100	\$ 23,793	\$ 24,507	\$ 25,242	\$ 87,982	\$ 26,779	\$ 27,583	\$ 28,410	\$ 29,262	\$ 30,140
	IAQ, Fire and Abatement, Projects Costing > \$100,000 per Site										
358	Asbestos Removal and Encapsulation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Fire Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
366	Indoor Air Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Deferred Capital Expenditures and Maintenance Projects										
368	Building Envelope	\$ 100,550	\$ 22,866	\$ 639,033	\$ 229,363	\$ 34,891	\$ 8,347	\$ 8,597	\$ 8,855	\$ 53,458	\$ 9,394
369	Building Hardware and Equipment	\$ -	\$ 150,277	\$ 18,566	\$ 230,019	\$ 31,514	\$ -	\$ -	\$ -	\$ -	\$ -
370	Electrical	\$ -	\$ -	\$ 117,123	\$ -	\$ -	\$ 17,389	\$ 1,945,111	\$ -	\$ 629,901	\$ -
379	Interior Surfaces	\$ 121,000	\$ 127,720	\$ 903,675	\$ 160,631	\$ 22,510	\$ 85,786	\$ 471,651	\$ 24,597	\$ 25,335	\$ 26,095
380	Mechanical Systems	\$ 16,000	\$ 72,100	\$ 369,193	\$ 28,411	\$ 664,050	\$ -	\$ 101,494	\$ 11,069	\$ -	\$ -
381	Plumbing	\$ 9,900	\$ 38,110	\$ 15,065	\$ -	\$ 12,043	\$ -	\$ -	\$ -	\$ -	\$ -
382	Professional Services and Salary	\$ 45,845	\$ 50,645	\$ 394,388	\$ 286,008	\$ 99,011	\$ 98,828	\$ 266,238	\$ 5,744	\$ 103,235	\$ 4,919
383	Roof Systems	\$ -	\$ -	\$ 1,587,938	\$ 1,743,310	\$ -	\$ 365,514	\$ -	\$ -	\$ -	\$ -
384	Site Projects	\$ 211,000	\$ 95,378	\$ 293,286	\$ 468,343	\$ 225,102	\$ 511,240	\$ 135,525	\$ 12,914	\$ 323,660	\$ 13,700
	Total Deferred Capital Expense and Maintenance	\$ 504,295	\$ 557,094	\$ 4,938,267	\$ 3,146,085	\$ 1,089,121	\$ 1,087,184	\$ 2,928,616	\$ 63,479	\$ 1,135,590	\$ 54,109
	Total Annual 10 Year Plan Expenditures	\$ 527,395	\$ 580,889	\$ 4,362,773	\$ 3,171,327	\$ 1,177,823	\$ 1,113,883	\$ 2,956,199	\$ 91,589	\$ 1,164,852	\$ 84,249
	Total 10 Year Plan Expenditures	\$15,230,180									



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: COVID Preparedness Planning

Meeting Date: June 22, 2020

Prepared by: Rhonda Dean

Date Prepared: June 18, 2020

Information Briefing Action Enclosure Item(s)

The Minnesota Department of Education released additional guidance on three scenarios that schools need to plan for, based on the unpredictability of the COVID-19 pandemic. This new guidance includes a series of required health practices in addition to recommendations.

Scenario 1: In-person learning for all students.

In this planning scenario, schools should create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom.

Scenario 2: Hybrid model with strict social distancing and capacity limits.

In this planning scenario, schools must limit the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy. Sufficient social distancing with at least 6 feet between people must occur at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants must be reduced.

Scenario 3: Distance learning only.

This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. The requirements in this guidance regarding in-person protections would not apply to the general school community, as students and staff would use distance learning and would not gather in groups on school grounds. However, schools may be open to provide emergency child care or other functions.

MDE and MDH are committing to announcing their recommendation for which educational delivery model would be the most appropriate for this coming school year **no later than the week of July 27th.**

Key Takeaways

- School districts need to be able to shift between the three models with short notice during the school year depending on COVID-19 metrics.
- Schools may implement all three models at some time during the year.
- Models can vary by region and within a district.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: CARES Act Update

Meeting Date: June 22, 2020

Prepared by: Rhonda Dean

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

The Coronavirus Aid, Relief, and Economic Security (CARES) Act includes an Education Stabilization Fund, which in turn contains two major sources of funding for schools: the Governor’s Emergency Education Relief (GEER) Fund and the Elementary and Secondary School Emergency Relief (ESSER) Fund.

Governor’s Emergency Education Relief (GEER) funds:

Based on feedback from a range of communities across the state, the Office of the Governor and the Minnesota Department of Education have identified two key priorities for which these funds can be used:

- Expanding technology capacity to meet student learning needs, with particular attention to increasing broadband access, establishing wireless hotspots and purchasing devices such as laptops or tablets for students.
- Improving student-to-teacher ratios for summer school programming to at most six students per teacher.

Elementary and Secondary School Emergency Relief (ESSER) funds are allocated two ways:

- 90% of these funds are distributed in a formula to districts and charter schools using the same formula used for Title I, Part A funds under the Elementary and Secondary Education Act.
- 9.5% of these funds are distributed through grants that provide funding to districts and charter schools that don’t receive a formula allocation, receive less than \$10,000 from their formula, and/or receive a smaller share of the ESSER funds than their share of the state’s historically underserved student populations.

Organization Name	GEER	ESSER Formula (90%)	ESSER Grants (9.5%)	Total Funding
ROCKFORD SCHOOLS	\$20,411	\$118,163	\$12,478	\$151,052



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: EMR 2019-2021 Master Agreement

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 18, 2020

Information Briefing Action Enclosure Item(s)

The 2019-21 EM-R Master Agreement is attached for your review. If the Board agrees, approval is needed.

MASTER AGREEMENT

BETWEEN



INDEPENDENT SCHOOL DISTRICT NO. 883

ROCKFORD, MINNESOTA

AND

**EDUCATION MINNESOTA – ROCKFORD
Local # 4739**

JULY 1, 2019 THROUGH JUNE 30, 2021

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ARTICLE I

PURPOSE

Parties: This agreement is entered into between Independent School District No. 883, Rockford, Minnesota (hereinafter referred to as the District), and Education Minnesota - Rockford hereinafter referred to as the Exclusive Representative or EMR), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the P.E.L.R.A.), to provide the terms and conditions of employment for Teachers during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the District recognizes EMR as the Exclusive Representative for all Teachers as defined under the P.E.L.R.A. The Exclusive Representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The Exclusive Representative shall represent all the Teachers of the District as defined in this Agreement and in the P.E.L.R.A.

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits, except retirement contributions or benefits, and the District's personnel policies affecting the working conditions of the teachers. In the case of teachers, the term does not mean educational policies of the District. The terms in both cases are subject to the provisions of the P.E.L.R.A.

Section 2. School District: For purposes of administering this Agreement, the term, "District," shall mean the School Board or its designated representative.

Section 3. Teacher: The term, "Teacher," shall mean all persons employed by the District in a position for which the person must be licensed by the State of Minnesota; but shall not include superintendents, assistant superintendents, principals, and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

Section 4. Long-Term Substitute Teacher: The term, "long term substitute Teacher," will mean any person who is employed by the District to replace an absent Teacher for a period of at least thirty (30) days.

Section 5. Working Days: References to days shall be understood to mean working days.

Section 6. Other Terms: Terms not defined in this Agreement shall have those meaning as defined by the P.E.L.R.A.

ARTICLE IV

DISTRICT RIGHTS

Section 1. Inherent Managerial Rights. The Exclusive Representative recognizes that the District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District; its overall budget; utilization of technology; the organizational structure; and selection, direction, and number of personnel.

Section 2. Management Responsibility. The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

Section 3. Effect of Laws, Rules and Regulations. The Exclusive Representative recognizes that all Teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the District and shall be governed by the laws of the State of Minnesota, and by District rules, regulations, directives, and orders, issued by properly designated officials of the District. The Exclusive Representative also recognizes the right, obligation, and duty of the District and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the District insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement and recognizes that the District, all Teachers covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal Laws, and the rules and regulations of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect. Unless specifically included in this Agreement, alleged violations of state and federal laws, rules and regulations are not arbitral under the grievance procedure.

Section 4. Reservation of Managerial Rights. The foregoing enumeration of District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the District.

ARTICLE V

TEACHING RIGHTS

Section 1. Right to Views. Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any Teacher or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative; nor shall it be construed to require any Teacher to perform labor or services against his/her will.

Section 2. Right to Join. Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment.

Section 3. Request for Dues Check Off. The District shall forward each month such dues deducted the previous month, along with a list of the names of the Teachers from whom deductions were made, to the treasurer of the Exclusive Representative.

Individual written requests for membership dues check off must be provided to the District Office. The District will deduct dues consistent with the terms and duration of the written consent provided. When a bargaining unit member has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, and cannot be canceled except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President.

Any bargaining unit member, or new hire who has applied for membership in the bargaining unit, authorizes the school district to deduct one eighteenth(1/18) of such dues from the regular pay check of the bargaining unit member for each pay period for 18 consecutive pay periods. Such authorization must be provided in writing to the School District. For employees who have authorized the dues deduction, the deductions will begin the first pay period on or after October 15. For bargaining unit members employed after the commencement of each school year, deductions of dues shall be made by the School District upon receipt of written authorization. The dues will be deducted equally between existing pay periods between the date of the bargaining unit members first pay date and first pay period in July.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, that any person may have or claim to have, now or in the future, arising out of or by reason of the dues deduction specified by the exclusive representative as provided in this Agreement.

Section 4. Personnel Files: All evaluations and files relating to each individual Teacher shall be available during regular District business hours to each individual Teacher upon his or her written notice to the Superintendent. The Teacher shall have the right to reproduce any of the contents of the files at the Teacher's expense and to submit for inclusion in the file written information in response to any material contained therein, provided, however, the District may destroy such files as provided by law. Each inspection of personnel files shall be recorded. Each Teacher shall be promptly furnished with a copy of all evaluations and disciplinary matters placed in his/her file.

Section 5. Investigation: When a teacher is alleged to have engaged in conduct that may result in discipline, the District will conduct an investigation that satisfies the requirements of due process.

Section 6. Discipline: Disciplinary Action. The School District shall not take any disciplinary action (including adverse evaluation) with respect to any teacher without just cause. Due process must be provided. Administrators will promptly notify teachers of concerns and/or complaints from parents, students and/or staff. All forms of discipline shall have correction and improvement as a goal, except in cases of termination.—Teachers will be informed of their right to union representation at meetings that could lead to discipline, and the District will comply with all other legal rights under *NLRB v. J. Weingarten, Inc.*, 420 U.S. 251 (1975) and PELRA.

- **ORAL WARNING.** Documentation of an oral warning is intended to indicate an oral warning has been administered. The District will notify the teacher and EM-Rockford if the teacher agrees of the oral warning.

- **WRITTEN REPRIMAND.** Prior to the issuance of a written reprimand to an individual teacher, the appropriate supervisor shall confer with the teacher. The district will notify the teacher and EM-Rockford if the teacher agrees.
- **SUSPENSION.** The School District may suspend a teacher without pay. No teacher shall be suspended unless there is just cause. Due process must be provided. If the School District acts to suspend a teacher, it shall promptly notify the teacher and EM-Rockford if the teacher agrees.

ARTICLE VI

BASIC SCHEDULES AND RATES OF PAY

Section 1. 2019-20 Salary Schedule: The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the 2019-20 school year.

Section 2. 2020-21 Salary Schedule: The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the 2020-21 school year.

Section 3. Status of Salary Schedule: The salary schedule is not to be construed as a part of a Teacher's continuing contract and the District will not withhold increment, advancement, lane changes, or any other salary increase from the teacher without just cause. In the event a Teacher's advancement on the salary schedule is withheld, the teacher shall have the right to grieve in accordance with the provisions of this Agreement.

The District may compensate Teachers above the salary schedule at its sole discretion. The District shall inform the Exclusive Representative in writing immediately. Any compensation so distributed will not be considered as a cost item when figuring the total package costs during negotiations.

Section 4. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a Teacher on the appropriate salary schedule:

Subd. 1. Definitions:

(a) **Credit:** Throughout this Agreement, the term, "credit," shall be defined as a semester credit. A semester credit equals one and one-half (1.5) quarter credits.

(b) **Germane:** Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the School District or Superintendent. At the discretion of the Superintendent, credit for application on the salary schedule may be given for a course germane to the areas of licensure of the teacher/assigned position and for courses required for coaching certification.

Subd. 2. Workshop Credit: Workshop or clinic attendance may be substituted for undergraduate college credit as provided below:

(a) The Teacher shall receive one (1) semester credit for each 23 hours of time spent at approved workshops or clinics. Proof of time spent will be required for final approval.

(b) The maximum credit allowed shall be two (2) semester credits for every lane change.

Subd. 3. Grade and Credits: To apply on the salary schedule, credits beyond the bachelor's degree must fall in one of the following categories and carry an average grade equivalent of B or higher and/or meet the following.

- a. Graduate credits beyond the bachelor's degree.
- b. *Rockford Credits*- are credits which are obtained by satisfactorily completing district developed in-service courses and may be earned at the rate of one (1) credit per 12 hours of instruction. Criteria and guidelines for the courses will be developed, monitored and subject to periodic review by the District K-12 staff development committee and the administration. For courses with fewer than 12 hours, a fraction of a Rockford credit will be given.

Example: three-hour course=1/4 Rockford credit.

Subd. 4. Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved in writing prior to the taking of the course by the Superintendent. Such prior approval requirements shall not apply to courses necessary to achieve the minimum requirements established by the Department of Education as a prerequisite for the individual to possess the proper licensure required to fulfill the individual's teaching and coaching assignments.

Subd. 5. Salary Adjustment: Individual contracts will be modified to reflect qualified credit lane changes three times per year. The effective dates of lane changes shall be September 15, January 15, and May 15, provided an official transcript and/or official letter from the university/college of the credits is received. Lane changes submitted by September 15 will increase the teacher's salary for the entire school year, January 15 for 6/12 of the school year, and May 15 for 3/12 of the school year. Credit lane advancement will not be made on any other date.

Subd. 6. Advanced Degree Program: A Teacher shall be paid on the master's degree lane or higher degree lane only if the degree program is germane to the teaching assignment as approved by the District and the degree program is approved in writing by the Superintendent in advance.

Subd. 7. Payment of Present Salary: The rules contained herein relating to the application of credits on the salary schedule shall not deprive any Teacher of any salary schedule placement already recognized and actually being paid for the current school year(s).

Subd. 8. Step Advancement: Except for Teachers who are on a child care leave of a semester or less or Teachers on workers' compensation leave, a Teacher must be employed a minimum of one hundred ten (110) actual duty days of a school year to qualify for a salary step advancement.

Subd. 9. Application: Credits to apply to lanes beyond a master degree must be earned after the earning of the degree and must be taken through an accredited college or university.

Section 5. Pay Deduction: Whenever pay deduction is made for a Teacher's absence, the annual salary divided by the number of Teacher duty days shall be deducted for each day's absence.

Section 6. Step Placement: A new Teacher shall be placed on such step of the salary schedule as agreed between the District and the teacher.

Section 7. Mileage: Teachers who use their own vehicles to transfer between buildings as required by their teaching assignment within the regular pupil contact day shall be paid upon submission of a claim form at the IRS mileage rate established by District policy.

Section 8. Career Increment: Teachers with 18 to 21 years of service in the District as of June 30, 2010 and on the BA+45 Lane or above shall receive an additional salary of \$1,000 per year over the Teacher's placement on the salary schedule. A Teacher with 22 years or more of service in the District as of June 30, 2010 and on the BA+45 Lane or above shall receive an additional salary of \$2,000 per year over the Teacher's placement on the salary schedule. This payment is grandfathered to those staff receiving the increment in 2010-11. No additional increments will be given after July 1, 2011.

Section 9. Maintaining Licenses: Teachers wishing to drop a teaching license may submit a written request to do so with the Superintendent of Schools. Unless their request is approved or the teacher has not been placed in that area of licensure for ten (10) consecutive school years, teachers are required to maintain all areas of licensure held at the time of their hiring by the District.

Teachers must also maintain all licenses for which they earned and received lane change credit while working in the District except if the teacher has not been placed in that area of licensure for ten (10) consecutive school years.

If a teacher initiates the dropping of the license which qualified the teacher for the teacher's current assignment, the School District may place the teacher on ULA, and the teacher shall have no bumping rights or realignment rights in another licensure area except if the teacher has not been placed in that area of licensure for ten (10) consecutive school years. Failure to maintain licenses that resulted in a lane change will result in loss of lane placement received through credits earned for that license except if the teacher has not been placed in that area of licensure for ten (10) consecutive school years.

A teacher not placed in an area of licensure for ten (10) consecutive school years may drop the corresponding license without penalty.

A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by initiating the dropping of the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment.

A teacher requesting a transfer to an open position in the District, for which he/she is licensed, may drop that licensure without penalty if the District rejects the reassignment.

ARTICLE VII

EXTRA COMPENSATION

Extra-curricular Schedule: The salaries reflected in Schedule C attached hereto shall be considered part of this master agreement.

ARTICLE VIII

GROUP INSURANCE

Section 1. Selection: The selection of the insurance carrier and policy shall be made by the District, as provided by law.

Section 2. Health and Hospitalization Insurance: The District will pay \$665.00 per month toward the premium for single coverage for each full-time Teacher employed by the District who qualifies for and is enrolled in single coverage in the district group health and hospitalization plan. The District shall contribute \$1,250.00 per month towards the premium for family coverage for each full-time Teacher employed by the District who qualifies for and is enrolled in family coverage in the district group health and hospitalization plan. Any additional costs of the premium shall be borne by the Teacher and paid by payroll deduction. The above language will start January 1, 2021.

Section 3. Health Savings Account: The District shall contribute \$1,000 to the teacher's health care savings account each January, for any teacher enrolled in the districts qualified high deductible health insurance plan.

Section 4. Long-Term Disability Insurance: The District shall contribute 100 percent of the premium for long-term disability insurance for each full-time Teacher employed by the District who qualifies for and is enrolled in the District long-term disability insurance program. It is agreed and understood that said long-term disability insurance shall provide combined monetary benefits to each Teacher eligible to receive such benefits of at least, but not limited to, 66 percent of the Teacher's normal salary.

Section 5. Term Life Insurance: The District will pay 100 percent of the premium for a term life insurance policy in the amount of \$60,000 for each full-time teacher employed by the District who qualifies for and is enrolled in the District life insurance program.

Section 6. Dental Insurance: The District shall contribute a sum not to exceed \$23.00 per month toward the premium for dental insurance for each full-time Teacher employed by the District who qualifies for and is enrolled in the District group dental plan. Any additional cost of the program shall be borne by the teacher and paid by payroll deduction.

Section 7. Claims against the District: It is understood that the District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 8. Eligibility:

Subd. 1. Part-Time Teachers: The District shall make pro-rata premium contributions for part-time Teachers under contract on at least a half-time basis for the following coverage: health and hospitalization, long term disability, dental, and term life insurance.

Subd. 2. Long-Term Substitute Teachers: Long-term substitute teachers who are employed for less than a semester will not be eligible for insurance benefits until the first of the month following the completion of sixty (60) consecutive actual duty days.

Section 9. District Contributions to a Post-Retirement Health Care Savings Account.

Subd 1. District Contributions to a Post-Retirement Health Care Savings Account For Retired Teachers.

(a) Eligibility: Teachers whose names are included in the signed letter on file in the district office and with EMR will be eligible for a lump sum contribution by the District to a post-retirement health care savings account upon retirement. No contributions to a post-retirement health care savings account shall be granted to any teacher discharged for cause by the District.

(b) Calculation of Amount of Lump Sum Payment: Eligible teachers shall have \$17,500, less any prior School District contributions to that teacher's post-retirement health care savings account that have been paid pursuant to Article VII, Section (B) below, paid into their post-retirement health care savings account.

(c) Payment Schedule: This benefit shall be paid by the District in a lump sum no later than June 30 in the year of retirement to the teacher's post-retirement health care savings account. If the retired Teacher dies before the benefit has been paid, the benefit shall be paid to the deceased Teacher's estate.

Subd. 2. Annual District Contributions to a Post-Retirement Health Care Savings Account: The District will make annual contributions in the following amounts to an eligible Teacher's post-retirement health care savings account:

<u>Completed Years of Service in Rockford</u>	<u>District Contribution</u>	
	2019-2020	2020-2021
1 st -5 th completed	No contribution	No contribution
Start of the 6 th -10 th completed	\$ 300	\$ 500
Start of the 11 th -15 th completed	\$ 500	\$ 750
Start of the 16 th and on	\$ 1200	\$ 1500

Changes will be effective for the 2020-2021 school year.

(a) Years of Service: All references to years of service in this agreement include time actually worked and do not include time spent on an uncompensated leave except that a child care leave of less than one year and which includes the use of paid sick leave shall count as time of service. Partial years worked will not count as increments in determining years of service.

(b) Eligibility:

Subd. 1. Years of Service. All full-time teachers beginning their sixth or greater year of teaching in the District are eligible for a District contribution to their post-retirement health care savings account. Matching starts at the beginning of the 6th full year in the district, increases at the beginning of the 11th full year in the district, and increases to the final matching amount at the beginning of the 16th full year in the district. Eligible teachers are required to participate.

Subd. 2. Part-Time Teachers. Part-time teachers who work at least half time shall be entitled to a pro-rata contribution.

Subd. 3. Effect of an Unpaid Leave on Eligibility. Otherwise eligible teachers will not receive a District contribution to their post-retirement health care savings account during a year in which they are on unpaid leave. In the case of teachers who begin unpaid leave during the school year, eligibility for participation shall cease as of the last day of paid leave or employment prior to the commencement of the unpaid leave.

(c) Payment Schedule: This benefit shall be paid by the District to the teacher's post-retirement health care savings account monthly during the school year. Teacher contributions will be deducted from the first twenty (20) pay periods of the school year and submitted with the district contribution monthly.

Subd. 3. Insurance Continuation. Retired Teachers who fulfill the conditions set forth in Minn. Stat. § 471.61, subd. 2b, as amended, shall be eligible to remain, at their own expense, in the District's group health and hospitalization insurance plans. The District shall notify teachers of this right prior to retirement.

ARTICLE IX

UNCOMPENSATED LEAVE

Section 1. Professional Development Leave: A leave of absence of up to two years may be granted to any Teacher upon written application for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities; foreign teaching programs; or a cultural or work program related to his/her professional position. Upon return from such leave, the Teacher shall be restored to the next step on the salary schedule above that at which he/she left and shall maintain the same fringe benefits to which he/she was entitled before taking said leave.

Section 2. Child Care Leave:

Subd. 1. Use: The District shall grant a child care leave of absence of up to twelve (12) months duration to any Teacher who makes written application for such leave. Child care leave shall be granted because of the need to provide parental care for a child of the teacher for an extended period of time, including cases of adoption. Such benefit shall apply to all Teachers.

Subd. 2. Request: A teacher making application for child care leave shall inform the District, in writing, of the request to take the leave at least three (3) calendar months before commencement of the intended leave. In the case of a child care leave of less than a three-month duration, the reference to a three-month prior notification is waived, but the teacher shall provide reasonable advance notice to the extent possible.

Subd. 3. Medical Statement: A teacher will provide, at the time of the leave application, a statement from the attending medical provider indicating the expected date of delivery when appropriate.

Subd. 4. Commencement: The beginning and ending dates of a child care leave shall be scheduled so as to coincide as closely as possible with some natural break in the school year, such as winter vacation, the end of a quarter, the end of a grading period, or the like.

Subd. 5. Duration: In making determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1.) grant any leave more than twelve (12) months in duration.
- (2.) permit the teacher to return to employment prior to the date designated in the request for child care leave.

Subd. 6. Reinstatement: A teacher returning from child care leave shall be reinstated in a position the teacher is licensed and qualified unless placed on unrequested leave of absence. A teacher will be allowed to return to his/her position prior to the previously agreed upon expiration date in the event of the death of a child.

Subd. 7. Failure to Return: Failure of the teacher to return by the date determined under this section shall constitute grounds for termination unless the School Board and the teacher mutually agree, in writing, to an extension in the leave.

Subd. 8. Salary and Fringe Benefits: Leave under this section shall be without pay or fringe benefits, except as provided in Article IX, Section 1, Subd. 3.

Section 3. Education Minnesota-Rockford Activities Leave: The District agrees to provide reasonable time off to elected officers or appointed representatives of EMR for the purposes of conducting the duties of EMR. EMR agrees to notify the Superintendent in writing at least 48 hours prior to the date for the intended use of such leave. It is understood and agreed that unless otherwise approved by the superintendent, no more than two Teachers shall be eligible to take such leave at the same time.

Section 4. Eligibility for Group Insurance Programs: A Teacher on an uncompensated leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the Teacher wishes to retain, commencing with the beginning of the uncompensated leave. However, for a full-time Teacher whose uncompensated leave as provided for in this Agreement commences after the beginning of the school year, the District shall make additional contributions toward the premium for the health and hospitalization coverage previously chosen by the Teacher. The additional contributions shall be calculated as follows:

No. of duty days	Total annual	Ins. Contrib.	Additional
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$\frac{\text{Worked}}{\text{Total No. of duty days}}$ x	District health - insurance contribution	=	Already paid on behalf of teacher	=	Contribution
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Additional contributions towards the health and hospitalization insurance premium will first be used to continue the District's normal monthly contribution. If the District's additional contribution is less than a full month's insurance premium, the Teacher must pay the additional cost of the premium prior to the first of the month, or coverage will be terminated.

Section 5. Health Leave: A Teacher, who is unable to teach because of personal illness or disability will be granted an additional leave of absence without pay for the duration of such illness or disability, up to one year and the leave may be renewed each year, upon written request by the Teacher and acceptance by the School Board.

ARTICLE X

COMPENSATED LEAVE

Section 1. Sick Leave:

Subd. 1. Allowance: At the beginning of each school year, Teachers shall be credited with twelve (12) days of sick leave allowance and shall be furnished with a written statement setting forth their total accumulated sick leave.

Subd. 2. Accumulation: Unused sick leave days may accumulate from year to year up to a maximum of one-hundred and forty-four (144) days.

Subd. 3. Eligible Use: Sick leave with pay shall be allowed whenever a Teacher's absence is found to have been due to the teacher's illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. At the time a Teacher becomes eligible to receive long-term disability compensation as provided in the Agreement, such Teacher shall no longer be eligible for any sick leave pay pursuant to this section as long as the Teacher receives long-term disability benefits. A teacher may use accrued paid sick leave for up to 12 weeks following the birth or adoption of a child, to run concurrently with leave entitlement under the FMLA, if eligible, and Minn. Stat. § 181.941. Teachers may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the teacher's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the teacher's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. The School District may limit the use of such leave as provided in Minn. Stat. § 181.9413.

Subd. 4. Medical Certification: If the District believes that a Teacher is abusing sick leave, it may require a Teacher to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. The District may require a Teacher to get a second medical certificate at District expense. In the event that a medical certificate or a second medical opinion will be required, the Teacher will be so advised.

Subd. 5. Deduction Of Used Days: Sick leave allowed shall be deducted from the accrued sick leave days earned by the Teacher.

Subd. 6. Off The Job Injury: Sick leave benefits described in the above Subdivisions shall not be payable in instances where the Teacher, while performing services for an employer other than the District, sustains an injury for which he/she is entitled to participate in the workers' compensation coverage maintained by such other employer.

Subd. 7. Workers' Compensation: Pursuant to M.S. Chapter 176, a teacher injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave. To fill the workers' compensation waiting period under Minn. Stat. § 176.121, a teacher who is unable to perform work duties and responsibilities due to an injury which occurs during the duty day as a result of a work-related incident will be entitled to compensation without use of sick leave for absences occurring within the first three (3) calendar days after the disability commenced.

Subd. 8. Approval: Sick leave pay shall be approved upon submission of a signed request, or other means as designated by the district.

Section 2. Emergency Leave: A Teacher may use up to three days of sick leave for each individual emergency which requires the Teacher's attention and cannot be attended to during non-duty time, even if the emergency occurs more than once in the school year.

Section 3. Bereavement Leave: A Teacher may use up to three days of sick leave for bereavement, if more than three days of absence from the job is required due to a death in the immediate family, the Teacher may request use of additional leave days. The Superintendent, or designated representative, shall have sole discretion as to granting or denying the request for more than three days of compensated absence. In the event additional leave days are not approved, the Teacher shall have 1/183 (total days) of his/her yearly salary deducted for each day of additional absence. The immediate family shall include: teacher's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent and those persons living in the same household.

One day per year may be used to attend a funeral of a relative or friend not stated herein provided that no more than three teachers will be excused to attend such a funeral. Additional day(s) may be granted with approval of the superintendent.

Section 4. Professional Leave:

Subd. 1: Eligible Use: The District agrees to provide upon written application by the Teachers and acceptance by the District the necessary funds for teachers who desire to attend selected professional conferences or for visitations of other schools. The final decision shall be at the discretion of the District. Travel, within Minnesota, meals, and registration fees shall be deemed appropriate expenses of the District as well as the cost of the substitute Teacher needed to relieve the participant. The Teacher will submit a written report regarding such conference. This provision is limited to two days per year per teacher.

Subd. 2. School District's Request: The District also agrees to provide the necessary funds for Teachers to attend selected professional conferences or visitations to other schools if done at the request of the District.

Section-5. Jury Duty Pay: A Teacher called for jury duty shall be compensated for the difference between the Teaching pay and the pay received for the performance of such obligation except the teacher shall retain any mileage or meal allowance paid by the court.

Section 6. Personal Leave: At the beginning of each school year, each Teacher shall be credited with two days to be used for the Teacher's personal leave. If a Teacher does not use his/her personal leave days during the school year, the unused personal leave day will accumulate as sick leave unless the Teacher submits in writing, on or before May 10th, a request to be compensated an additional salary equal to a substitute Teacher's daily rate of pay.

A personal day may be used for any reasonable purpose at the discretion of the Teacher. A Teacher planning to use a personal leave day shall notify the building principal in writing as early as possible but in any event at least 24 hours in advance, except in cases of emergency as determined by the District at its sole discretion. In case of an emergency for which 24 hours' notice cannot be given, the Teacher must give the reason for the absence.

Personal days may be used by no more than six Teachers and by no more than three Teachers per building at any one time on any given day. Written requests for personal days for any given day shall be granted according to the order in which such requests are received.

Personal days may not be taken the first day of the school year for students and the last day of the school year for students.

ARTICLE XI

HOURS OF SERVICE

Section 1. Basic Day: The basic Teacher's day shall be eight consecutive hours including a 25-minute duty free lunch period.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the District. The specific hours for each building will be designated by the District.

ARTICLE XII

WORK DAY

Section 1. Preparation Time: All teachers will have a minimum of 300 minutes of preparation time per week within the student contact day. Preparation time shall be scheduled in one or two blocks of time. Any assignment of an extra class must be mutually accepted by the Teacher for the assignment to be in effect.

ARTICLE XIII

LENGTH OF SCHOOL YEAR

Section 1. Teacher Duty Days: The teacher contract year shall consist of 183 days of which a maximum of 174 days shall be student contact days (a school day that requires student attendance as indicated in the annual school calendar). A minimum of four (4) (or 32 hours) days will be used for staff development purposes. The District shall solely decide the use of these four (4) staff development days or they may be divided as partial days to total 32 hours annually in 2 hours increments. At least one of the fall workshop days will be free of district meetings.

Teachers shall perform services on those days as determined by the District, including those legal holidays on which the District is authorized to conduct school.

Section 2. Emergency Closings: In the event of emergency school closings, Teachers will be expected to perform duties at school as follows:

1. In the event that school is announced as canceled before the students are assembled at the start of a day, Teachers will not be expected to report for that day. If they are already in their building, they may return home at their convenience.
2. If students are assembled for the beginning of a school day and school is subsequently closed for emergency reasons, the Teachers shall remain in their building under the direction of their building principal until dismissed by the Superintendent. In such a case, the Teacher shall receive a full day's salary regardless of the number of hours on duty.
3. In the event of an emergency closing, Teachers shall be consulted as to when such days will be made up, but the final decision shall be that of the District or its designated representative.

Section 3. Four-Day Work Week: The District will have the right to establish a four-day work week provided that the total number of hours per week of Teacher duty time will not be increased, and Teachers' preparation time shall not be decreased from the current practice. The District will meet and confer with EMR before implementing a four-day work week.

Section 4. Summer Extended Contract Pay: Teachers who perform teaching and other student support activities related to their contracted assignment in excess of the regular school calendar will be compensated on a pro-rata basis of the regular school year pay. The daily pro-rata basis shall be determined by dividing the individual regular school salary by the number of Teacher duty days. The hourly pro-rata basis shall be determined by dividing the daily pro-rata pay by the number of hours in the duty day.

Section 5. Hourly Contracted Pay: Teachers who work hourly in excess of the regular school day or year for the purpose of curriculum development and writing, preschool screening, technology, NCA, home-school tutoring, standards alignment, and other related educational assignments, will be compensated at the rate of \$25.00 per hour.

ARTICLE XIV

STAFF REDUCTION AND ANNEXATION, CONSOLIDATION OR OTHER REORGANIZATION OF THE DISTRICT

Section 1. Unrequested Leave Of Absence: Both parties acknowledge that this Article constitutes the required plan under Minnesota Statutes 122A.40, subd. 10 for unrequested leave of absence. The board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The unrequested leave is effective at the close of the school year. In placing teachers on unrequested leave, the board is governed by the following provisions:

Section 2 Definitions: The following definitions shall apply to this Article:

Subd 1. Teacher: “Teacher” shall mean those members of the unit as defined by the Public Employee Labor Relations Act (“PELRA”) and this Agreement. For purposes of this section, “teacher” does not include Tier 1 and 2 licensed teachers, or ECFE/School Readiness teachers.

Subd 2. Qualified: “Qualified” shall mean a teacher who, in addition to the state license, has been assigned by the School District to teach in the subject matter or field within the past ten (10) years.

Section 3. Seniority: Seniority for purposes of ULA means date of board approval with the school district in a position requiring a license. In the event that a teacher resigns, retires, or otherwise ends employment with the School District, but is later rehired, the teacher’s seniority will reset to the date of board approval of the rehire. “Seniority” applies only to Tier 3 and 4 qualified continuing contract teachers. For seniority purposes, teachers employed as teachers on special assignment (“TOSA”), district-wide coordinators, or other positions outside of the field or subject matter classifications will be considered as part of the subject matter area most recently assigned prior to the special assignment, even if the special assignment was longer than the past ten (10) years.

Section 4. Filing Licenses and Preparation of Seniority Lists

Subd.1. Filing of Licenses: In any year in which the School District is placing teachers on unrequested leave of absence, only those teaching licenses actually received by the Superintendent’s office as of January 1 of that year are considered for purposes of determining layoff within areas of licensure. A license filed after January 1 will be considered for purposes of recall, but not for layoff.

Section 5. Establishment of Seniority List:

1. The District shall cause a seniority list (by name, date of employment, areas of licensure, and current assignment) to be prepared from its records. It shall thereupon post such list in an official place in each school building of the District no later than January 15 of each year.
2. Any person whose name appears on such list and who may disagree with the findings of the District and the order of seniority in said list shall have ten (10) working days from the date of posting to supply written documentation, proof, and request for seniority change to the District.
3. Within ten (10) working days thereafter, the District shall evaluate any and all such written communications regarding the order of seniority contained in said list and

may make such changes the District deems warranted. A final seniority list shall thereupon be prepared by the District, which list as revised shall be binding on the District and any Teacher subject to the grievance procedure.

Each year thereafter, the District shall cause such seniority list to be updated.

Section 6. Unrequested Leave of Absence (“ULA”):

Subd. 1. Terms: The School Board may place on ULA, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts. Such leave of absence shall continue for a period of five (5) years, after which the right to reinstatement shall terminate. Also, a teacher’s right to reinstatement shall terminate if a teacher fails to file with the Superintendent of Schools, by April 1 of each year, a written statement requesting reinstatement. Placement on ULA shall be effective at the close of the school year or at such earlier time as mutually agreed upon by the teacher, EMR, and the School Board.

Subd. 2. Placement: Teachers shall be placed on ULA in inverse order of seniority, in the field and subject matter(s) for which they are qualified as defined in Section 2, subdivision 2.

Subd. 3. Continuing Contract Teachers: A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1-licensed, Tier 2- licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed and qualified.

Subd.4. Tie Breaker: In the event of a staff reduction affecting Teachers who have a tie in seniority, the Teacher having the lowest teaching license file folder number as identified on the PELSB website will be deemed to be the most senior.

Section 7. Notice to Teachers: Following school board action on discontinued positions and school board action proposing placement of teachers on unrequested leave of absence, each individual teacher proposed for placement on unrequested leave of absence shall receive notice of the proposed placement on ULA by May 1 that:

- a) states the applicable grounds for the proposed placement;
- b) provides notice to the teacher of their right to request a hearing on the proposed placement within 14 days from the receipt of the notice; and
- c) provides notice to the teacher that failure to request a hearing will be deemed acquiescence to the school board’s proposed placement action.

Section 8. Realignment and Bumping: Nothing in this Article shall require the School District to reassign or transfer a more senior teacher to a different assignment in order to accommodate the seniority claims of a junior teacher proposed for ULA. Nor shall the School District be required to split existing assignments into separate part-time positions for the purpose of affecting the order in which teachers are placed on or recalled from unrequested leave of absence.

Subd. 1. Dropping of License: A teacher shall not be permitted to exercise seniority to displace another teacher by dropping a license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through realignment or bumping. If a teacher drops the license which qualified the teacher for the teacher's current assignment, the School District may place the teacher on ULA, and the teacher shall have no bumping or realignment rights to another licensure area.

Section 9. Right to a Hearing and Decision: If the teacher requests a hearing, teachers proposed for placement on unrequested leave of absence pursuant to school board action shall be entitled to a hearing only to determine that the appropriate teacher has been placed on unrequested leave of absence in accordance with Article XIV.

Subd. 1. Hearing: If a teacher requests a hearing regarding his/her proposed placement on ULA, such hearing shall be before a hearing officer selected by the School District from a list of arbitrators maintained by the Bureau of Mediation Services (BMS), and the hearing officer shall, after a hearing, make a recommendation regarding the proposed ULA to the School Board. Proposed placement on ULA shall not be subject to the grievance procedure under the Master Agreement.

Section 10. Benefits While on Leave. Teachers placed on unrequested leave of absence shall remain eligible for participation in the school district's group insurance programs at their own expense for the duration of their reinstatement period.

Section 11. Employment Rights during Leave: A teacher placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave.

Section 12. Continuing Contract Rights and Service Credits: The unrequested leave of absence must not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service. A teacher's continuing contract must remain in full force and effect, except as modified by mutual consent of the board and the teacher. Any agreement to mutually modify continuing contract rights must be in writing and can only occur after the teacher is provided with an explanation of their rights under the continuing contract statute and an opportunity to consult with the exclusive representative. The School District agrees to provide notice to the exclusive representative of all mutual modifications of continuing contracts prior to the modifications being finalized.

Section 13. Unemployment Benefits while on ULA: Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment benefits if otherwise eligible.

Section 14. Reinstatement: A teacher placed on unrequested leave of absence shall have rights to reinstatement for a period of five years or until the teacher is fully reinstated, after which the right to reinstatement shall terminate. Teachers placed on unrequested leave of absence must be reinstated to the positions from which they have been given leaves of absence or, if not available, to other available positions in the school district in fields in which they are licensed and qualified (as defined in Section 2, subd. 2). Reinstatement must be in the inverse order of placement on leave of absence. A teacher on unrequested leave does not forfeit right to reinstatement when accepting a position for less than the full position they were placed on leave from, or when they refuse an offered position.

Section 15. Vacancies and Notification: No teacher shall be hired by the School District while any qualified teacher is on unrequested leave of absence in that field of licensure unless the teacher fails to advise the school board of their desire to accept the position within 30 days of the date of notification that a position is available to that teacher on unrequested leave. The district will not apply for a tier 1 or tier 2 teaching license for any individual while a teacher who has acquired continuing contract rights is on unrequested leave of absence unless the position has been offered to and rejected by the teacher on ULA.

Subd. 1. Notices: When placed on ULA, a teacher must file his/her name, address, and e-mail address to which any notice of reinstatement or availability of position shall be mailed, with the School District's Superintendent. The School District's notification obligation is limited to the address filed with the Superintendent; the teacher on ULA is responsible to provide the School District with any address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Section 16. Vacancies and posting process: Whenever a teaching or extra-curricular position becomes available for assignment, the District shall post, for a minimum of ten (10) days, notice of that available position. All postings shall be made to the District website and sent via e-mail to all licensed staff's district e-mail on the day the position is posted.-The available position shall not be filled during that time, except in the case of an emergency or immediate need. In such cases, no opening that must be filled immediately shall be filled until it has been posted for at least three (3) working days.

Subd. 1. Posting: The posting shall be made in each building, with a copy to the Union.

Subd. 2. Dates: Each posting shall indicate the date such notice is posted and the date the posting expires.

Subd. 3. Application: Teachers may apply for transfer, assignment, or reassignment to an available position provided they:

- i. make written application prior to the expiration date of the notice, and;
- ii. possess a valid license to teach in the subject area or grade level that requires such licensure.

Subd. 4: Summer Posting Rules: During the summer, the District shall send a copy of the posting to the Union and email the posting to all licensed staff. No vacancies shall be filled during the summer until July 15 for at least five (5) working days after the posting has been made. After July 15, vacancies must be posted for at least three (3) working days before being filled.

Subd. 5: Exceptions: Posting requirements shall not apply in cases where teachers on unrequested leave of absence have a right to positions that become vacant.

Subd. 6. Acceptance of Reinstatement: A teacher on ULA shall have fifteen (15) working days from the date of mailing or emailing of the notice in subd. 2 to accept reinstatement. Failure to accept, in writing, within such fifteen (15) working days period shall constitute a waiver on the part of the teacher to any and all reinstatement or employment rights.

Subd. 7. Expiration of Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of EMR, the School District and a qualified teacher.

Section 17. Effect: This Article shall be effective on the ratification date of this Master Agreement and shall be governed by its duration clause. This Article shall govern all teachers, as defined in Section 2, subd. 2 and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement.

ARTICLE XV

SUBSTITUTES

Substitute Duties: In an emergency or when a substitute Teacher cannot be obtained, Teachers will be assigned substitute duties if they desire and the District approves. Teachers will be paid for substitute duty at the rate of \$25.00 per clock hour (60 minutes), or may accumulate comp time in half-hour (30 minutes) increments. Upon request of the Teacher and pre-approval by the Supervisor, the Teacher may use comp time in 30-minute increments up to a full day (480 minutes).

ARTICLE XVI

RETIREMENT

Section 1. Severance:

Subd. 1. Eligibility: The School District shall provide a severance benefit for Teachers whose names are included in the signed letter on file in the district office and with EMR who are eligible for severance pay. No severance benefit shall be granted to any teacher discharged for cause by the District.

Subd. 2. Calculation of Severance Benefit: An eligible Teacher, upon retirement, shall receive as a severance benefit, an amount obtained by multiplying the number of the Teacher's unused accumulated sick leave days, up to a maximum of 77 days, times \$163.00 per day less any School District contributions to that teacher's deferred compensation plan.

Subd. 3. Payment Schedule: The severance benefit shall be paid by the District in a lump sum no later than June 30 in the year of retirement to the teacher's post-retirement health care savings account. If the retired Teacher dies before the severance benefit has been paid, the benefit shall be paid to the deceased Teacher's estate.

Section 2. Rehiring: Teachers, who resign upon retirement but are subsequently rehired, shall be appropriately placed on the salary schedule. They shall maintain sick leave, less the amount, if any, surrendered for the severance benefit under this article, and other fringe benefits which have accrued previous to the time at which they resign upon retirement.

Section 3. Retirement Notification: Teachers intending to retire will notify the District of their intent to retire by April 1st of the year of their retirement. Those who notify the district by February 1st of their intent to retire will receive a \$500 stipend.

ARTICLE XVII

DEFERRED COMPENSATION

Section 1. Deferred Compensation: The District will make matching contributions for an eligible Teacher to an approved deferred compensation plan in an amount not to exceed the following:

<u>Completed Years of Service in Rockford</u>	<u>Matching District Contribution</u>	
	2019-2020	2020-2021
1 st -5 th completed	No match	No match
Start of the 6 th -10 th completed	\$ 400	\$ 500
Start of the 11 th -15 th completed	\$ 725	\$ 900
Start of the 16 th and on	\$ 1800	\$ 2250

Changes will be effective for the 2020-2021 school year.

Section 2. Participation: Participation in the Deferred Compensation Plan (DCP) is voluntary. No staff member will be required to participate in the DCP.

Section 3. Years of Service: All references to years of service in this agreement include time actually worked and do not include time spent on an uncompensated leave except that a child care leave of less than one year and which includes the use of paid sick leave shall count as time of service. Partial years worked will not count as increments in determining years of service.

Section 4. Eligibility:

Subd. 1. Years of Service. All full-time teachers beginning their sixth or greater year of teaching in the District are eligible to participate in the DCP. The DCP shall be operated as a Section 403(b) Plan and a Section 457 Plan. Matching starts at the beginning of the 6th full year in the district, increases at the beginning of the 11th full year in the district and increases to the final matching amount at the beginning of the 16th full year in the district.

Subd. 2. Part-Time Teachers. Part-time teachers who work at least half-time shall be entitled to a pro-rata contribution.

Subd. 3. Effect of an Unpaid Leave on Eligibility. Otherwise eligible teachers will not be allowed to participate in the DCP during a year in which they are on unpaid leave. In the case of teachers who began unpaid leave during the school year, eligibility for participation shall cease as of the last day of paid leave or employment prior to the commencement of the unpaid leave.

Subd. 4. Notice. The District will notify teachers when they become eligible to participate in the DCP. Teachers will notify the District prior to August 1 of the amount they wish to contribute for the following year. The District will not be responsible for

matching funds for teachers ineligible through resignation, termination or the granting of a leave.

Subd. 5. Changes in the Amount of a Teacher's Annual Contribution.

Changes in individual contributions matched by District funds will be allowed only once a year.

Subd. 6. Teacher's Responsibility. It shall be each teacher's responsibility to insure that his/her DCP is in compliance with all provisions of state and federal laws and regulations. Maximum contributions established in law or regulations shall not be exceeded.

Section 5. District Obligation: The District's only obligation under this agreement is to contribute the appropriate amount to the teacher's deferred compensation plan. The District has no additional responsibility regarding the security of or financial loss resulting from these or subsequent investments. EMR and its members shall hold the District harmless in the event of any financial, legal or other difficulties encountered in the administration of this program. All concerns relating to the administration of these contributed funds shall be strictly a matter between the teacher and the service provider.

ARTICLE XVIII

EDUCATION MINNESOTA-ROCKFORD SECURITY

Section 1. Meetings: Meetings of EMR shall be scheduled through the District office and shall be held other than during the regular Teacher work day except for the six meetings which may be held in the morning prior to the beginning of the student day provided that such meetings conclude early enough so as to allow teachers to be on duty in their respective buildings by at least 25 minutes prior to the commencement of the student day.

Section 2. Reports: The School District agrees to furnish to EMR, in response to reasonable requests, all available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all board meetings, the treasurer's reports, census and membership data, names and addresses of all teachers and salaries paid thereto. Mechanical or photo process copies of such information may be made by EMR at the expense of EMR.

ARTICLE XX

GRIEVANCE PROCEDURE

"Grievance" means a dispute or disagreement, between the School District and EMR, as to the interpretation or application of any term or terms of any contract required under the P.E.L.R.A.

STEP 1. In the event that EMR believes there is a basis for a grievance EMR shall meet on an informal basis with the administrator in an attempt to resolve the grievance within sixty (60) working days after the occurrence that gave rise to the grievance.

The term "working days" shall be defined as Monday-Friday excluding days when District offices are closed.

STEP 2. Following informal discussion with the administrator, if EMR believes a grievance still exists, EMR may invoke the formal grievance procedure using the form set forth in annexed Appendix A (or a facsimile of the form) signed by the EMR President or designee. A copy of the grievance form shall be given to the administrator within 15 working days of the first informal hearing. If the grievance involved more than one school building, it may be filed with the Superintendent or a representative designated by him/her.

Within 7 working days of receipt of the grievance, the administrator shall meet with the EMR in an effort to resolve the grievance. The administrator shall indicate his/her disposition of the grievance in writing within 7 working days of such meeting, and shall furnish a copy thereof to EMR.

STEP 3. If EMR is not satisfied with the disposition of the grievance, or if no disposition has been made within 7 working days of such meeting, the grievance may be transmitted to the Superintendent by the EMR President or designee. Within 7 working days the Superintendent or his/her designee shall meet with EMR on the grievance and shall indicate his/her disposition of the grievance in writing within 7 working days of such meeting, and shall furnish a copy thereof to EMR.

STEP 4. If EMR is not satisfied with the disposition of the grievance by the superintendent or his/her designee, or if no disposition has been made within 7 working days of such a meeting, the grievance shall be transmitted to the District by filing a written copy thereof with the School Board by the EMR President or designee. The Board (or its designee), no later than its next regular meeting, shall meet with EMR. Disposition of the grievance in writing by the Board shall be made no later than 7 working days thereafter. A copy of such disposition shall be furnished to EMR.

STEP 5. If EMR is not satisfied with the disposition of the grievance by the District, or if no disposition has been made within the period above provided, the grievance may be submitted before an impartial arbitrator by the EMR President or designee. Either party may request a list of arbitrators from the Bureau of Mediation Services, providing such request is made within twenty (20) working days after the board's disposition of the grievance. The arbitrator shall have not power to alter, add to or subtract from the terms of this contract.

Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction. The decision shall be issued to the parties by the arbitrator and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

The fees and expenses of the arbitrator shall be shared equally by the parties. Processing of all grievances shall be during the normal work day whenever possible, and Teachers shall not lose wages due to their necessary participation. For purposes of this paragraph, Teachers entitled to wages during their necessary participation in a grievance proceeding are as follows:

1. The number of Teachers equal to the number of persons participating in the grievance proceeding on behalf of the District; or

2. If a number of persons participating on behalf of the District is less than three, three teachers may still participate in the proceedings without loss of wages.

The parties by mutual written agreement, may waive any step, and extend any time limits in the grievance procedure. However, failure to adhere to the most recently agreed upon time limits will result in a forfeit of the grievance by either party. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party the District shall use its best efforts to process such a grievance prior to the end of the school term or as soon thereafter as possible.

Any claim or grievance arising prior to the expiration date of this contract may be processed through the grievance procedure until resolution.

No reprisals of any kind will be taken by the District or the school administration against any Teacher because of his/her participation in this grievance procedure.

ARTICLE XX

MEET AND CONFER

EMR shall select representatives to meet and confer with the representative or committee of the District on items not included in the definition and terms and conditions of employment. The District representative or committee shall meet with the EMR representatives at least every four months, if requested by the EMR representatives.

ARTICLE XXI

PUBLIC OBLIGATION

Section 1. Job Action: If other District employees engage in a strike, Teachers will not participate in a slowdown, work stoppage or sympathy strike, even if permitted by law.

Section 2. Work Requirement: Teachers will not be required to do any work that Teachers do not regularly perform for the duration of a strike by another bargaining unit.

ARTICLE XXII

RETROACTIVITY

Section 1. Duration: This Agreement shall remain in full force and effect from July 1, 2019 through June 30, 2021 and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2021, it shall give written notice to such intent no later than May 1, 2021. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the District and the Exclusive Representative. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matter relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiation during the terms of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

Section 5. Publication: Within 21 days after this Agreement is reached by the parties, the District shall prepare and print five (5) official copies and provide an electronic copy to EMR for distribution to the Teachers.

ARTICLE XXIII

EARLY CHILDHOOD FAMILY EDUCATION TEACHERS/SCHOOL READINESS TEACHERS

Section 1. The terms and conditions for ECFE and School Readiness teachers will be the same as those agreed upon in the Teacher's Master Contract unless specified in this article.

Section 2. Statutory Considerations: Pursuant to Minn. Stat. § 122A.26, an Early Childhood Family Education (ECFE) teacher who teaches in an ECFE program which is offered through a community education program which qualifies for community education aid or ECFE aid must meet licensure requirements as a teacher. School Readiness (SR) teachers required by the District to hold an appropriate licensure with the Professional Educator Licensing and Standards Board will be entitled to the terms and conditions of this agreement, except as modified or defined in this Article. However, M.S. 122A.26 specifically provides that such licensure shall not be construed to bring such ECFE or SR teachers within the definition of a teacher for purposes of Minn. Stat. § 122A.40 Subd. 1.

Section 3: Hours of Service, Duty Day, Duty Week, and Duty Year: Recognizing the unique, changing, variable and market driven nature of the ECFE and SR programs, the hours of service, duty day, duty week, and duty year for ECFE/SR teachers shall be as assigned by the School District and may be modified from time to time based upon the needs and fiscal limitations of the ECFE/SR programs.

Section 4: Compensation: ECFE/SR teachers shall be compensated pursuant to the rates identified in Schedule E.

Subd 1. Level Advancement: ECFE/SR teachers will advance one level provided that the ECFE/SR teacher has rendered a minimum of 728 hours of paid service in the previous school year. Teachers who work less than 728 hours per year will advance a level on the subsequent July 1 when paid service equals 728 hours since last advancement.

Section 5. Leaves:

Subd. 1. Sick Leave: ECFE/SR teachers working 30 or more hours per week will be granted sick leave on a prorated basis per the Master agreement.

Leave will be calculated by: number of hours of ECFE/SR teacher's assignment divided by the number of hours for a full time teacher (1.0 FTE), multiplied by the number of hours of leave for a full-time teacher (1.0 FTE). Unused sick leave days may accumulate from year to year up to a maximum of 50 days. (ECFE/SR teachers who previously qualified for twelve (12) sick days prior to this Agreement will continue to be granted twelve (12) sick days per year. These teachers shall not lose any already-accrued sick days if their existing accrual exceeds 50 days, but shall not accumulate additional days beyond the 50 day maximum.)

Subd. 2. Personal Leave: ECFE/SR teachers working 30 or more hours per week will be granted personal business leave on a prorated basis per the Master agreement. Leave will be calculated by: number of hours of ECFE/SR teacher's assignment divided by the number of hours for a full time teacher (1.0 FTE), multiplied by the number of hours of leave for a full-time teacher (1.0 FTE). No more than 1 ECFE/SR teacher will be granted personal leave on any given day, except in the case of an emergency. (ECFE/SR teachers who qualify for personal leave during the 19-20 school year, will be granted two (2) personal days.)

Subd. 3. Workers' Compensation: ECFE/SR teachers working 30 or more hours per week will have access to workers' compensation benefits on a prorated basis pursuant to the terms of Article IX, Section 1, Subd. 7. Prorated leave will be calculated using the same formula for sick leave in subdivision 1.

Subd. 4. Emergency Leave: ECFE/SR teachers working 30 or more hours per week will have access to Emergency Leave on a prorated basis pursuant to the terms of Article X, Section 2. Prorated benefits will be calculated using the same formula for sick leave in subdivision 1.

Subd. 5. Bereavement Leave: ECFE/SR teachers working 30 or more hours per week will have access to Bereavement Leave on a prorated basis pursuant to the terms of Article X, Section 3. Prorated benefits will be calculated using the same formula for sick leave in subdivision 1.

Section 6: Group Insurance: ECFE/SR teachers working 30 or more hours per week will be granted group insurances, health and hospitalization, health savings account, long term disability, dental, and term life insurance on a prorated basis per the Master agreement. The prorated percentage of premiums paid by the District will be calculated by: number of hours of ECFE/SR teacher's letter of assignment divided by the number of hours for a full time teacher (1.0 FTE).

Section 7. Probationary Period: The probationary period for ECFE/SR teachers shall be three (3) consecutive school years of service with each year consisting of a minimum of 120 days of actual teaching service. During the probationary period, the School District shall have the unqualified right to suspend, discharge, or otherwise discipline an ECFE/SR teacher, and the ECFE/SR teacher shall have no recourse to the grievance procedure. Upon completion of the probationary period, an ECFE/SR teacher may be disciplined, suspended or discharged only for just cause, subject to ARTICLE XIX, Grievance Procedure and ARTICLE V, Section 5 and 6, Investigation and Discipline.

Section 8. Applicable Sections of the Master Agreement: ECFE/SR teachers shall be covered by the following articles of the Master Agreement:

ARTICLE I, PURPOSE,
ARTICLE II, RECOGNITION OF EXCLUSIVE REPRESENTATIVE,
ARTICLE III, DEFINITIONS,
ARTICLE IV, SCHOOL DISTRICT RIGHTS,
ARTICLE V, TEACHER RIGHTS,
ARTICLE IX, UNCOMPENSATED LEAVE,
ARTICLE XVII, DEFERRED COMPENSATION,
ARTICLE XVIII, EDUCATION MINNESOTA-ROCKFORD SECURITY
ARTICLE XX, MEET AND CONFER
ARTICLE XXI, PUBLIC OBLIGATION,
ARTICLE XXII, RETROACTIVITY

Section 9. Sections of the Master Agreement Not Applicable: ECFE/SR teachers shall not be eligible for the following articles of the Master Agreement, which apply only to regularly licensed teachers:

ARTICLE VI, BASIC SCHEDULES AND RATES OF PAY,
ARTICLE VIII, GROUP INSURANCE,
ARTICLE X, COMPENSATED LEAVE,
ARTICLE XI, HOURS OF SERVICE,
ARTICLE XII, WORK DAY,
ARTICLE XIII, LENGTH OF THE SCHOOL YEAR,
ARTICLE XIV, STAFF REDUCTION AND ANNEXATION, CONSOLIDATION OR OTHER REORGANIZATION OF THE DISTRICT
ARTICLE XV, SUBSTITUTES,
ARTICLE XVI, RETIREMENT
ARTICLE XIX, GRIEVANCE PROCEDURE (only inapplicable to probationary ECFE/SR teachers, consistent with Section 7)

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR
EDUCATION MINNESOTA - ROCKFORD

FOR
INDEPENDENT SCHOOL DISTRICT NO. 883

Co-President, EMR

Chair

Co-President, EMR

Clerk

Negotiations Chair, EMR

Superintendent

Dated this _____ day of _____
_____, 2020

Dated this _____ day of _____
_____, 2020

APPENDIX A
GRIEVANCE REPORT FORM

Name _____ Building _____

Assignment

Date Grievance Filed

Grievance Filed at What Step?

Date Grievance Occurred:

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Dated _____ Signature of EMR _____

SCHEDULE A

A1

2019-20 Salary Schedule

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	PhD/EdD
1	38,514	39,437	40,359	41,179	42,717	43,844	44,972	46,458	49,277
2	39,283	40,206	41,128	41,948	43,486	44,613	45,741	47,227	50,046
3	40,052	40,974	41,897	42,717	44,254	45,382	46,509	47,996	50,814
4	40,821	41,743	42,666	43,486	45,023	46,151	47,278	48,713	51,583
5	41,589	42,512	43,434	44,254	45,792	46,919	48,047	49,533	52,352
6	42,358	43,281	44,203	45,023	46,561	47,688	48,816	50,302	53,121
7	43,691	44,613	45,536	46,356	47,893	49,021	50,148	51,634	54,453
8	44,716	45,638	46,561	47,381	48,918	50,046	51,173	52,659	55,478
9	45,741	46,663	47,586	48,406	49,943	51,071	52,198	53,684	56,503
10	46,766	47,688	48,611	49,431	50,968	52,096	53,223	54,709	57,528
11	47,791	48,713	49,636	50,456	51,993	53,121	54,248	55,734	58,553
12	48,816	49,738	50,661	51,481	53,018	54,146	55,273	56,759	59,578
13	49,841	50,763	51,686	52,506	54,043	55,171	56,298	57,784	60,603
14	50,866	51,788	52,711	53,531	55,068	56,196	57,323	58,809	61,628
15	51,891	52,813	53,736	54,556	56,093	57,221	58,348	59,834	62,653
16	53,531	54,453	55,376	56,196	57,733	58,861	59,988	61,474	64,293
17		55,683	56,606	57,426	58,963	60,091	61,218	62,704	65,523
18			57,836	58,656	60,193	61,321	62,448	63,934	66,753
19				59,886	61,423	62,551	63,678	64,959	67,983
20				61,116	62,653	63,781	64,908	66,394	69,213
21				62,346	63,883	65,011	66,138	67,624	70,443
22				63,576	65,113	66,241	67,368	68,854	71,673
23				64,806	66,343	67,471	68,598	70,084	72,903
24						68,701	69,828	71,314	74,133
25							71,058	72,544	75,363
26								73,774	76,593
27								75,004	77,823
28								76,234	79,053

SCHEDULE A

2020-21 Salary Schedule

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	PhD/EdD
1	40,050	40,991	41,932	42,768	44,336	45,486	46,636	48,152	51,027
2	41,529	42,470	43,411	44,604	46,172	47,322	48,523	50,294	53,067
3	43,008	43,949	44,890	46,440	48,008	49,158	50,410	52,436	55,107
4	44,487	45,428	46,369	48,276	49,844	50,994	52,297	54,578	57,147
5	45,966	46,907	47,848	50,112	51,680	52,830	54,184	56,720	59,187
6	47,445	48,386	49,327	51,948	53,516	54,666	56,071	58,862	61,227
7	48,924	49,865	50,806	53,784	55,352	56,502	57,958	61,004	63,267
8	50,403	51,344	52,285	55,620	57,188	58,338	59,845	63,146	65,307
9	51,882	52,823	53,764	57,456	59,024	60,174	61,732	65,288	67,347
10	53,361	54,302	55,243	59,292	60,860	62,010	63,619	67,430	69,387
11	54,840	55,781	56,722	61,128	62,696	63,846	65,506	69,572	71,427
12		57,260	58,201	62,964	64,532	65,682	67,393	71,714	73,467
13			59,680	64,800	66,368	67,518	69,280	73,856	75,507
14			59,680	66,636	68,204	69,354	71,167	75,998	77,547
15			59,680	66,636	68,204	71,190	73,054	78,140	79,587
16			59,680	66,636	68,204	71,190	73,054	78,140	79,587
17			59,680	66,636	68,204	71,190	73,054	78,140	79,587
18			62,180	66,636	68,204	71,190	73,054	78,140	79,587
19				69,136	70,704	71,190	73,054	78,140	79,587
20						73,690	75,554	80,640	82,087

**Schedule C
2019-20 and 2020-21**

	Head	Assist	C/9th	7&8
Football	\$5,732	\$3,326	\$3,326	\$2,217
Volleyball	\$4,732	\$3,001	\$3,001	\$1,893
Soccer (Boys/Girls)	\$4,732	\$3,001	\$3,001	\$1,893
CC	\$4,434	\$2,401	\$2,401	\$1,893
Tennis (Boys/Girls)	\$4,434	\$2,401	\$2,401	\$1,893
Basketball (Boys/Girls)	\$5,218	\$3,326	\$3,326	\$2,217
Wrestling	\$4,948	\$3,055	\$3,055	\$2,217
Gymnastics	\$4,948	\$3,055	\$3,055	\$2,217
Baseball	\$4,732	\$3,001	\$3,001	\$1,893
Softball	\$4,732	\$3,001	\$3,001	\$1,893
Track (Boys/Girls)	\$4,732	\$3,001	\$3,001	\$1,893
Golf (Boys/Girls)	\$4,434	\$2,401	\$2,401	\$1,893
Cheerleading	\$3,326			
Danceline	\$3,542			
Band (jazz, marching, contests)	\$3,542			
Pep Band	\$919			
Choir (chamber, contests)	\$3,542			
Musical-Director	\$3,542			
Musical-Music Director	\$3,542			
Musical-Middle School	\$3,542			
3-Act	\$3,542			
1-Act	\$2,217			
Speech Head	\$3,326			
Speech Assist	\$2,217			
Yearbook HS	\$3,975			
Yearbook MS	\$1,676			
Yearbook ES	\$568			
St. Council HS	\$1,325			
St. Council MS	\$1,109			
St. Council ES	\$892			
Class Adv 9	\$568			
Class Adv 10	\$568			
Class Adv 11	\$568			
Class Adv 12	\$568			
NHS	\$1,109			
Productions Director	\$2,217			
Mock Trial	\$1,676			
FFA (2)	\$3,326			
Robotics	\$1,676			
Summer Marching Band	\$892			
HS Link (4)	\$568			
MS Link (Web) (4)	\$568			
Pit Orchestra	\$1,109			

A4

SCHEDULE E

Early Childhood Family Education/School Readiness

Teacher's Rate Schedule

2019-2020		2020-2021	
Levels	Rate	Levels	Rate
Base 0	\$ 26.18	Base 0	\$26.44
1	\$ 26.48	1	\$26.74
2	\$ 26.78	2	\$27.04
3	\$ 27.08	3	\$27.34
4	\$ 27.38	4	\$27.64
5	\$ 27.73	5	\$27.99
6	\$ 28.08	6	\$28.34
7	\$ 28.43	7	\$28.69
8	\$ 28.78	8	\$29.04
9	\$ 29.13	9	\$29.39
10	\$ 29.53	10	\$29.79
11	\$ 29.93	11	\$30.19
12	\$ 30.33	12	\$30.59
13	\$ 30.73	13	\$30.99
14	\$ 31.13	14	\$31.39
15	\$ 31.53	15	\$31.79
16	\$ 31.93	16	\$32.19
17	\$ 32.33	17	\$32.59
18	\$ 32.73	18	\$32.99

Increases per Level
\$.30 levels 0-4
\$.35 levels 5-9
\$.40 levels 10+

Level Advancement: ECFE/SR teachers will advance one level provided that the ECFE/SR teacher has rendered a minimum of 728 hours of paid service in the previous school year. Teachers who work less than 728 hours per year will advance a level on the subsequent July 1 when paid service equals 728 hours since last advancement, Section 4, Subd. 1 ECFE/SR Teachers Article XXIII.

MEMORANDUM OF AGREEMENT
BETWEEN ISD #883 AND EDUCATION MINNESOTA-ROCKFORD

This letter is to confirm an agreement between the School District and EMR regarding hours of service for the 2020-2021 school year.

Staff Meetings-- Each building principal may plan to hold a staff meeting, up to 45 minutes beyond the teacher's basic day, for a maximum of two (2) times per month during the academic school year as part of the teacher's contracted pay. Teachers may adjust their duty day 15 minutes to arrive later or leave early when needed.

- Teachers will be notified at least 1 week prior to scheduled sessions for personal planning purposes.
- This meeting shall take the place of the weekly staff meeting.
- Duration of MOA is the 2020-2021 school year.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: District Parent-Student Handbook 2020-2021

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

Changes were noted at the May regular meeting. If the Board agrees, approval is recommended.

A complete draft of this handbook were included in the EXTRA section of the May meeting.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: Galaxy Program Handbooks

Meeting Date: June 22, 2020

Prepared by: Jessica Peters

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

Changes were noted at the May regular meeting. If the Board agrees, approval is recommended.

A complete draft of this handbook were included in the EXTRA section of the May meeting.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: Early Childhood Program Handbooks

Meeting Date: June 22, 2020

Prepared by: Tiffany Reinhard

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

Changes were noted at the May regular meeting. If the Board agrees, approval is recommended.

A complete draft of these handbooks were included in the EXTRA section of the May meeting.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: REAMS Staff Handbook Supplement

Meeting Date: June 22, 2020

Prepared by: Brenda Nyhus

Date Prepared: June 17, 2020

Information Briefing Action Enclosure Item(s)

Changes were noted at the May regular meeting. If the Board agrees, approval is recommended.

A complete draft of these handbooks were included in the EXTRA section of the May meeting.



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: RMS-CES Handbook Supplement

Meeting Date: June 22, 2020

Prepared by: Bobbi Anderson-Hume, Ph.D.

Date Prepared: June 17, 2020

Information

Briefing

Action

Enclosure Item(s)

RMS-CES 2020-2021 Handbook Supplement:

- **Redline Changes:**

- Date Updates
- Grammatical Improvements
- Learning Targets

- Learning Targets

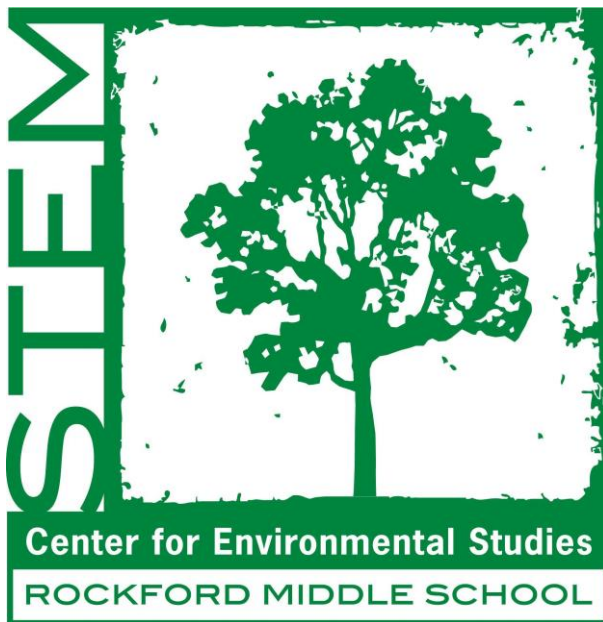
At RMS-CES, we are committed to providing students with clear, daily learning targets, assessing students regularly to determine whether or not they are meeting the targets, and providing students with meaningful feedback to help them achieve the learning targets. Learning targets should be posted daily in all classrooms as “I can” statements using student-friendly language. **RMS-CES also posts Learning Targets and/or other classroom information each day on our webpage for parent/student access.**

- Personal Electronics

- Personal Electronics - Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district’s Internet Use Agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. **Specifically, students will keep all personal electronics silent and out of sight during the school day (7:45 AM-2:45 PM), this includes passing time. The exception is lunch and recess time; students in good standing are allowed to use personal electronics during this time.** If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is an available resource.

**Rockford Middle School
Center for Environmental
Studies**



~~2019-2020~~ 2020-2021

Supplemental information to the RAS
Staff Handbook
(RMS-CES specific)

Introduction

Welcome to the ~~2019-2020~~ 2020-2021 school year!

Thank you for being a part of our Rockford Middle School – Center for Environmental Studies team! I look forward to working with each of you as we strive to provide our students with extraordinary learning experiences!

RMS-CES is beginning our ~~eighth~~ ninth year as a Science, Technology, Engineering, and Mathematics magnet school. As a magnet school, we integrate STEM principles into all subject areas, whenever appropriate. We also adhere to research-supported best practices for adolescent learners, including making cross-curricular connections, providing hands-on learning experiences, connecting learning to the world, and perhaps most importantly, creating relationships and connections that make our students feel a part of their school.

Our mission at Rockford Middle School – Center for Environmental Studies reads as follows:
At RMS-CES, students are empowered to become innovators through engaging, authentic, and developmentally appropriate opportunities, access to a strong academic foundation, and a commitment to lifelong learning.

This information is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the district website at www.rockford.k12.il.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RMS-CES specific information, procedures, guidelines for consequences, and general information.

At RMS-CES, we are a team. When we work together, we are able to do great things for our students! One of our greatest resources is each other. I look forward to working with each of you to create excellent opportunities for our students!

Sincerely,

✉ Bobbi A. Anderson-Hume, Ph.D.
Principal

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- Crisis Management
- Blue Team
- Fire
- Lock-down
- Distribution of Materials for Outside Groups
- End-of-Year Procedures
- Food Service
- Illness and Injury

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- Leaving School Premises
- Lost and Found
- Money
- Photographs
- Purchasing/Receiving
- Recycling
- Security
- Student Publications
- Student Transportation
- Surveys
- Policy Cross Reference Table

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2019-2020 2020-2021 DAILY STUDENT SCHEDULE

Teacher hours: 7:20 a.m. to 3:20 p.m.
 Student building hours: 7:30 a.m. to 2:45 p.m.

GRADE 5			GRADE 6		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Boost	10:38	11:10	Lunch/Recess	10:35	11:09
Lunch/Recess	11:11	11:45	Boost	11:13	11:47
Advisory	11:49	12:01	Advisory	11:51	12:01
Period 4	12:01	12:53	Period 4	12:01	12:53
Period 5	12:57	1:49	Period 5	12:57	1:49
Period 6	1:53	2:45	Period 6	1:53	2:45

GRADE 7			GRADE 8		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Period 4	10:38	11:30	Period 4	10:38	11:30
Advisory	11:30	11:44	Advisory	11:30	11:42
Lunch/Recess	11:45	12:19	Boost	11:46	12:20
Boost	12:23	12:53	Lunch/Recess	12:21	12:55
Period 5	12:57	1:49	Period 5	12:57	1:49

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Period 6	1:53	2:45	Period 6	1:53	2:45
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Employee Directory

To leave a message for a staff member, please dial (763) 477-5831. When prompted, dial the 4-digit extension number (2 + room number). Begin recording your message after the tone. Please note the custodial (x2040) and food service staff (x2050) have one general voicemail for each department.

SCHOOL BOARD	
Amy Edwards	Chair
Kevin Campbell	Vice Chair
Eric Gordee	Treasurer
Beth Praska	Clerk
Brady Anderson	Director
Jessica Johnson	Director
Paul Durand Rhonda Dean	Superintendent

Office	EXT	EMAIL
Anderson-Hume, Bobbi – Principal	2002	humeb@rockford.k12.mn.us
Wirth, Molly – Counselor	2600	wirthm@rockford.k12.mn.us
Support Staff		
Mueller, Anne – Principal’s Secretary	2000	muellera@rockford.k12.mn.us
Robertson, Stacey – Attendance, Student Records	2004	robertsons@rockford.k12.mn.us

Staff		
AgriScience Gregory, McKenzie	gregorym@rockford.k12.mn.us	10
Art Gunderson, Sarah	gundersons@rockford.k12.mn.us	307
EL Welborn, Stacy Bird, Krista	welborns@rockford.k12.mn.us birdk@rockford.k12.mn.us	125 125
EXCEL Biorn, Holly	biornh@rockford.k12.mn.us	122
Language Arts/Reading Hendrickson, Jan - 8 th Gr Udalla, Janee - 7 th Gr Korzendorfer, Cassandra - 6 th Gr Mateyka, Kristine - 5 th Gr	hendricksonj@rockford.k12.mn.us udallaj@rockford.k12.mn.us korzendorferc@rockford.k12.mn.us mateyakak@rockford.k12.mn.us	118/119 114/115 110/111 9

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Math Mickelson, Marv – 8 th Gr, Algebra 1 Reeck, Tucker – 7 th Gr Petroski, Steve – 6 th Gr Sharp, Rachel – 5 th Gr	mickelsonm@rockford.k12.mn.us reeckt@rockford.k12.mn.us petroskis@rockford.k12.mn.us sharp@rockford.k12.mn.us	120 114 104 103
Music Hoadley, Cathy - 5 th /6 th Gr Choir/Music Ferdig, Jerald - 7 th and 8 th Gr Band Augsburger, Miriam -7 th and 8 th Gr Choir Bauer, Britta - 5 th and 6 th Gr Band	hoadleyc@rockford.k12.mn.us ferdigj@rockford.k12.mn.us augsburgerm@rockford.k12.mn.us bauerb@rockford.k12.mn.us	310 311 310 311
Nystrom (school-based mental therapy) Nathaniel Churchill	churchilln@nystromcounseling.com	108
Physical Education/Health Lingo, Julie Peterson, Colleen – DAPE Roelofs, Joel – Health	lingoj@rockford.k12.mn.us petersonc@rockford.k12.mn.us roelofsj@rockford.k12.mn.us	Gym REAMS 107
Science Weddel, Shawn – 8 th Gr Sarsland, Corina – 7 th Gr Werth, Elisabeth – 6 th Gr Oliverius, Hannah – 5 th Gr	weddels@rockford.k12.mn.us sarslandc@rockford.k12.mn.us werthe@rockford.k12.mn.us oliveriush@rockford.k12.mn.us	124 101 106 13
Social Studies Hill, Kevin – 8 th Gr Kaufman, Abbey – 7 th Gr Wilts, Bonnie - 6 th Gr Reeck, Kelly - 5 th Gr	hillk@rockford.k12.mn.us kaufmana@rockford.k12.mn.us wiltsb@rockford.k12.mn.us reeckk@rockford.k12.mn.us	123 115 111 11
Speech Anthony, Judith	anthonyj@rockford.k12.mn.us	125
Special Education Anthony, Judith - SLP Belanger, Amy – DCD/LD Bowen, Kirstin – LD Fredericksen, Lanaya Sanner, Tracy – EBD/ASD	anthonyj@rockford.k12.mn.us belangera@rockford.k12.mn.us bowenk@rockford.k12.mn.us fredericksenl@rockford.k12.mn.us sannert@rockford.k12.mn.us	125 125 125 121 304
STEM Literacy Madson, Jamie Russell, Beth	madsonj@rockford.k12.mn.us russellb@rockford.k12.mn.us	301/302 303
Writing Beattie, Amber	beattiea@rockford.k12.mn.us	110
SUPPORT STAFF		
Custodial Jorgensen, John	jorgensenj@rockford.k12.mn.us	

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Kasheimer, Pat	kasheimerp@rockford.k12.mn.us	
Media Center Puklich, Lisa Kaitlyn Jack - Specialist Anderson, Connie - Para	jackk@rockford.k12.mn.us andersonc@rockford.k12.mn.us	
Health Services Morgan, Becca - District Nurse Viquez, Colette - Building Nurse	morganb@rockford.k12.mn.us viquezc@rockford.k12.mn.us	Health Office
Paraprofessional Support Coons, Shari Curtis, Tanya Eberspacher, LouAnn Lee, Pang Pflipsen, Sarah Russell, Sue Sumner, Jennifer	coons@rockford.k12.mn.us curtisc@rockford.k12.mn.us eberspacherl@rockford.k12.mn.us leep@rockford.k12.mn.us pflipsens@rockford.k12.mn.us russells@rockford.k12.mn.us summerj@rockford.k12.mn.us	
Stop and Think Seiler, Stephanie	seilers@rockford.k12.mn.us	105

Link to the online district parent/academic calendar: ~~2019-2020 School Year Calendar~~
[2020-2021 School Year Calendar](#)

INFORMATION

Arrival and Dismissal Hours

Classes begin at 7:50 a.m and conclude at 2:45 p.m. The teacher duty day at RMS-CES is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so, provided they have a fob and four-digit security access code. All staff should use Door 1 when entering and exiting the building during non-school hours to ~~insure~~ ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The RMS-CES office is open from 7:00 a.m. until 3:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for ~~2019-20~~ school year, please check out the ~~2019-20~~ academic calendar in Part 1 of the handbook or contact the building office.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; which is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for school equipment.

Conference Rooms/Computer Labs

Conference rooms (Office Conf Room and Conf Room 109) and computer labs (STEM lab and 102 Lab) need to be scheduled using ~~through~~ the FMX; system which is the district's facilities and technology scheduling system.

Cumulative Records

Refer to District Policy 515

Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate educational interest, which includes queries directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data.

Daily Attendance

Refer to District Policy 503R

Attendance (tardies and absences) must be recorded at the beginning of each hour in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email at the beginning and end of each day at minimum.

Field Experiences

Refer to District Policy 610

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Field experiences and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field experience. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field experiences, such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ~~insure~~ ensure that parents have timely access to information. Any sudden change in student performance, especially if it results in a failing grade mandates an attempted contact to parents/guardians.

iTeam

In Tier I of the RtI framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction (e.g. supplemental instruction, strategies, and/or programs) would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Learning Targets

At RMS-CES, we are committed to providing students with clear, daily learning targets, assessing students regularly to determine whether or not they are meeting the targets, and providing students with meaningful feedback to help them achieve the learning targets. Learning targets should be posted daily in all classrooms as "I can" statements using student-friendly language. **RMS-CES also posts Learning Targets and/or other classroom information each day on our webpage for parent/student access.**

Commented [4]: addition

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3:00 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Learning

Outdoor learning is a vital part of our curricula at RMS-CES. To insure the safety of students and staff, please follow these expectations when taking students outside:

1. Check-out a walkie-talkie from the office to bring with you and note where your class will be outside

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2. Exit and enter through doors 1 (near District Office), 4 (near RMS-CES Office), 13 (near room 122), or 17 (near room 107); which have fob entries. Please do not ring the District Office to be admitted.
3. Never prop open or unlock exterior doors
4. If you need to exit out a door without a fob entry, there is an exterior door key available for checkout in the RMS-CES office

Parent Communications

Communication between families and teachers is vital. Teachers are required to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade decreases dramatically or is below passing.

Teacher websites and profiles are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers. Jeans should be reserved for Fridays, **field trips, messy classroom work, or special occasions** when Rockford spiritwear is encouraged.

Commented [5]: addition

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Staff Announcements

Staff Announcements are the means with which we can communicate valuable information with staff in a

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timely manner. These should be viewed each morning for important updates/announcements.

Student Announcements

Students Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers must share “Student Announcements” each day during “Advisory.”

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, family conference, iTeam referrals, or academic support (such as “Rock On”, or teacher support before and/or after school). Parents must be contacted before a failing grade is assigned for a course quarter grade.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked-out by a parent or guardian in the school office. Notes sent by parents should be submitted directly to the office.

Student Testing

Assessments used to evaluate student achievement and progress include:

- ~~NWEA/MAP Math and Reading (grades 5-8)~~ FAST Reading and Math Testing
- MCA Reading and Math (grades 5-8)
- MCA Science (grades 5 & 8)
- ACCESS for ELL (grades 5-8)

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child’s abilities and progress. The assessment results are reviewed by staff to develop plans to improve students’ learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district’s Internet Use Agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. **Specifically, students will keep all personal electronics silent and out of sight during the school day (7:45 AM-2:45 PM), this includes passing time. The exception is lunch and recess time; students in good standing are allowed to use personal electronics during this time.** If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is an available resource.

Commented [6]: addition

Student Withdrawals

Students who withdraw must complete a check-out form prior to leaving the school. The check-out form will be provided to the student in the office. Teachers must record the student’s current grade and initial to indicate that all class materials have been returned in acceptable condition.

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Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accord with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor **and**/or other school district personnel, and verbal warning; parent contact; parent conference; removal from class; lunch detention; in-school suspension; suspension from extracurricular activities; detention or restriction of privileges; loss of school privileges; in-school monitoring or revised class schedule; referral to in-school support services; referral to community resources or outside agency services; financial restitution; referral to police, other law enforcement agencies, or other appropriate authorities; a request for a petition to be filed in district court for juvenile delinquency adjudication; out-of-school suspension under the Pupil Fair Dismissal Act; preparation of an admission or readmission plan; expulsion under the Pupil Fair Dismissal Act; exclusion under the Pupil Fair Dismissal Act; wRight Choice; and/or other disciplinary action as deemed appropriate by the school district.

Commented [7]: addition

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the “Stop and Think Room” for minor behaviors. Students who are sent to the “Stop and Think Room” will work with an adult to identify the behavior that resulted in removal from class, take responsibility, and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the “Stop and Think” process, the student will be referred to an administrator.

An administrator will be notified immediately if a student who exhibits a major behavior, such as possession of drugs or weapons and the administrator will remove the student from the classroom.

Lunch Detention

A lunch detention may only be assigned by an administrator.

In-School Suspension

In-School Suspension (ISS)-may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities, whenever possible.

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Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking; conduct which poses a threat to the safety of pupil, personnel, or school property; or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (<http://education.state.mn.us/mde/static/000099.pdf>). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

<i>Policy 413</i>	<i>Sexual, Racial And Religious Harassment And Violence</i>
<i>Policy 418</i>	<i>Drug-Free Workplace/Drug-Free School</i>
<i>Policy 419</i>	<i>Tobacco-Free School</i>
<i>Policy 501</i>	<i>School Weapons</i>
<i>Policy 502</i>	<i>Search of Student Lockers, Desks, Personal Possessions and Student's Person</i>
<i>Policy 503</i>	<i>Student Attendance</i>
<i>Policy 504</i>	<i>Student Dress And Appearance</i>
<i>Policy 507</i>	<i>Corporal Punishment</i>
<i>Policy 514</i>	<i>Bullying Prohibition</i>
<i>Policy 524</i>	<i>Internet Acceptable Use</i>
<i>Policy 526</i>	<i>Hazing</i>
<i>Policy 709R</i>	<i>Student Transportation Safety</i>

~~Whenever possible, wRight Choice will be used in lieu of Out-of-School Suspension.~~

Refer to the additional district policies listed above.

wRight Choice

~~RMS, CES, and RHS are members of the *wRight Choice* program, which is an alternative to out-of-school suspension for Wright County students in grades 6-12 (please note that students in grade 5 are not included in this program). Students who attend *wRight Choice* can work through a restorative justice process with a licensed teacher. The day is scheduled from 8 a.m. to 2 p.m. at the Wright County Courthouse. The morning is devoted to academic support and the afternoons alternate between presentations about probation, chemical health, children's mental health and public health, truancy intervention, and/or community service. An email will be sent to grade-level teachers when a student is assigned to attend *wRight Choice*. Depending on the situation, teachers may provide work directly to the student or email the work to *wRight Choice* at wrightchoice@bhmschools.org.~~

GENERAL INFORMATION

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder must be prepared and readily available in the classroom for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc...)
- Names and contact information for staff members who can help if questions arise

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- All students, staff, and visitors will be directed to classrooms
- Lock **and barricade** classroom doors
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee

Commented [8]: addition

Distribution of Materials for Inside Groups

Principal or designee must approve all materials from inside groups prior to distributing within the school. This includes information posted in public spaces.

Distribution of Materials for Outside Groups

Principal or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the district administration.

Food Service

Taher Foods operates the school hot lunch program.

Adult Lunch: \$3.75

Milk: \$.60

Payment for meals is prepaid using Infinite Campus. Each employee has a lunch account number.

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnessed the accident is responsible to prepare and sign the **Student Accident Report** (found in the office) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers' Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Lost and Found

A lost and found is located in the lunchroom for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed will be donated at regular intervals.

Money

The method of collecting money from students for class projects or field experiences is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the middle school office to set up a fee through Infinite Campus; which enables parents to pay online
- Work with Stacey Robertson in the middle school office to collect money

Teachers should not collect or store money in their classrooms for any reason.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the middle school office.

- **Lunchroom:** Students are not allowed to leave the building for lunch without being accompanied by the building principal or principal designee. Visitors during lunch must be pre-approved by the principal or principal designee.

- **Student Passes:** If a student finds it necessary to leave their assigned classroom, the passport area of the student planner must be signed by a staff member.
- **Video Surveillance:** RMS-CES is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school requires prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a non-emergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

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**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: Revision of 2019-2020 Academic Calendar

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 18, 2020

Information Briefing Action Enclosure Item(s)

Since the school year ended, the Board needs to approve the 2019-20 academic year calendar to accurately reflect any closures, prior to the Governor's Executive Order to close schools to in-person classes starting March 18, 2020.

Schools were closed on Wednesday, November 27, 2019, due to extreme weather, and the high school was closed on Thursday, November 5, 2019, due to a water main issue. There was also no classes on March 16 and 17, to prepare for the closure due to the pandemic.

The district also had an early release on January 17, 2020 and a 2-hour late start on February 13, 2020.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

**Subject: Resolution Establishing Dates for Filing Affidavits of
Candidacy**

Meeting Date: June 22, 2020

Prepared by: Superintendent's Office

Date Prepared: June 18, 2020

Information Briefing Action Enclosure Item(s)

Approval is needed for the attached Resolution to start the process of the school board election this year.

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No. 883, as follows,

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.883 shall begin on July 28, 2020 and shall close on August 11, 2020. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Crow River News, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 883
ROCKFORD, MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 883 shall begin on July 28, 2020 and shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district election clerk, 6051 Ash Street, Rockford, MN 55373. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5 o'clock p.m. on August 11, 2020.

Dated:
6/22/2020

BY ORDER OF THE SCHOOL BOARD

Jessica Johnson, School District Clerk



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Resolutions Reorganizing Administrative Positions

Meeting Date: June 22, 2020

Prepared by: Rhonda Dean

Date Prepared: June 18, 2020

Information

Briefing

Action

Enclosure Item(s)

Please see attached Resolution and job description.

**EXTRACT OF MINUTES
OF
MEETING OF SCHOOL BOARD
OF
INDEPENDENT SCHOOL DISTRICT NO. 883
ROCKFORD, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 883, Rockford, Minnesota, was held on the 22nd day of June, 2020 at 6:30 p.m.

The following Board Members were present:

and the following were absent:

Board Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION REORGANIZING ADMINISTRATIVE POSITIONS BY
DISCONTINUING THE IB PROGRAMME ADMINISTRATOR POSITION AND
ADDING A PRINCIPAL ON SPECIAL ASSIGNMENT POSITION**

WHEREAS, the administration of Independent School District No. 883 has made recommendations for reorganizing and reassigning duties aimed at increasing the efficiencies of the administrative positions that support the School District in providing educational services and meeting its responsibilities to serve the Rockford Area Schools' community;

WHEREAS, the administration's proposed reorganization has resulted in its recommended discontinuance of the IB Programme Administrator Position and the addition of a Principal on Special Assignment Position;

WHEREAS, the School Board has the right and authority to govern, manage and control the organizational and financial interests of the School District, including the discontinuance or addition of job positions.

NOW THEREFORE, BE IT RESOLVED by the School Board of the Independent School District No. 883, in accordance with its authority under Minn. Stat. § 123B.02 and under Articles III and IV of the Master Agreement between the District and the Rockford Public Schools' Principal's Association, as follows:

- A. That the following position be discontinued on or before July 1, 2020:
 - 1. IB Programme Administrator; and
- B. That the following position be added on or before July 1, 2020.
 - 1. Principal on Special Assignment (whose job description is attached as Attachment A)

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



Rockford Area Schools Job Description

Principal on Special Assignment (POSA)

General Definition of Work

Performs difficult professional work overseeing the day-to-day operations of developing and implementing educational programs and budgets, monitoring student progress and creating a positive learning environment, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Organizational supervision is exercised over those within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Title 1 Coordinator:

- Coordinate and manage Title 1 programming;
- Review, understand and implement the requirements of federal mandates, related to Title 1 and Every Student Succeeds Act (ESSA) regulations;
- Communicate, collaborate and coordinate with Title I and Pre-K teachers, administrators, families, or community agencies and groups, regarding program questions, suggestions, concerns and/or compliance issues;
- Work with schools to maintain a full program roster of at-risk students to reduce disparities among children upon formal school entry;
- Promote equity while meeting the needs of students from diversified backgrounds;
- Help to ensure compliance with state and federal mandates and grant application requirements;
- Managing professional learning opportunities, and working directly with key stakeholders;
- Evaluate and recommend practices to expand Title 1 services;
- Perform related work as required.

Targeted Services Coordinator:

- Coordinate and manage extended day and extended year programs;
- Coordinate and manage summer programming, including ESY programming;
- Data collection and analysis of at-risk student achievement;
- Administer ESY program
- Other related work as assigned

504 Coordinator:

- Manage and ensure effective 504 plan implementation for students grades 3-12;
- Develop, write, and help implement 504 plans;



Rockford Area Schools Job Description

- Coordinates Section 504 referral process;
- Provides notices and consents;
- Facilitates evaluation/eligibility determination team meetings for Section 504;
- Schedule, organize and conduct annual or bi-annual reviews of each Section 504 students;
- Participate in the school's Student Support Team; help staff develop and implement program accommodations and strategies for struggling learners who may be eligible for 504 plan and/or special educations services;
- Maintain accurate and up-to-date data in the school's Learning Management System for Section 504 students;
- Assist with administering state testing and coordinate the accommodations that are required based on the 504 plan;
- Attends regularly scheduled professional development and Section 504 training meetings;
- Other duties as assigned

Alternative Delivery of Specialized Instructional Services (ADSIS):

- Oversee the application process for the ADSIS program
- Oversee the data collection including mid-year and end of year reports to the MN Department of Education
- Support program needs, changes, and staff development.

Truancy Coordinator:

- Coordinates the planning, development, implementation and maintenance of school truancy plans;
- Develops and recommends district level attendance/truancy policies, procedures, standards and directives and communicates them orally and in written form;
- Collaborates with building level administrators to develop, implement and administer policies and procedures;
- Compiles and evaluates data, prepares analysis, reports and recommendations regarding school attendance and truancy;
- Monitor discipline and attendance trends and work with appropriate administrators, staff, and support teams (including truancy board) to develop diagnostic plans to specifically address identified needs at the student and building level as well as district-wide;
- Collaborates with district staff, families, and the community in developing and implementing services and/or programs.
- Supports building Administrators in implementing said programs and services.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service;
- Foster an environment that embraces diversity, integrity, trust, and respect;
- Be an integral team player, which involves flexibility, cooperation, and communication;
- Perform other duties as assigned



Rockford Area Schools Job Description

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of State and Federal regulations affecting education; thorough knowledge of budget preparation and administration; comprehensive knowledge of management theory, principles and techniques; comprehensive knowledge of applicable grants and required reports; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Specialist's degree or 6th Year Certificate with course work in teaching, school counseling, educational leadership, or related field and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Professional Administrative Secondary Principals or K-12 License upon hire
Infinite Campus - Student Information System Training
SMART Region V - Budget System Training
Valid driver's license in the State of Minnesota.