



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

Building a Community for Life-long Learning

**Agenda for May 17, 2021
5:30 PM
Rockford Community Center
7600 County Rd 50
Rockford, MN 55373**

- 1. **CALL MEETING TO ORDER**
- A. Board Roll Call
- 2. **APPROVAL OF AGENDA**
- 3. **Technology Integration Specialist review** **2**
- 4. **Superintendent Salary 2021-2022 school year** **6**
- 5. **Staffing Update** **14**
- 6. **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.

Rockford Board of Education

Brady Anderson	Amy Edwards
Eric Gordee	Jessica Johnson
Jenny Kneeland	Beth Praska
Superintendent Rhonda Dean	

Data and Technology Integrationist

Changes in the last year:

RAS has gone K-12 1:1, Integrated Clever K-4, SeeSaw, RAZ Kids, Google Meet, expanded use of Google Classroom, expanded use of hybrid, blended and flipped classroom learning.

REAMS helped to build and maintain a K-4 online school, universal screening.

RMS-CES - Changed from NWEA MAP testing to Fastbridge for the 20-21 SY

RHS began universal screening all 9th and 10th-grade students in reading and math using the STAR screener. Added online ACT testing.

Future needs

- Onboarding of new teachers in the 1:1 program
- Universal Testing Needs
- Continued Tech training that is differentiated to meet the needs of RAS staff members
- MTSS data integration for use in PLCs and training staff in applying assessment data to instruction
- Expanding the integration of student computers into regular instruction.
- Adapting distance and hybrid teaching skills to effectively meet 1:1 learning.

Role of Data and Technology Integrationist

To support teachers, staff and students with effective use of technology and data. This would include learning based on content standards, creativity, and helping to provide meaningful ways to differentiate learning.

Responsibilities

- Collaborate with teachers, administration, technical staff and students to optimize the use of instructional software, hardware, and network resources within the district.
- Collaborate with both staff development and technology department to provide training to new and current teachers.
- Promote and support the use of data and technology to support student achievement.
- Support teachers, administrators, and support staff with district use of technology for assessment of student learning.
- Coach staff in the effective use of district technology resources.

Implementation of Responsibilities

- Cross-trained: FAST, STAR, Pearson Access Next, MCA/MTAS, ACT test administration
Mock Administration - system testing
- Managing FAST and Star testing, both teacher and student accounts.

- Lead Trainer: Google Classroom, SeeSaw, MobyMax, Google Tools, Google Meet, RAZ Kids, Triand, Screencast-o-Matic, Clever
- Cross-trained: FAST assessments, STAR assessments, Pearson Access Next, MCA/MTAS, ACT test administration, Infinite Campus
- Collaborator: [RAS Guidance for Online Learning](#), digital curriculum adoption (Math, Science and IB Digital Texts), Testing Protocol, Data interpretation

Examples of Co-Teaching and Mentorship (Coaching)

- Co-teaching specific units with DeLassus for 4th Grade Digital Literacy
- Co-teaching Stock Market Game with Nolby for 4th Grade Math
- Mentoring and assisting several teachers in K, 1st, and 2nd with the use of Seesaw & RAZ Kids.
- Co-teaching / mentoring Krebsbach at RHS in online and hybrid courses, especially working with student presentations.
- Researching and mentoring high school teachers with various tools, including TeacherMade for SPED, Google Classroom, and Meet with Fleisner.
- Numerous high school drop-in sessions to discuss a classroom need and then research/guide the teacher with an existing online tool and method to fit that need. (Recommend staying in the fishbowl room, it facilitates the drop-in process.)
- Middle school - Primarily assistance with Triand, MobyMax, testing, and data viewing.
- Coaching ES and HS office staff with how to handle video upload and publishing, Infinite Campus tools, managing building websites, and online events such as Kindergarten Roundup.
- Assisting teachers with the process to record class lessons for PLC observations. (Primarily ES and HS.)
- Artist in Residence - Working with Darren Eliason on how to set up interactive video/Meet sessions with students and an artist. He would like to expand it next year to include artists from outside the metro, possibly from other countries.

Job Description: Data and Technology Integrationist

Qualifications:

1. MN Teaching License.
2. Classroom teaching experience preferred.
3. Minimum of 2 years of experience with web-based applications.
4. Excellent skills in communication, personal relations, and supporting multiple operating systems.
5. Successful experience in curriculum planning, development, and implementation.
6. Evidence of teaching or comparable training and development experience.
7. Experience in technology curriculum integration.
8. Knowledge of technology industry and best practice.

The Technology Integrationist collaborates with building and district leadership to optimize the use of instructional software, network resources, applications, and data to support quality teaching and learning.

Responsibilities:

1. Provides leadership, staff development, and instructional support to all instructional and administrative staff.
2. Provides leadership in best practices relative to traditional and technology-assisted instructional methods.

3. Collaborates with instructional, administrative, and technical staff to optimize the use of instructional software, hardware, network resources, and data to support quality teaching and learning.
4. Promotes the use of technologies to support student achievement in the preK-12 classroom.
5. Demonstrates the ability to design and deliver technology-enhanced instruction.
6. Assists with technology training as part of the District's staff development initiatives.
7. Performs other duties and responsibilities as assigned by the Director of Teaching and Learning.

Job Description Adapted from Prior Lake - Savage Area Schools



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

Subject: Superintendent Salary 2021-2022 school year

Meeting Date: May 17, 2021

Prepared by: Erin Raukar

Date Prepared: May 13, 2021

Information Briefing Action Enclosure Item(s)

As per the 2020-2023 Superintendent contract, the Board will need to discuss the salary rate increase for the 2021-2022 school year.

**2020-2023 SUPERINTENDENT CONTRACT
INDEPENDENT SCHOOL DISTRICT NO. 883
ROCKFORD, MINNESOTA**

**ARTICLE I
PURPOSE**

This Contract is entered into between Independent School District No. 883, Rockford, Minnesota ("School District"), and Rhonda Dean ("Superintendent"), a legally-qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

**ARTICLE II
APPLICABLE STATUTE**

This Contract is entered into between the School District and the Superintendent in conformance with M.S. § 123B.143.

**ARTICLE III
LICENSE**

The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

**ARTICLE IV
DURATION, EXPIRATION, TERMINATION
DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY**

Section 1. Duration: This Contract is for a term of three (3) years commencing on July 1, 2020, and ending on June 30, 2023. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Article IV, Section 1 above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. § 123B.143, subd. 1.

Section 3. Termination During the Term: The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. § 122A.40, subd. 9. and subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. § 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. § 122A.40, subd. 9. or subd. 13., it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator, provided the Superintendent

makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Minnesota Bureau of Mediation Services ("BMS") for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

Section 5. Contingency: If this Contract is a subsequent contract entered into prior to the completion of an existing contract, this subsequent contract is contingent upon the Superintendent completing the terms of the existing contract.

ARTICLE V DUTIES

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. Unless otherwise provided by law, the Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Superintendent's duty year shall be for the entire twelve-(12) month Contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The

Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Superintendent shall earn twenty-four (24) working days of annual paid vacation each Contract year. Unused vacation must be taken within six (6) months after the end of the Contract year in which it is earned. Upon voluntary termination of employment or expiration of the Contract, if not offered a subsequent contract, the Superintendent shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Superintendent is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days. Once per calendar year, the Superintendent may elect to cash out up to ten (10) days of unused vacation at their daily rate of pay.

Section 3. Holidays: The Superintendent shall be entitled to eleven (11) paid holidays as designated by the School Board each Contract year.

Section 4. Sick Leave: The Superintendent shall earn paid sick leave at the rate of eighteen (18) days per year. Earned sick leave may accumulate to a maximum of 120 days. Upon voluntary termination of employment or expiration of the Contract, if not offered a subsequent contract, the Superintendent shall be entitled to payment for any unused sick leave days earned and accrued pursuant to the provisions of this section; however, if the Superintendent is involuntarily terminated, he/she shall not be entitled to unused earned and accrued sick leave days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Superintendent 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.

Section 6. Bereavement Leave: The Superintendent shall be granted bereavement leave for a death within the Superintendent's immediate family. The time utilized shall be in an amount to be determined after conferring with the School Board Chair. Days utilized will be deducted from the Superintendent's sick leave. "Immediate family" is defined as the Superintendent's spouse, child, parent, brother, sister, or other relative who is living in the same household as the Superintendent.

Section 7. Emergency Leave: The Superintendent may be granted paid emergency leave at the discretion of the School Board.

Section 8. Jury Service: The Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 9. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 10. Disability: If the Superintendent is unable to perform his/her regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School Board shall provide additional paid sick leave at a salary equal to sixty-six (66) percent of the Superintendent's regular salary until the expiration of the waiting period for long-term disability insurance.

Section 11. Medical Leave: Pursuant to M.S. § 122A.40, subd. 12., the Superintendent shall have a right to a leave of absence for health reasons.

Section 12. Insurance Application: A Superintendent on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Superintendent shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Superintendent is on paid leave from the School District under Section 4 above or supplemented by sick leave pursuant to Section 5 above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Superintendent must pay the entire premium for any insurance retained.

ARTICLE VII INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: The School District shall provide, at School District expense, the Superintendent and the Superintendent's eligible dependents with health and hospitalization and dental insurance coverage under the School District's group health and hospitalization and dental insurance plans.

Section 2. Life Insurance: The School District shall provide, at School District expense, term life insurance for the Superintendent under the School District's group term life insurance plan in the amount of \$250,000 in coverage, payable to the Superintendent's named beneficiary or beneficiaries.

Section 3. Long-Term Disability Insurance: The School District shall provide, at School District expense, long-term disability insurance for the Superintendent under the School District's group long-term disability insurance plan.

Section 4. Eligibility: The eligibility of the Superintendent and the Superintendent's dependents and beneficiaries for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this Article.

Section 5. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this Article.

**ARTICLE VIII
OTHER BENEFITS**

Section 1. Tax-Sheltered Annuities: The Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. § 123B.02, subd. 15, School District policy, and as otherwise provided by law.

Section 2. Vehicle: The School District shall provide the Superintendent with a monthly allowance of \$550 for business use of his/her private vehicle pursuant to M.S. § 471.665, subd. 3.

Section 3. Conferences and Meetings: The School District shall pay all legally-valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

**ARTICLE IX
SALARY**

Section 1. Annual Salary: The Superintendent shall be paid an annual salary of \$161,011 for the 2020-2021 contract year. The parties shall seek to agree by April 1 of each subsequent year of this Contract for the annual salary amounts for the 2021-2022 and 2022-2023 contract years, which will not be less than a one (1) percent increase in each subsequent contract year. During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in twenty-four (24) equal installments during each contract year.

Section 2. Performance Pay Based on Annual Performance Goals: The Superintendent will have an opportunity to earn up to an additional \$4,000 a year for achieving annual performance goals. Performance pay shall be based on the successful attainment of measurable performance goals (such as SMART goals) that are mutually developed and agreed upon by the Superintendent and the School Board. The agreed-upon goals must be approved by the School Board no later than its regular meeting in July before each school year.

**ARTICLE X
EVALUATE PERFORMANCE**

The School Board shall oversee, direct, and evaluate the Superintendent's performance as the School Board sees fit.

The agreed-upon annual performance goals referenced in Article IX, Section 2 also will be considered during the annual performance evaluation of the Superintendent. At least one week prior to each year's annual performance evaluation meeting with the School Board, the Superintendent shall submit a written summary of the specific ways that the annual performance goals have been met that includes a description of any School District accomplishments attained

in furtherance of each performance goal. In addition to the Superintendent's written submission relating to the agreed-upon annual performance goals, the School Board also may consider and use other evaluation tools and assessments to measure other aspects of the Superintendent's performance in making its annual evaluation of the Superintendent.

ARTICLE XI OTHER PROVISIONS

Section 1. Outside Activities: While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with his/her employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

Section 4. Medical Examination: The Superintendent shall have a comprehensive medical examination not less than once every three (3) years. A summary document from the physician certifying the fitness of the Superintendent to perform the duties of the position shall be provided to the School Board Chair. The cost of said examination not covered by the School District's insurance program shall be paid by the School District.

Section 5. Technology Devices:

- A. At its sole discretion, the School District shall provide to Superintendent, at School District expense, a cell phone and a laptop computer and/or tablet, hereinafter "Technology Devices." the School District shall pay any costs and expenses associated with owning, licensing, operating and maintaining such Technology Devices. This does not include costs associated with maintaining home internet access. All Technology Devices so provided are the property of the School District

and shall have the right to control the access to, and use of, Technology Devices through its Board policies, including its technology use policies, personnel policies, and its risk management policies.

- B. All District-provided Technology Devices are provided to facilitate performance of Superintendent's duties and obligations as an employee of the School District. Superintendent may use District-provided Technology Devices for personal use within reasonable limits and in a manner consistent with Board policies, including its technology use policies, personnel policies, and its risk management policies. Superintendent shall not use any Technology Device in any manner that is inconsistent with such policies.
- C. When Technology Devices are provided by the School District, the Superintendent is encouraged to conduct District business on devices that are provided or owned by the District.
- D. Superintendent hereby waives any and all rights and protections over the content of any Technology Device or other electronic device (e.g., cell phone, computer, tablet) on which he or she has conducted any District business, regardless of whether the device is provided by the School District pursuant to the Contract. This waiver permits the School District or anyone authorized by the Board to examine the contents of any such device without requiring additional permission, including, but not limited to, a separate waiver or a warrant.

**ARTICLE XII
SEVERABILITY**

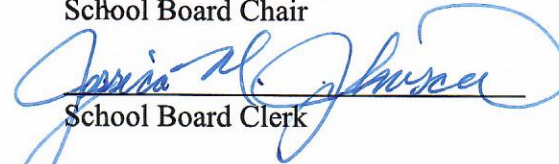
The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have
subscribed my signature this 26 day of
May, 2020.


Superintendent

IN WITNESS WHEREOF, we have
subscribed our signatures this 30 day of
May, 2020.


School Board Chair


School Board Clerk



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

Subject: 2021 – 2022 Budget considerations

Meeting Date: May 17, 2021

Prepared by: Superintendent's Office

Date Prepared: May 13, 2021

Information

Briefing

Action

Enclosure Item(s)

Enrollment projection: 1609 students (down approx. 50 students from pre-pandemic enrollment).

State Legislators still in session. No vote on student formula or compensatory funding.

Other considerations:

- Reduced budgets 10% across all departments
- Reduce 3-fte @ REAMS for Distance Learning Teacher
- Reduce 1-fte at REAMS
- Reduce .25 fte RMS
- Reduce 1.0 fte RHS
- Increase fte for ADSIS teachers (pending MDE approval)
- Class sizes:
 - REAMS - low 20's
 - RMS-CES - Upper 20's, low 30's
 - RHS - Upper 20's, low 30's