



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

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

**Agenda for January 25, 2021**

**6:30 PM**

**Teleconference**

1. **CALL MEETING TO ORDER**
  - A. Pledge of Allegiance
  - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
  - A. Consent--Approval of Minutes 3
  - B. Consent--Personnel 16
  - C. Consent--Approval of Open Enrollments 18
  - D. Band/Choir Trip Approval 19
5. **HIGH STUDENT ACHIEVEMENT**
  - A. HS Bell Schedule Change 27
  - B. Principal's Report 29
  - C. Director of Teaching and Learning's Report 30
  - D. Instructional Model Update 31
6. **EFFICIENT & EFFECTIVE OPERATIONS**
  - A. Technology Update 40
  - B. Human Resources Update 41
    1. Reclassification of Administrative Assistant Position 46
    2. Employer Paid COVID-19 Leave 48
  - C. TeamWorks Update 49
  - D. Reschedule February Work Session 50
7. **FISCAL RESPONSIBILITY**
  - A. Resolution of Acknowledgement of Contributions/Donations 51
  - B. Resolution Directing the Administration to make Recommendation for Reductions in Programs and Positions and Reasons Therefore 52
8. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
  - A. Regular Meeting of the Board of Education: Wednesday, February 17, 2021 via teleconference.
  
  - B. BOARD COMMITTEE UPDATES
    1. Minnesota State High School League - Anderson, Kneeland
    2. Operations Committee - Edwards, Gordee
    3. Continuing Education - Kneeland, Johnson
    4. Curriculum Advisory System Accountability Committee - Gordee, Praska



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5. Community Education Advisory Board/ Children First/ECFE/School Readiness Advisory Council - Anderson, Kneeland
  6. Chamber Committee - Johnson, Anderson (Gordee & Edwards as alternates)
  7. Legislative/MSBA Delegate Assembly - Gordee, Johnson
  8. Meeker & Wright Special Education Cooperative - Johnson, Praska
  9. Northwest Suburban Integration School District - Gordee, Anderson
  10. Schools for Equity in Education/MREA - Praska, Kneeland
  11. District Staff Development - Praska, Johnson
  12. Committee At-Large - Anderson, Kneeland, Gordee (Johnson as alternate)
  13. Association of Metro School Districts - Edwards, Praska
  14. Negotiations - Johnson, Praska, Gordee (Edwards as alternate)
9. **ADJOURNMENT**

**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  
Amy Edwards  
Jessica Johnson

Kevin Campbell  
Eric Gordee  
Beth Praska

Interim Superintendent Rhonda Dean



**Independent School District #883  
School Board Special Meeting  
Friday, November 13, 2020**

Pursuant to due call and notice, the Rockford Board of Education met in a special meeting on Friday, November 13, 2020. Chair Edwards called the regular meeting to order at 12:31 pm. Members Anderson, Johnson, Praska, Gordee, Edwards. Campbell was absent. Also present was Superintendent Rhonda Dean. Chair Edwards noted that purpose of the meeting is to canvass the November 3 General Election.

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

Member Gordee moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

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

1. It is hereby found, determined and declared that the general election of the voters of this school district held in conjunction with the state general election on November 3, 2020, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of 8734 voters of the district voted at said election on the election of three (3) school board members for four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

AMY EDWARDS	2914
JESSICA JOHNSON	3100
JENNY KNEELAND	2634

Number of write in votes for this office 86
3. Candidate Amy Edwards, Candidate Jessica Johnson, and Candidate Jenny Kneeland, having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2020.
4. The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part.

The motion for the adoption of the foregoing resolution was duly seconded by Member Praska and upon vote being taken thereon, the following voted in favor thereof: Anderson, Johnson, Praska, Gordee, Edwards. Member Campbell was absent. And the following voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

Johnson motioned, Gordee seconded, to adjourn the meeting at 12:38 pm. On a roll call vote, the following voted in favor: Praska, Anderson, Gordee, Johnson, Edwards. None. Motion carried.

Amanda Wyrowski

Recorder

Jessica Johnson  
Clerk

Independent School District #883  
**Regular School Board Meeting**  
**December 16, 2019**

Chair Edwards called the regular meeting to order at 6:30 pm. Members Anderson, Campbell, Edwards, Gordee, Johnson and Praska were present. Also present were Principal Brenda Nyhus, POSA Matthew Scheidler, Director of Buildings & Grounds James Leuer, Director of Human Resources Erin Raukar, and Superintendent Rhonda Dean.

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

**Public Comments**

There were no public comments.

**Truth in Taxation Hearing**

Superintendent Dean presented the annual Truth-in-Taxation Hearing PowerPoint, and final payable 2021 tax levy. There were no questions on the Truth in Taxation presentation.

**Public Comments**

There were no public comments.

**Fiscal Responsibility**

Member Gordee moved the adoption of the following resolution:

**Approval of Final Levy**

WHEREAS, Pursuant to Minnesota Statutes, the School Board of Rockford Area Schools, Rockford, Minnesota, is authorized to make the following proposed tax levies for general purposes:

Maintenance (General Fund)	\$ 3,510,643.20
Referendum Community Service	\$ 130,442.37
Debt Service	\$ 4,252,276.53
Total Proposed School Tax Levy	\$ 7,893,362.10

NOW THEREFORE, Be it resolved by the School Board of Rockford Area Schools, Rockford, Minnesota, that the levy to be levied in 2019 to be collected in 2020 is set at \$7,893,362.10. The clerk of the Rockford School Board is authorized to certify the proposed levy to the County Auditor of Wright County, Minnesota.

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, Johnson, Campbell, Praska, Gordee, Edwards. And the following voted against: None. Whereupon said resolution was declared duly passed and adopted.

**Business Manager's Report**

Superintendent Dean gave an update which included the treasurer's reports, student enrollment and budget-to-date.

**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.

<i><b>Donor</b></i>	<i><b>Amount</b></i>	<i><b>Fund</b></i>
NW Area JAYCEES	1500.00	Baseball Activity Account
David and Dee Czech	50.00	Volleyball Activity Account
Hanover Athletic Association (Helmets)	9900.00	Football Activity Account
Culvers of Albertville	217.72	MS FFA Activity Account
NW Area JAYCEES	1000.00	DECA Activity Account
Rockford Education Foundation	240.06	General Fund
Rockford Education Foundation	9146.00	General Fund

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

Whereupon said resolution was declared duly passed and adopted.

**Strategic Temporary Staffing**

Member Gordee motioned, seconded by Praska, to approve the strategic temporary staffing needs addressing the district for the 2020-2021 school year. On a roll call vote, the following voted in favor: Praska, Gordee, Johnson, Anderson, Campbell, Edwards. And the following voted against: None

**Consent Items**

Campbell motioned, seconded by Anderson, to approve the following consent items. On a roll call vote, the following voted in favor: Praska, Gordee, Johnson, Anderson, Campbell, Edwards. And the following voted against: None

- Minutes: Work Session-November 16, 2020, Regular Meeting-November 16, 2020, and Work Session- December 7, 2020
- Personnel:

Layoff:

Layoff	Jen	Berg	RCC
Layoff	Averi	Shrode	CE Gymnastics
Layoff	Ivy	Balcer	RCC
Layoff	Suzanne	Wagner	RCC
Layoff	Colleen	Prudhomme	RCC
Layoff	Madison	Miller	CE Gymnastics
Layoff	Candy	Benoit	RCC/CE
Layoff	Hope	Laakkonen	RCC
Layoff	Megan	Leipholtz	RCC
Layoff	Olympia	Escamilla	RCC/CE

Hire:

Hire	Jesse	Neumann	ES Custodian 2nd Shift
Hire	Macie	Berg	LTS Kinder
Hire	Kacy	Rodamaker	RMS Para
Hire	Julia	Hensel	REAMS Bld Sub

Resign:

Resign	Robert	Von Kaenel	Yearbook Advisor
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Leave:

Leave	Cathy	Hoadley	Choir
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- Bills and Wire Transfers:

November 2020 (listing attached)

Fund 01	\$1,567,782.08
Fund 02	140,442.91
Fund 04	11,534.80
Fund 21	2,943.44
Fund 45	1,862.39
Total:	\$ 1,724,565.62

- Open Enrollments

**Resident Students Attending Other Schools**

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	12	Houston	0294	08/29/2020	OE
2	3	Bloomington	0271	9/8/2020	OE
3	7	Orono	0278	12/18/2020	OE
4	4	Houston (Online)	294	09/08/2020	OE

**Non-Resident Students Attending Rockford**

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	3	Osseo	279	11/16/2020	OE
2	10	Buffalo	877	11/16/2020	OE
3	5	Buffalo	877	9/8/2020	OE
4	9	Buffalo	877	9/8/2020	OE
5	K	Buffalo	877	9/8/2020	OE
6	12	Buffalo	877	9/8/2020	OE
7	K	STMA	885	12/4/2020	OE
8	6	Osseo	279	12/7/2020	OE

9	6	Anoka-Hennepin	011	12/8/2020	OE
10	10	Buffalo	877	9/8/2020	OE
11	11	Delano	879	12/7/2020	OE
12	1	Annandale	876	1/4/2021	OE
13	3	Annandale	876	1/4/2021	OE
14	12	Buffalo	877	11/6/2020	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.

### **High Student Achievement**

Principal Nyhus shared information on Tech Training-SeeSaw, Google Classroom, and Clever, Distance Learning Friday Expectations for students/staff, Room Arrangements, Lunch/Recess/PE, and Mental Health of Staff and Students..

Principal on Special Assignment Scheidler provided an update on Title I, II, III, and IX, Section 504 Plan Updates, Native American Grant (MDE), Summer Learning Opportunities, and CARES Reimbursement.

### **Safe & Welcoming Environment**

Director of Buildings and Grounds Leuer shared an update on lighting upgrades, air ventilation upgrades and the Executive Summary of the Safe Routes to Schools.

Director of Human Resources Raukar shared the Memorandum of Understanding-Inclement Weather with the board. Action item.

Gordee motioned, seconded by Johnson to approve the Memorandum of Understanding-Inclement Weather as written. On a roll call vote, the following voted in favor: Campbell, Anderson, Praska, Johnson, Gordee Edwards. And the following voted against: None

### **Efficient and Effective Operations**

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

COMBINED POLLING PLACE:  
Rockford Community Center  
7600 County Road 50  
Rockford, Minnesota

This combined polling place serves all territory in Independent School District No. 883 located in the City of Rockford, the City of Greenfield, the City of Corcoran, the City of Medina, the City of Maple Grove, the City of Independence, and the City of Hanover; and Rockford and Franklin Townships; Wright and Hennepin Counties, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

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

Whereupon said resolution was declared duly passed and adopted.

Campbell motioned to approve the final reading and acceptance the following policies and Seconded by Gordee. On a roll call vote, the following voted in favor: Anderson, Praska, Johnson, Gordee, Campbell, Edwards. And the following voted against: None

422 Model Policy  
523 Model Policy

### **Board/Superintendent Updates and Announcements**

The Board will hold their annual organizational meeting on Monday, January 4, 2021 at 6:30 pm via teleconference. There will be a Work Session of the Board of Education: Wednesday, January 20, 2020 at 5:30pm via teleconference and Regular Meeting of the Board of Education: Wednesday, January 20, 2020 at 6:30pm via teleconference.

The Board gave updates on their committee assignments and events attended. Anderson attended Governor Walz's webinar. Praska attended Governor Walz's webinar, Curriculum Committee meeting, IB program meeting and MSBA's Phase 4 workshop. Johnson attended MAWSECO November and December meetings, Negotiations session for 284 employees on 11/30 and 12/4, IB CP Presentation, Board Work Session and the Continuing Education Committee meeting. Gordee attended MSBA's Phase 4 workshop and Negotiations session for 284 employees and pre-delegate assembly. Campbell attended the Board Agenda pre-planning meeting. Edwards attended the Board Agenda pre-planning meeting, MSBA workshop, and AMSD meetings. Superintendent Dean shared updates on the Safe Learning Plan guidance, the plan for Rockford Area Schools to return after winter break, and Strategic Planning Timelines and dates for meetings going forward.

The Board shared recognition of Board Vice-Chair Campbell for his 4 years of service. The Board also shared reflections on this past school year.

Campbell motioned to adjourn the meeting at 9:46 pm. Gordee seconded. On a roll call vote, the following voted in favor: Praska, Anderson, Johnson, Gordee, Campbell, Edwards. And the following voted against: None

Amanda Wyrowski  
Recorder

Jessica Johnson  
Clerk

Independent School District #883  
**School Board Organizational Meeting**  
**January 4, 2021**

Chair Edwards called the meeting to order at 6:31 p.m. Board Members Anderson, Kneeland, Edwards, Gordee, Johnson, and Praska were present. Superintendent Rhonda Dean was also present.

The board members conducted a ceremonial Oath of Office.

The Board reviewed the School Board Operating Norms and Code of Ethics.

**Approval of Agenda**

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

**Election of School Board Officers**

School Board members were elected as the officers as follows:

**Chair:** Amy Edwards. Praska motioned to nominate Edwards as Chair. Hearing no other nominations, on a roll call vote, the following voted in favor: Praska, Anderson, Gordee, Johnson, Kneeland, Edwards. And the following voted against: None. Motion passed.

**Vice Chair:** Beth Praska. Johnson motioned to nominate Praska as Vice-Chair. Hearing no other nominations, on a roll call vote, the following voted in favor: Anderson, Gordee, Johnson, Kneeland, Edwards, Praska. And the following voted against: None. Motion passed.

**Clerk:** Jessica Johnson. Gordee motioned to nominate Johnson as Clerk. Hearing no other nominations, on a roll call vote, the following voted in favor: Kneeland, Anderson, Praska, Gordee, Johnson, Edwards. And the following voted against: None. Motion passed.

**Treasurer:** Eric Gordee. Johnson motioned to nominate Gordee for Treasurer. Hearing no other nominations, on a roll call vote, the following voted in favor: Praska, Gordee, Kneeland, Johnson, Anderson, Edwards. And the following voted against: None. Motion passed.

**Committees and Boards**

Johnson motioned to renew the following district memberships for the 2020-21 school year as presented, seconded by Anderson, to approve the agenda. On a roll call vote, the following voted in favor: Praska, Gordee, Kneeland, Johnson, Anderson, Edwards. And the following voted against: None. Motion passed.

AMSD	\$7,629, member since 2015
CMERDC	\$1,470, member since 1981
MN Rural Education Association (MREA)	\$2,500, member since 2014
MN School Board Association	
Resource Training and Solution	\$1,125, member since 1992
Schools for Equity in Education (SEE)	\$2,528.12, member since 1979
Motion carried unanimously.	

The Board discussed and assigned the various committees and assignments.

1. Minnesota State High School League - (2) Anderson, Kneeland

Independent School District #883  
**School Board Organizational Meeting**  
**January 4, 2021**

2. Operations Committee - (2) Edwards, Gordee (Chair, Treasurer)
3. Continuing Education - (2) Kneeland, Johnson
4. Curriculum Advisory System Accountability Committee - (2) Gordee, Praska
5. Community Education Advisory Board/Children First/ECFE/School Readiness Advisory Council - (2) Anderson, Kneeland
6. Chamber Committee - (2) Johnson, Anderson (Alternates Gordee, Edwards)
7. Legislative/MSBA Delegate Assembly - (2) Gordee, Johnson
8. Meeker & Wright Special Education Cooperative - (2) Johnson, Praska
9. Northwest Suburban Integration School District - (2) Gordee, Anderson
10. Schools for Equity in Education/MREA - (2) Praska, Kneeland
11. District Staff Development - (2) Praska, Johnson
12. Committee At-Large - (3) Anderson, Kneeland, Gordee (Johnson as alternate)
13. Association of Metro School Districts - (2) Edwards, Praska (Chair, Vice-Chair)
14. Negotiations - (3) Gordee, Johnson, Praska (Edwards as alternate)

**Efficient & Effective Operations**

Johnson motioned to **Delegate the Statutory Duties of Clerk to the Administrative Staff.** This includes keeping the book of minutes of all district school board meetings, and preparation of reports that shall include the condition and value of school district property, receipts and disbursements in detail and such other financial matters that may be called for by the commissioner of the Minnesota Department of Education. Praska seconded. On a roll call vote, the following voted in favor: Anderson, Praska, Kneeland, Johnson, Anderson, Edwards. And the following voted against: None. Motion passed.

Gordee motioned to **Delegate the Statutory Duties of Treasurer to the School District Business Manager or Superintendent.** This includes depositing funds of the district in the official depository and preparing the monthly treasurer's report. Anderson seconded. On a roll call vote, the following voted in favor: Kneeland, Praska, Johnson, Anderson, Gordee, Edwards. And the following voted against: None. Motion passed.

Gordee motioned to approve a **Resolution Authorizing the Business Manager or Superintendent to Make Deposits, Pay Expenses, Invest and Transfer Funds** (including electronic transfers) in the best interest of the district by roll call. This includes the authority to invest and wire funds issue checks between board meetings to pay bills so as to be eligible for discounts, deadlines, etc., with payment of the same to be approved by the school board at the next meeting at which payments of claims are approved.

The motion for the adoption of the resolution was duly seconded by Member Praska, and upon vote being taken thereon, On a roll call vote, the following voted in favor: Anderson, Kneeland, Johnson, Praska, Gordee, Edwards. And the following voted against: None. Motion passed.

Praska motioned to approve a **Resolution Authorizing the Use of Facsimile Signatures** on payroll and voucher checks in accordance with the provisions of Minn. Statutes 47.41 and 47.42 by roll call. The motion for the adoption of the resolution was duly seconded by Member Gordee, and upon vote being taken thereon, the following voted in favor thereof: On a roll call vote, the following voted in favor: Anderson, Johnson, Kneeland, Praska, Gordee, Edwards. And the following voted against: None. Motion passed.

Gordee motioned, seconded by Johnson, to **Set Compensation for School Board Members** at the following amounts:

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**School Board Organizational Meeting**  
**January 4, 2021**

\$100 per meeting under 4 hours

\$125 per meeting over 4 hours

Additional compensation for the School Board Chair at \$500 per year. On a roll call vote, the following voted in favor: Kneeland, Praska, Anderson, Johnson, Gordee, Edwards. And the following voted against: None. Motion passed.

Johnson motioned, with Kneeland seconding, to approve the following meeting and times:

2021	Start Time	Meeting Type
Monday, July 19, 2021	5:30 PM	Work Session
Monday, July 19, 2021	6:30 PM	Regular Meeting
Monday, Aug. 16, 2021	5:30 PM	Work Session
Monday, Aug. 16, 2021	6:30 PM	Regular Meeting
Monday, Sept. 20, 2021	5:30 PM	Work Session
Monday, Sept. 20, 2021	6:30 PM	Regular Meeting
Monday, Oct. 4, 2021	6:30 PM	Work Session
Monday, Oct. 18, 2021	6:30 PM	Regular Meeting
Monday, Nov. 15, 2021	5:30 PM	Work Session
Monday, Nov. 15, 2021	6:30 PM	Regular Meeting
Monday, Dec. 6, 2021	6:30 PM	Work Session
Monday, Dec. 20, 2021	6:30 PM	Regular Meeting (and Truth in Taxation Hearing)
2022	Start Time	Meeting Type
Monday, January 3, 2022	6:30 PM	Organizational Meeting
Wednesday, January 19, 2022	5:30 PM	Work Session
Wednesday, January 19, 2022	6:30 PM	Regular Meeting (Move Due to Dr. MLK Jr. Day)
Monday, February 7, 2022	6:30 PM	Work Session
Wednesday, February 23, 2022	6:30 PM	Regular Meeting (Move Due to President's Day)
Monday, March 21, 2022	5:30 PM	Work Session
Monday, March 21, 2022	6:30 PM	Regular Meeting
Monday, April 4, 2022	6:30 PM	Work Session
Monday, April 18, 2022	6:30 PM	Regular Meeting
Monday, May 16, 2022	5:30 PM	Work Session
Monday, May 16, 2022	6:30 PM	Regular Meeting
Monday, June 20, 2022	6:30 PM	Work Session
Monday, June 20, 2022	6:30 PM	Regular Meeting

All School Board meetings, unless otherwise noted, will be held in the Heritage Room at the Rockford High School. The official posting place for school board meeting notices is in the hallway glass cases near the entrance to the district office. On a roll call vote, the following

Independent School District #883  
**School Board Organizational Meeting**  
**January 4, 2021**

voted in favor: Anderson, Johnson, Gordee, Anderson, Praska, Edwards. And the following voted against: None. Motion passed.

Gordee motioned, seconded by Praska, to designate the Crow River News (Sun Media Group) as the official media outlet for 2020-21 school year. On a roll call vote, the following voted in favor: Kneeland, Johnson, Anderson, Praska, Gordee, Edwards. And the following voted against: None. Motion passed.

Gordee motioned, Anderson seconded, the following as the designated official depositories of the District:

1. Bank West, Rockford
2. PMA Securities, Inc.

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

Gordee motioned to designate Kennedy & Graven, Ratwik, Roszak and Maloney P.A., and Knutson, Flynn and Deans as the district's official legal counsels and add Director of Human Resources as an authorized party to contact. Anderson seconded. On a roll call vote, the following voted in favor: Johnson, Praska, Kneeland, Anderson, Gordee, Edwards. And the following voted against: None. Motion passed.

**Future Meetings and Announcements**

The Minnesota School Board Association's Leadership Conference will be held on January 16 and 17, 2020.

There will also be a Work Session at 5:30 pm on Wednesday, January 20, 2021 via teleconference. The next regular Board of Education meeting is scheduled for Wednesday, January 20, 2021 at 6:30 pm via teleconference.

Kneeland motioned, seconded by Johnson, to adjourn the meeting at 8:34 pm. On a roll call vote, the following voted in favor: Anderson, Praska, Gordee, Johnson, Kneeland, Edwards. And the following voted against: None. Motion passed.

Amanda Wyrowski  
Recorder

Jessica Johnson  
Clerk



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

**Subject: Consent Personnel**

Meeting Date: January 25th, 2021

Prepared by: Superintendent's Office

Date Prepared: January 20th, 2021

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

Status	First Name	Last Name	Position	Date(s)
Hire	Patricia	Rousu	REAMS Paraprofessional	
Hire	Jackson	Schepp	Assistant Varsity GBB Coach	
Hire	Eric	Gordee	Assistant JV Wrestling Coach	
Rehire	Jen	Berg	RCC	
Rehire	Averi	Shrode	CE Gymnastics Coordinator	
Rehire	Ivy	Balcer	RCC	
Rehire	Suzanne	Wagner	RCC	
Rehire	Colleen	Prudhomme	RCC	
Rehire	Madison	Miller	CE Gymnastics	
Rehire	Candy	Benoit	RCC/CE	
Rehire	Megan	Leipholtz	RCC	
Rehire	Olympia	Escamilla	RCC/CE	
Leave Denied	Cathy	Hoadley	RMS/REAMS Choir	
Leave Approved	Hope	Laakkonen	RCC	1/4/21 - TBD
Leave Approved	Colette	Viquez	RMS	12/29/20 - 1/18/21
Leave Extension	Colleen	Peterson	REAMS Physical Ed / DAPE	1/9/21 - TBD
LTS Extension	Aimee	Smith	LTS REAMS Physical Ed	1/9/21 - TBD
LTS Extension	Meghan	Larson	LTS RMS/REAMS Choir	1/25/21 - TBD
Retirement	Judith	Anthony	RMS/RHS Speech Language	6/7/21
Resignation	Garrett	Barnes	REAMS Paraprofessional	
Resignation	Amanda	Wyrowski	DO Superintendent Secretary	
Termination	Cathy	Hoadley	RMS/REAMS Choir	



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

<b>Status</b>	<b>First Name</b>	<b>Last Name</b>	<b>Lane Change</b>
Lane Change	Linnea	Floan	BA 20 to MA
Lane Change	Janee	Udalla	BA 10 to MA
Lane Change	Cara	Tenesen (Flom)	BA 10 to BA 20
Lane Change	Suzanne	Gotz	BA 10 to BA 20
Lane Change	Alex	Probst	BA 10 to BA 20 (pending official transcript)
Lane Change	Jessica	Matheson	BA to to BA 10



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

**Subject: OPEN ENROLLMENTS**

Meeting Date: December 21, 2020

Prepared by: Superintendent's Office

Date Prepared: December 10, 2020

Information       Briefing       Action       Enclosure Item(s)

**Resident Students Attending Other Schools**

	<b>Grade</b>	<b>Non-Resident District</b>	<b>Number</b>	<b>Date Effective</b>	<b>NR/OE</b>
1	K	Buffalo	887	9/8/20	OE
2	10	Buffalo	887	12/30/20	OE
3	9	Buffalo	887	2/1/2021	OE
4					OE
5					
5					
6					
7					
8					
9					
9					
10					

**Non-Resident Students Attending Rockford**

	<b>Grade</b>	<b>Non-Resident District</b>	<b>Number</b>	<b>Date Effective</b>	<b>NR/OE</b>
1					OE
2					OE
3					OE
4					OE
5					OE
6					OE
7					OE
8					OE
9					OE
10					OE
11					OE
12					OE
13					OE
14					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.





December 18, 2020

Mr. Jerald Ferdig  
Music Department Chair  
Rockford High School  
7650 County Rd. 50  
Rockford, MN 55373

Dear Mr. Ferdig,

Thank you so much for hiring **Performance Tours** to work with you on the planning of your performing tour to Wisconsin Dells, WI. I've attached a letter of agreement for your review, please read the entire document. If you have any questions, please call me at (763) 576-6909. If you are comfortable with the contents of this agreement, please:

1. Initial *each* page in the space provided.
2. Sign the last page.
3. Email or mail the *entire* document to us at your earliest convenience.

We cannot sign contracts with suppliers (e.g., motor coach company, hotel, and sightseeing venues) until we receive the entire signed letter of agreement from you. If there is a delay of over one week from today, supplier availability and cost may change.

Again, thank you. We appreciate your business and look forward to planning this tour with you.

Marc Fioravanti  
Owner  
Performance Tours



**Letter of Agreement  
Rockford High School Band and Choir  
Performing Tour to Wisconsin Dells, WI  
June 8 – June 10, 2021**

**Package Inclusions**

You have asked us, **Performance Tours**, to make all of the travel arrangements for members of the **Rockford High School Band and Choir** traveling from Rockford, MN to Wisconsin Dells, WI. We are experienced in making such arrangements and enjoy the opportunity to serve you, in accordance with the conditions agreed to in this letter:

**Motor Coach Transportation**

- ◆ Deluxe motor coach transportation from Rockford, MN to Wisconsin Dells, WI, and throughout the entire tour. Wisconsin Dells is approximately 245 miles or 4 hours of straight driving.
- ◆ The motor coaches have a DVD player. You and your students are responsible for bringing DVDs to watch on the tour.
- ◆ A total of 54 seats will be available to the group on one (1) bus, with:
  - Air conditioning
  - Restroom
  - Wi-Fi and 110 electrical outlets
  - One (1) driver per coach

*\*Note: Passengers in excess of 54 people would require a second vehicle, which would increase the cost of the tour considerably.*

**Sleeping Accommodations (2 nights)**

- ◆ Four (4) students per room
- ◆ Single room for Mr. Ferdig, Ms. Augsburg and husband and One chaperone
- ◆ Private security guard 11:00 p.m.– 3:00 a.m.
- ◆ There is an indoor and outdoor waterpark at the hotel
- ◆ Group rooms are to be blocked together as much as possible; a group may be split among floors, depending on hotel availability.

**Meals (2)**

- ◆ Hot breakfast buffet (2)

**Performances (2) as detailed below**

- ◆ Master clinic at the University of Wisconsin – Eau Claire on the drive to Wisconsin Dells
- ◆ Performance Venue at a location in The Dells

Client Initials

A handwritten signature in black ink, appearing to be "J. K. [unclear]", written over a horizontal line.

### **Sightseeing Inclusions**

- ◆ Waterpark Access

### **Live Entertainment (0)**

- ◆ None

### **Tour Information and Preparation**

- ◆ Complete tour itinerary with emergency phone number

### **All Taxes and Gratuities**

### **Package Cost**

- ◆ 24 students each paying **\$340.00 - \$375.00.**
- ◆ No charge for two (2) chaperones.
- ◆ No charge for two (2) directors.
- ◆ The cost per person is based on 35 students, 2 Directors and 2 chaperones sharing the expenses of 39 people..
- ◆ If the number of people traveling changes, the cost per person will be recalculated.
- ◆ Package cost *subject to change* after vendor prices are confirmed for June 2021.
- ◆ Additional students and/or adults **can not** be added to the tour, or substituted for a participant that drops, after the rooming list has been submitted on **Friday, May 7, 2021.**
- ◆ **Final cost of the tour may be adjusted up or down slightly due to changes to the itinerary.**

#### *\*Notes:*

- 1) *All prices quoted are valid for a period of 30 days from the date on this proposal. Any request to confirm a tour after 30 days will be re-priced and subject to increase.*
- 2) *Motor coach fuel charges may increase. Any additional charges will be billed to the group on the final invoice before departure.*
- 3) *Your agreement to hire Performance Tours begins with our receipt of your first payment or your signed letter of agreement, whichever arrives first.*

### **Payment Schedule (Make one (1) check payable to **Performance Tours**)**

- ◆ Deposit                    \$100.00 per student (35)            Due Friday, February 5, 2021
- ◆ 2<sup>nd</sup> Payment                \$100.00 per student (35)            Due Friday, March 5, 2021
- ◆ Final payment              \$150.00\* per student (35)            Due Friday, April 30, 2021

\*Based on final tour cost once exact number of passengers is determined

## Hotel Rooming List

### ◆ **NAME LIST DEADLINES:**

- All lists must be e-mailed to me @ [marcf@perftours.com](mailto:marcf@perftours.com).
- The hotel rooming list is due by **Friday, May 7, 2021.**
- Failure to meet this deadline may cause the cancellation of your reservation by the hotel.
- The rooming list will provide the final number of passengers, which determines the per-person cost. (See *Package Cost* above.)

## Cancellation and Refund Policy

- ◆ February 5, 2021 - March 5, 2021 \$100.00 cancellation fee/person
- ◆ After 5:00 p.m. on March 5, 2021 100% loss of all payments

*Note: (1) The cancellation fee is **in addition** other charges assessed by the suppliers, specifically non-refundable show tickets, museum admissions and restaurant meal guarantee we'll make on your behalf. There are no exceptions to the cancellation fees for tour participants who have medical problems or otherwise unable to travel. **Trip insurance is highly recommended to avoid the loss of monies paid towards this tour.***

## Options

- ◆ **Trip Insurance:** Trip Insurance is available through Performance Tours.

The two links below are available for your students to purchase travel insurance. The first is for the Student Deluxe Package and the second is the Student Deluxe with Cancel for Any Reason(CFAR). The document that follows explains both of these programs.

<https://www.travelinsured.com/group.signup?group=128789&guid=d0a3118a88464009b8a7615a1d76e70d>

<https://www.travelinsured.com/group.signup?group=128791&guid=e02e6cd67a6b404893867b786cb25d9>

Once we have implemented the online payment system these links will be there as well and the students can purchase the insurance on this site.

This agreement includes all sections described in the attached *Contract Addendum: Tour Policies and General Information*, specifically "Tour Participation," "Itinerary Revision," "Weather Delays," "Liability and Airline Relationship," and "Responsibility" clauses. We always act in accordance with information provided by clients or tour participants, including: (1) disabilities and needs for accommodation, and (2) need for visas required for international travel for students who are citizens of countries other than the United States.

The client is responsible for providing **Performance Tours** with all necessary information. Also, the client is responsible for informing all students, parents, chaperones, administrators, and others involved in the tour, of these provisions listed in the attached *Contract Addendum: Tour Policies and General Information*.

**Performance Tours** shall not be liable to **Rockford High School** for any error of judgment or any act or omission that is done in good faith. Nor shall we be liable for damages based on the conduct of any supplier of products or services used in conjunction with the tour. It is also understood that **Performance Tours** is an independent organization that works with many organizations in providing its services, in that **Rockford High School** does not exclusively employ it.

Further, if **Rockford High School** chooses to send a participant home from the tour, for the safety of the student, the **Performance Tours** policy is that each student will travel on a direct flight home or be accompanied by an adult if traveling by motorcoach or rail. **Performance Tours** will accept no responsibility and incur no liability for participants deviating from the group tour, regardless of the reason. You agree to defend and indemnify and hold **Performance Tours**, its agent and employees harmless from any and all claims or causes of action arising from the performance of this agreement by you or you agents or employees, including any costs and expenses for attorney's fees.

This letter and the attached *Contract Addendum: Tour Policies and General Information* constitute the entirety of our agreement. Any changes in these terms must be in writing signed by all parties concerned.

\_\_\_\_\_  
Marc Fioravanti  
President  
Performance Tours

\_\_\_\_\_  
Jerald Ferdig  
Music Department Chair  
Rockford High School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Client Initials \_\_\_\_\_

# STUDENT DELUXE



## GROUP TRAVEL PROTECTION PLAN

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

Benefit	Maximum Limit
Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost
Travel Delay – 6 hours	\$750 (\$150/day)
Missed Connection – 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay – 24 hours	\$300
Non-Medical Emergency Evacuation	\$150,000
Accident & Sickness Medical Expense	\$25,000
Emergency Medical Evacuation, Medical	\$100,000
Repatriation & Return of Remains	
Cancel for Any Reason (CFAR)***	Optional
Non-Insurance Worldwide Emergency Assistance Services	Included

Coverages may vary and not all coverage is available in all jurisdictions.

\* Subject to the maximum benefit amount of \$10,000.

\*\* For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only.

\*\*\* CFAR coverage is up to 75% of the nonrefundable trip cost (subject to \$10,000 maximum). CFAR is optional and available for purchase at the individual level. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR is available if purchased at the time of original plan purchase and with, or before your final payment for your trip, and you paid your Travel Supplier for the full cost for all non-refundable trip costs for your trip prior to your cancellation of your trip. For \$0 Trip Cost there is no CFAR. This benefit is not available to residents of New York State.

### PER PERSON RATES

Cost of Trip	Rates	With CFAR*	Cost of Trip	Rates	With CFAR*
\$0	\$7	N/A	\$4,001-\$4,500	\$121	\$181.50
\$1-\$200	\$12	\$18.00	\$4,501-\$5,000	\$135	\$202.50
\$201-\$400	\$17	\$25.50	\$5,001-\$5,500	\$149	\$223.50
\$401-\$600	\$21	\$31.50	\$5,501-\$6,000	\$163	\$244.50
\$601-\$800	\$25	\$37.50	\$6,001-\$6,500	\$177	\$265.50
\$801-\$1,000	\$30	\$45.00	\$6,501-\$7,000	\$190	\$285.00
\$1,001-\$1,500	\$41	\$61.50	\$7,001-\$7,500	\$204	\$306.00
\$1,501-\$2,000	\$54	\$81.00	\$7,501-\$8,000	\$218	\$327.00
\$2,001-\$2,500	\$68	\$102.00	\$8,001-\$8,500	\$233	\$349.50
\$2,501-\$3,000	\$81	\$121.50	\$8,501-\$9,000	\$247	\$370.50
\$3,001-\$3,500	\$94	\$141.00	\$9,001-\$10,000	\$261	\$391.50
\$3,501-\$4,000	\$108	\$162.00			

The above rates are for trips up to 30 days – for each day over 30 add \$3.00 per person per day.  
All of the above rates are for the plan which includes insurance and non-insurance services.

\*Cancel For Any Reason (CFAR) benefit not available to residents of New York State.

COMPETING  
ATHLETES CAN  
BE COVERED  
UNDER THE  
PLAN!

Travel Insured International  
844-440-8113  
groups@travelinsured.com  
www.travelinsured.com

Client Initials

*J. Owen*  
12/22/2020

## GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating in skydiving or parachuting, hang gliding or bungee cord jumping; 7. piloting or learning to pilot or acting as a member of the crew of any aircraft; 8. being Intoxicated as defined in the Plan, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 9. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 10. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 11. dental treatment (except as coverage is otherwise specifically provided in the Plan); 12. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Plan's Schedule of Benefits; 13. due to a Pre-Existing Condition, as defined in the Plan. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 14. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 15. a mental or nervous condition, unless hospitalized for that condition while the Plan is in effect for You; 16. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

**Additional Limitations and Exclusions Specific to Baggage and Personal Effects:** Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

**Purchase Up to Final Trip Payment Due Date for Pre-Existing Condition Waiver!**

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased at or before final trip payment due date for this trip, for the full non-refundable cost of the trip and you are not disabled from travel at the time you pay the plan cost.

**PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.**

This document contains highlights of the plans, which include travel insurance coverages underwritten by United States Fire Insurance Company under form series T210 et. al. and TP-401 et. al. The plans also contain non-insurance Travel Assistance Services provided by C&F Services through Active Claims Management (2018) Inc., operating as Active Care Management. The cost of your plan is for the full plan. The Crum & Forster group of companies is rated A (Excellent) by AM Best 2019. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. Insurance coverages are subject to the terms, limitations and exclusions in the plan, including an exclusion for pre-existing conditions. Coverages may vary and not all coverage is available in all jurisdictions. In most states, your travel retailer is not a licensed insurance producer/agent, and is not qualified or authorized to answer technical questions about the terms, benefits, exclusions, and conditions of the insurance offered or to evaluate the adequacy of your existing insurance coverage. Your travel retailer may provide general information about the plans offered, including a description of the coverage and price. The purchase of travel insurance is not required in order to purchase any other product or service from your travel retailer. CA DOI toll free number: 800-927-4357. MD Insurance Administration: 800-492-6116 or 410-468-2340. Individuals looking to obtain additional information regarding the features and pricing of each travel plan component, please contact Travel Insured: 855 Winding Brook Drive, Glastonbury, CT 06033; 800-243-3174; customercare@travelinsured.com; California license #0113223.

65127019

Client Initials

*J. Adam*



ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

**Subject: Reschedule February Work Session**

**Meeting Date: January 25, 2021**

**Prepared by: Superintendent's Office**

**Date Prepared: January 20, 2021**

	<b>Information</b>		<b>Briefing</b>	<b>x</b>	<b>Action</b>		<b>Enclosure Item(s)</b>
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**Block with mid-week 7 period day**

	<b>Monday</b> Odd Day	<b>Tuesday</b> Even Day	<b>Wednesday</b>	<b>Thursday</b> Odd Day	<b>Friday</b> Even Day
8:00-9:30	Period 1	Period 2	Period 1 ----- Period 2	Period 1	Period 2
9:36-11:06	Period 3	RB	Period 3 ----- Period 5	Period 3	RB
11:12-1:15	Period 5 30 minute lunch	Period 6 30 minute lunch	Period 6 30 minute lunch	Period 5 30 minute lunch	Period 6 30 minute lunch
1:20-2:50	Period 7	Period 8	Period 7 ----- Period 8	Period 7	Period 8

We would like to move forward with the above schedule change for the 2021-22 school year for the following reasons -

- **Block Schedule Benefits** - The Block Schedule allows teachers the ability to slow down their day, allows the ability for more connection with students with a longer class period
- **Rocket Block** - Rocket Block has been a huge help to our students this year and will continue to be a major support system for students
  - A large majority of our students are involved in sports or some type of extracurricular activity. Rocket Block gives students the opportunity to meet with



ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

teachers, make up exams, work on homework, and collaborate with groups during the school day

- Rocket Block is very beneficial for the IB program and gives students the ability to work on aspects of the program such as the Personal Project for MYP, CAS and Extended Essay for DP, and Service Learning for CP as well as gives the opportunity to meet with community mentors during the school day
- **Student Poll Results** - When grades 9-11 were polled 72% of the students that filled out the survey elected for this schedule
- **Staff Poll Results** - 40% of staff voted for this schedule for next year
  - Since then, we have found a schedule solution that works better for our Band/Choir classes and split building staff which was some feedback we received surrounding the block schedule
- **Shared Teachers** - This schedule still allows for a shared Choir, Band and ELL teacher with the Middle School
- **Hybrid/Distance Learning Transition** - This schedule gives us the ability to transition smoothly back into a Hybrid or Distance Learning model if needed depending on conditions with COVID



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

**Subject: RMS-CES Principal's Report**

Meeting Date: January 20, 2021

Prepared by: Bobbi Anderson-Hume

Date Prepared: January 13, 2021

Information       Briefing       Action       Enclosure Item(s)

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Highlighted Items:

- Distance Learning Product
- In-person Planning



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

**Subject: Director of Teaching and Learning Report**

Meeting Date: January 20, 2021

Prepared by: Kevin Keller

Date Prepared: January 13, 2021

Information       Briefing       Action       Enclosure Item(s)

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Data: REAMS Winter FASTBridge data will be available at the February Board meeting, testing will be completed the week of Jan. 25th. RMS FASTBridge schedule is being updated with the return of students. RHS Star schedule is being updated upon the return of 9th and 10th-grade students.

ACCESS and MCA/MTAS Update: Implications for Rockford families and students.

January 28th - District Staff Development Committee Meeting 3-4 pm

February 8th - Curriculum Advisory Committee 5:30 - 7 pm



2020-21



# Timeline

**Pre-Thanksgiving: Staffing shortages drove the need to transition secondary to distance learning.  
Used 3 transitional days**

**Since Thanksgiving: Case rate data is trending down, and staffing is manageable**

**Updated Safe Learning Plan: Provides guidance on how to reopen schools safely**



# Rolling Start: Secondary

**January 25: Transitional Day**

**January 26: Bring back Grades 5<sup>th</sup> and 12<sup>th</sup>.**

**February 8: Bring back Grades 8<sup>th</sup> and 9<sup>th</sup>**

**February 22: Bring back Grades 6,7 and 10,11**

**Students need to be part of the solution.  
Secondary staff will continue to have Friday as an  
asynchronous day (may work remotely)**

**January 26: REAMS will resume regular  
in-person instruction Monday through Friday**



# COVID-19 Mitigation

**We know how to keep ourselves safe: Physical distance, masks, hand washing**

**Continue to use mitigation strategies: Stagger passing times, spread students out during lunch, assigned seating, maintain cohort groups, etc.**

**Adults are the primary spreaders**

**We will still need to quarantine, even after vaccines, likely into next fall**

**We need to take personal<sup>34</sup> responsibility**



# Vaccines

**Survey Results: Of the 175 respondents, 77% yes, 23% no**  
**Educators may be eligible for the vaccine by Spring**  
**May be offered on site or at central location**

# Saliva Testing

**Every other Thursday: this week at REAMS**

# Quarantine

**Staff may return on day 8 after a negative PCR test**  
**Student may return after 14 days**



# Transportation

**Relaxed guidance. No longer quarantine entire bus**

**50% capacity issues in Hybrid**

**May need to increase parent pick up**

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# Food Service

**This week will be our last box lunch pickup**

**Middle School and High School kitchens will  
reopen**

**Resume free hot lunch distribution 11:30-12:30  
daily for Distance Learners at RHS door #14**



# SUMMER SCHOOL

**Goal: Build a robust plan  
for the summer learning  
K-12**





**We are Rockford!**

**We are student centered**

**We build strong relationships with our  
students**

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

**Subject:**

Meeting Date: January 20, 2021

Prepared by: John Engel

Date Prepared: January 15, 2021

Information       Briefing       Action       Enclosure Item(s)

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Brief overview of the T-Mobile Hotspots project:

- Description of project
- Provisioning of hotspots
- Tentative plans for distribution
- Possible savings



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

**Subject: Department of Human Resources Update**

Meeting Date: January 25th, 2021

Prepared by: Superintendent's Office

Date Prepared: January 20th, 2021

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

- Director of Human Resources Onboarding
- Department of Human Resources Insights
- Upcoming Priorities

# School Board Meeting

January 25, 2021





## Department of Human Resources

# January Update



# 90 DAY REVIEW

## Onboarding

### Training

- Systems
- Processes
- Regulations

### Partners

- Staff & Stakeholders
- MASPANetwork
- Vendors

## Human Resources

### Process Improvement

- Return to Work
- Letters of Assignment
- Online Benefits Enrollment

### Strategic Planning

- Department Communications
- Role Review & Delineation
- Time Sensitive Priorities



# PRIORITIES

## Title IX

- Team Formation
- Training & Resources

## Safety & Wellbeing

- New Hire Training
- COVID-19 Assistance

## Interviewing & Hiring

- Centralized Ownership
- Consistent Process

## Orientation & Onboarding

- District Orientation
- Onboarding Resources





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

**Subject:** Executive Assistant Position Review

**Meeting Date:** January 25th, 2021

**Prepared by:** Superintendent's Office

**Date Prepared:** January 20th, 2021

<input type="checkbox"/> Information	<input type="checkbox"/> Briefing	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Enclosure Item(s)
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Title: Executive Assistant	Department: District Office	Supervisor: Superintendent
FLSA Status: Exempt	Contract: 12 Months	Salary Range: \$50,000 - \$60,000

**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.



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

**Communications & Community Relations**

- Edit District publications to staff and community.
- 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



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

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

Meeting Date: January 25th, 2021

Prepared by: Superintendent's Office

Date Prepared: January 19th, 2021

<input type="checkbox"/> Information	<input type="checkbox"/> Briefing	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Enclosure Item(s)
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**Extend Deadline for Leaves Granted by the 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.

**Adopted this 25 day of January, 2021.**

**Roll Call Vote**

\_\_\_\_\_  
**School Board Chair**

\_\_\_\_\_  
**School Board Clerk**



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

**Subject: TeamWorks**

Meeting Date: January 20, 2021

Prepared by: Rhonda Dean

Date Prepared: January 11, 2021

Information       Briefing       Action       Enclosure Item(s)

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**TeamWorks Dates**

- **Strategic Roadmap Session – Draft February 11<sup>th</sup>**

Three-hour session to:

- Develop/refine the District Mission, Core Values, and Vision, with the Strategic Directions of the Operational Plan organized on one page

- **Strategic Roadmap Final – February 17<sup>th</sup>**

- Action Item needed to move the 2/1/21 Work Session @6:30 to 2/17/2021 @5:30 prior to the regular meeting on 2/17/21.

- **Board 3-Year Work Plan—February 25<sup>th</sup>**

Three-hour session to:

- Develop the details of the key work of the Board of education in parallel to the District 3 Year Operational Plan, such as 1) District policy development, 2) Operational Oversight, 3) Board Self-Governance, 4) Superintendent Relations, and 5) Public Engagement.

If agreed, Board would need to take action on moving the 2/1 Work Session to 2/17 @5:30.



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

**Subject: Reschedule February Work Session**

Meeting Date: January 25, 2021

Prepared by: Superintendent's Office

Date Prepared: January 20, 2021

Information

Briefing

Action

Enclosure Item(s)

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Reschedule February 1st Work Session scheduled from 6:30-8:30 to February 17th from 5:30-6:30. This will accommodate the TeamWorks discussion with an action item to follow at the Regular Meeting at 6:30 on February 17th.



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

**Subject: Acknowledgement of Contributions Resolution**

Meeting Date: January 20, 2021

Prepared by: Superintendent’s Office

Date Prepared: January 12, 2021

Information     
  Briefing     
  Action     
  Enclosure Item(s)

**RESOLUTION**

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.

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Patnode Trucking	100.00 for VB	Activity Fund
Education Foundation	2279.00 (Graphics for Guidance Office)	General Fund
Education Foundation	237.00 (Enrichment Materials)	General Fund
Education Foundation	521.98 (Earbud, Mic, Ag Literacy, Wireless Track Pad)	General Fund
Family of Elizabeth Smith	100.00 GBB	Activity Fund
Sather Family	100.00 GBB	Activity Fund
Pederson Family	100.00 GBB	Activity Fund
Lowe Family	100.00 GBB	Activity Fund
Lark Family	100.00 GBB	Activity Fund
Ehlers Family	100.00 GBB	Activity Fund
Johnson Family	100.00 GBB	Activity Fund
Zimmerman Family	100.00 GBB	Activity Fund
Manthana Family	100.00 GBB	Activity Fund
Blanchard Family	100.00 GBB	Activity Fund
Houghton Family	100.00 GBB	Activity Fund
Cusciotta Family	100.00 GBB	Activity Fund
Cady Family	80.00 GBB	Activity Fund
Anonymous	100.00	Activity Fund



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

**Subject: Resolution Directing the Administration to make  
Recommendation for Reductions in Programs and Positions  
and Reasons Therefore**

Meeting Date: January 20, 2021

Prepared by: Superintendent's Office

Date Prepared: January 11, 2021

Information       Briefing       Action       Enclosure Item(s)

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This resolution is required if the district would need to make any budget reductions for the 2021-22 school year. It has been adopted annually to ensure that we have covered all necessary procedures in the event reductions would need to occur. By adopting the resolution, we are not required to make any reductions.

**RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS  
FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE.**

- WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and
- WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and
- WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District #883, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of program or positions to effectuate economies in the school district and reduce expenditures, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of position and curtailment of positions.