



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

**Building a Community for Life-long Learning**

**Agenda for January 25, 2021  
5:30 PM  
Teleconference**

- 1. **CALL MEETING TO ORDER**
  - A. Pledge of Allegiance
  - B. Board Roll Call
- 2. **APPROVAL OF AGENDA**
- 3. **EFFICIENT & EFFECTIVE OPERATIONS**
  - A. Employer Paid COVID-19 Leave
  - B. Reclassification of Administrative Assistant Position
- 4. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
  - A. Regular Meeting of the Board of Education: Wednesday, January 20, 2021 via teleconference.
- 5. **ADJOURNMENT**

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**Our Mission: Building a Community for Life-Long Learning**

**Our Vision:** Provide a respectful learning environment in which all students achieve their highest potential for a changing world.

- Our Values:**
- Visionary leadership that encourages continuous improvement.
  - Managing by facts, focusing on results and creating value.
  - Valuing faculty, staff, students and partners.
  - Communicating openly and consistently with all stakeholders
  - Learning-centered education.

**Rockford Board of Education**

Brady Anderson	Kevin Campbell
Amy Edwards	Eric Gordee
Jessica Johnson	Beth Praska
Interim Superintendent Rhonda Dean	



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**Subject: Working Session Briefing**

Meeting Date: January 25th, 2021

Prepared by: Superintendent's Office

Date Prepared: January 20th, 2021

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<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Briefing	<input type="checkbox"/> Action	<input type="checkbox"/> Enclosure Item(s)
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**Briefing Topics**

- Executive Assistant Position Review
  - Title Change
  - Wage Review
  - FLSA Classification
  
- Resolution for Expiration of Families First Coronavirus Recovery Act
  - Insights
  - Resolution



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**Executive Assistant Position Review**

Title: <b>Executive Assistant</b>	Department: District Office	Supervisor: Superintendent
FLSA Status: <b>Exempt</b>	Contract: 12 Months	<b>Salary Range: \$50,000 - \$60,000</b>

**POSITION SUMMARY**

The Executive Assistant to the Superintendent and Board of Education (Board) is responsible for assisting and coordinating daily operations of the District. The position is responsible for planning, implementing, directing, and maintaining District programs by providing confidential administrative and secretarial support; analyzing complex requests and providing recommendations for action; and communicating information on behalf of the District to stakeholders.

**DUTIES AND RESPONSIBILITIES**

**Administrative Support & Coordination**

- Serve as confidential secretary to the Superintendent and Board.
- Research practices, policies, education codes, and legal guidelines.
- Compile data from District, community, and governing agency sources.
- Coordinate projects, activities, and events for the Superintendent and Board.
- Create agendas, record minutes, and display materials for District and Board meetings.
- Maintain manual and electronic document files and records regarding contacts, legislative information, databases, and websites in compliance with guidelines and legal requirements.
- Arrange appointments, meetings, travel reservations/accommodations, and facilities for the Superintendent, Administrators, and the Board.
- Prepare complex written materials, including correspondence, board policies, event programs, bulletins, reports, legal notices, and memos.
- Procure supplies and equipment.

**Communications & Community Relations**

- Edit District publications to staff and community.



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- Coordinate photo and video opportunities for District news.
- Serve as liaison between Superintendent, Board, District staff, families, and community.
- Work with Administrators to develop content for District social media platforms, including Facebook, Twitter, Instagram, and YouTube.
- Manage District social media platforms guidelines and communications.
- Analyze social media metrics and data to tailor content for effective information sharing.
- Coordinate media relations, including developing and sharing content media, responding to inquiries, and maintaining contacts.
- Maintain archives of media resources.
- Oversee the writing and production of the Superintendent Memo and other district wide publications.

**Other Functions**

- Other duties as assigned to ensure the efficient and effective operations.

**CREDENTIALS**

College degree preferred and/or minimum of 3 years of increasingly responsible professional communications and office administrative work experience, preferably in a school setting.

**SKILLS & EXPERIENCE**

- Able to multi-task.
- Technical aptitude.
- Aptitude for detailed work.
- Public Relations, communications, and/or writing.
- Ability to research and synthesize complex information.
- Desire to contribute to a collaborative team environment.
- Ability to prioritize competing tasks and achieve quick deadlines.
- Proficiency in website management, creation of digital content, and design of digital art.
- Experience using Infinite Campus, GSuite, Microsoft Office Suite, Canva, and/or Adobe Publishing Suite.

**CERTIFICATIONS AND TRAINING**

The position requires the following within one year of date of hire:

- Notary Public Certification
- Election Clerk Training



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## **Exemption Under Fair Labor Standards Act (FLSA)**

### **U.S. Department of Labor Fact Sheet #17C:**

This fact sheet provides information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the FLSA as defined by Regulations, [29 C.F.R. Part 541](#), as applied to administrative employees.

The [FLSA](#) requires that most employees in the United States be paid at least the [federal minimum wage](#) for all hours worked and [overtime pay](#) at not less than time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both [minimum wage](#) and [overtime pay](#) for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684\*per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

### **Administrative Exemption**

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684\*per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

### **Primary Duty**

"Primary duty" means the principal, main, major or most important duty that the employee performs. Determination of an employee's primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole.

### **Directly Related to Management or General Business Operations**

To meet the "directly related to management or general business operations" requirement, an employee must perform work directly related to assisting with the running or servicing of the business, as distinguished, for example from working on a manufacturing production line or



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selling a product in a retail or service establishment. Work “directly related to management or general business operations” includes, but is not limited to, work in functional areas such as tax; finance; accounting; budgeting; auditing; insurance; quality control; purchasing; procurement; advertising; marketing; research; safety and health; personnel management; human resources; employee benefits; labor relations; public relations; government relations; computer network, Internet and database administration; legal and regulatory compliance; and similar activities.

### **Employer’s Customers**

An employee may qualify for the administrative exemption if the employee’s primary duty is the performance of work directly related to the management or general business operations of the employer’s customers. Thus, employees acting as advisors or consultants to their employer’s clients or customers — as tax experts or financial consultants, for example — may be exempt.

### **Discretion and Independent Judgment**

In general, the exercise of discretion and independent judgment involves the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities have been considered. The term must be applied in the light of all the facts involved in the employee’s particular employment situation, and implies that the employee has authority to make an independent choice, free from immediate direction or supervision. Factors to consider include, but are not limited to: whether the employee has authority to formulate, affect, interpret, or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree; whether the employee has authority to commit the employer in matters that have significant financial impact; whether the employee has authority to waive or deviate from established policies and procedures without prior approval, and other factors set forth in the regulation. The fact that an employee’s decisions are revised or reversed after review does not mean that the employee is not exercising discretion and independent judgment. The exercise of discretion and independent judgment must be more than the use of skill in applying well established techniques, procedures or specific standards described in manuals or other sources.

### **Matters of Significance**

The term “matters of significance” refers to the level of importance or consequence of the work performed. An employee does not exercise discretion and independent judgment with respect to matters of significance merely because the employer will experience financial losses if the employee fails to perform the job properly. Similarly, an employee who operates very expensive equipment does not exercise discretion and independent judgment with respect to matters of significance merely because improper performance of the employee’s duties may cause serious financial loss to the employer.



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**Insights**

- Leave Data
- District Benchmark

**Resolution**

**Extend Deadline for Leaves Granted by Families First Coronavirus Recovery Act**

**WHEREAS**, the Families First Coronavirus Recovery Act (FFCRA) required covered employers to provide up to 80 hours of paid emergency sick leave and up to 12 weeks of partially paid expanded family and medical leave, and

**WHEREAS**, the requirement to provide said leave ended on December 31, 2020, and

**WHEREAS**, the Consolidated Appropriations Act, 2021, provides the option for covered employers to extend the deadline for eligible employees to use any unused hours/days of leaves defined in the FFCRA through March 31, 2021,

**BE IT RESOLVED**, by the School Board of Independent School District #883, as follows:  
Rockford Area Schools shall extend the deadline for eligible employees to use any unused hours/days of the FFCRA paid emergency sick leave and partially paid expanded family and medical leave, according to the guidelines outlined in the FFCRA, through March 31, 2021.