



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for January 3, 2022

6:30 PM

Rockford Community Center

7600 County Rd 50

Rockford, MN 55373

1. **CALL MEETING TO ORDER**
 - A. Pledge of Allegiance
 - B. Board Roll Call
2. **CEREMONIAL OATH OF OFFICE & SCHOOL BOARD OPERATING NORMS** **3**
3. **APPROVAL OF AGENDA**
4. **ELECTION OF OFFICERS OF THE SCHOOL BOARD** **13**
 - A. Chair
 - B. Vice-Chair
 - C. Clerk
 - D. Treasurer
5. **COMMITTEES AND BOARDS**
 - A. Renewal of Memberships 15
 - B. Board Committee Assignments 16
6. **EFFICIENT & EFFECTIVE OPERATIONS**
 - A. Delegate Statutory Duties of Clerk to the Executive Assistant 21
 - B. Delegate Statutory Duties of Treasurer to the School District Business Manager 22
 - C. Authorize Business Manager to Make Deposits, Pay Expenses, Invest and Transfer Funds in the Best Interest of the District. 23
 - D. Authorize the Use of Facsimile Signature on Payroll and Voucher Checks 24
 - E. Set Compensation for the Board Members 25
 - F. Designate Time and Place of Meetings 26
 - G. Designate Official Media Outlet 28
 - H. Designate Official Depositories 29
 - I. Designate Official Legal Counsel 30
 - J. Resolution supporting RAS Safe Routes to Schools plan infrastructure grant application and funding 41
 - K. Policy COVID-19 Vaccination Emergency Temporary Standard 45
7. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
 - A. MSBA Leadership Conference: January 13 and 14th, 2022 at the Minneapolis Convention



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Center.

Board Work Session: Wednesday, January 19, 2022, in the Rockford Community Center at 5:30 p.m.

Board Regular Session: Wednesday, January 19, 2022, in the Rockford Community Center at 6:30 p.m.

8. ADJOURNMENT

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

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

Rockford Board of Education

Brady Anderson

Eric Gordee

Jenny Kneeland

Amy Edwards

Jessica Johnson

Beth Praska

Superintendent Rhonda Dean



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

Subject: Ceremonial Oath of Office & School Board Operating Norms

Meeting Date: January 3, 2022

Prepared by: Superintendent’s Office

Date Prepared: December 16, 2021

Information Briefing Action Enclosure Item(s)

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community’s children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community’s educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education’s key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having previously signed the acceptance of office and oath of office, we hereby ask Board members to publicly affirm their commitment to the oath of office:

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 883 to the best of my judgment and ability.

Enclosed is Policy 209 Code of Ethics for your review.

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Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 883 to the best of my judgment and ability.

Board Chair

Date

Member

Date



Adopted: 9/18/00
Reviewed: 2009
Revised: 8/22/11

Orig. 1995

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board members in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.



4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical, and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.



3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

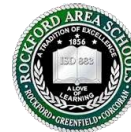
1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.



Rockford Area School District #883 -- Policy 209

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics



Adopted: 01/06/11

Revised: _____

209 ADDENDUM - BOARD OF EDUCATION OPERATING NORMS

I. INTRODUCTION

The following expectations have been developed and agreed to in order to provide structure to the operation of the School Board in pursuit of its mission and to strengthen the relationships among School Board members, between the School Board and Superintendent.

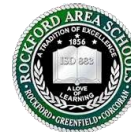
The governance focus for the Board is on policy rather than procedures. Board work is directed toward putting in place expectations for goals to be accomplished.

Board members want to ensure that there is "open-minded" discussions and flexibility; that Board norms are consistent with team play and fairness; that tasks and issues in meetings are well-developed and clear; and that the Board members consider the "human element" in problem-solving.

A. How We Relate To One Another...

1. All Board members should feel free to express their opinions and beliefs about issues. Discussions will be open and encourage candor. Honest disagreements are legitimate and have an appropriate place on the Board. However, Board members will respect one another and will not criticize one another "behind-the-back" or in an otherwise inappropriate manner.
2. Board members will relate to one another with honesty, integrity, and respect. Once a clear majority of the Board has agreed to a certain position and discussed it thoroughly, other Board members will not renew discussion of that topic provided that a full discussion and vote has taken place.
3. When a majority of the Board makes a decision, the minority members will respect majority rule and exemplify the standard, "I did not agree with this action, but I will respect and support the position of the Board."
4. The Superintendent will make every effort to be open to all points of view, to listen to and respond to questions and be responsive to the needs of the School Board.
5. Board members will look for opportunities, within the unique characteristics of governing a public school district, to develop relationships and rapport with one another as an asset to performing their duties.
6. Board members agree to devote time on an annual basis for self-evaluation and review of operating norms.

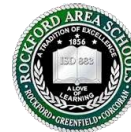
B. How We Communicate...



7. All Board members will receive the same information and data which relates to issues coming before the Board. Much of that information will come from the Office of the Superintendent and s/he will ensure that each member has equal access. However, when Board members are absent or late to a meeting, the remaining members will not take time to fully review all past discussions.
8. Board members are encouraged to fully participate in all discussions. Board members should feel comfortable to speak up freely and ask relevant questions so that issues and recommendations have an appropriate review.
9. Board members will channel requests for information, reports, etc. through the Superintendent rather than directly to staff.
10. All official communication between Board members and other school district staff will be channeled through the Superintendent, particularly if it relates to performance of school district employees.
11. The Superintendent (or designated staff) will provide written updates on a periodic basis, in addition to reports at regular School Board meetings, to keep Board members informed of issues of interest and concern affecting the School District.

C. How We Govern...

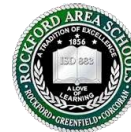
12. Board members should take risks in confronting differences of opinion. Board members are encouraged to express their opinion in a respectful way about issues and occasionally to “play the devil’s advocate” in order to ensure full discussion. However, Board members must be careful that adherence to a point of view does not prolong unnecessary discussion or block consensus.
13. Board members will focus on policy and broad parameters and not on administrative/management activities.
14. Board members will contact the Superintendent when they receive complaints rather than contacting the staff directly. The Superintendent will investigate complaints and provide Board members with all the information they need to respond to the individual initiating the call.
15. Board members will recognize and respect that their authority exists where a quorum of the Board meets and not as individuals.
16. Individual Board members will not directly contact legal counsel without approval of the full Board. Legal questions should be forwarded to the Superintendent to investigate as necessary.
17. It is agreed that the Board Chair and Superintendent will meet prior to each meeting so that he or she is fully prepared to run the meeting.
18. Board members will contact the Superintendent prior to the meeting if they have concerns or questions about items recommended for consent adoption or about routine personnel recommendations.



19. Board members receiving complaints will encourage parents to follow channels (teacher/coach/advisor, principal or building/program administrator, district administrator or superintendent, etc.) and avoid communicating the "I'll fix it" message.
20. Board members will appropriately clarify their role i.e. citizen, parent, or school board member in their interactions with teachers and other staff.
21. Board members will set the general parameters for subcommittee and task force committee assignments.
22. Board members will notify building principals when visiting a building in their official capacity as a member of the Board. Each member will attempt to visit each building at least once per year.
23. Board members who are not in attendance at assigned school board committee meetings are responsible for getting information discussed prior to any full school board meeting where the same issue may be discussed.

D. How We Conduct Meetings...

24. Board members agree that discussion will be limited to the agenda and that items will not be added to the agenda at the meeting unless they cannot be delayed until a subsequent meeting. Board members may request that items be added to the agenda by contacting the Superintendent or Board Chair. The Board Chair is the "gatekeeper" of the agenda. If the Board Chair determines that an issue has already been fully discussed or is not appropriate for the agenda, the individual Board member making the request may ask that the item be added to the agenda at any Board meeting. If there is a "second" to the motion and majority support, the item will be added.
25. Board members agree to prepare for discussions in advance and review the materials distributed in the packet before the meeting.
26. Neither the Superintendent nor individual Board members will put one another in a position to discuss items or make recommendations in the absence of appropriate information and preparation.
27. The Superintendent along with the district, program and building administrative team will make every effort to provide the School Board with complete and well-organized materials for the meeting and sound rationale for recommendations.
28. It is the Board Chair's responsibility to remind members, when necessary, to limit discussions to the agenda.
29. Board members who disagree with recommendations in the agenda or need more information before making a decision will contact the Superintendent or School Board Chair prior to the meeting.



30. The Board Chair will welcome visitors and make it clear at the beginning of the meeting how they can participate. Citizens in the audience can be recognized and comment from the podium at the beginning of the meeting during the "Public Comment" time period. They may not ask questions of presenters during presentations or Board discussion, but may do so at the end of the presentation period if the Board Chair indicates that open questions will be entertained.

31. "No surprises" is an important ethical and management standard in regard to public board meetings and is a shared responsibility of the Superintendent, the Board Chair, and individual Board members.

Cross Reference: Policy 209 Code of Ethics



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

Subject: Election of Officers of the School Board

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

The board needs to elect a Chairperson, Vice Chair, Clerk and Treasurer. Each of these positions is for one year. The duties are (per Policy 202)

- A. **CHAIR**--The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

- B. **VICE CHAIR** -- The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

- C. **CLERK**
 - 1. The clerk shall keep a record of all meetings in the books provided.
 - 2. Within three days after an election, the clerk shall notify all persons elected of their election.
 - 3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing (1) condition and value of school property; (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner; (3) length of school term and enrollment and

attendance by grades; and (4) other items of information as called for by the commissioner.

4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. TREASURER--

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

(The persons who perform the duties of clerk and treasurer need not be members of the school board. The school board by resolution may delegate the duties of clerk and treasurer to persons in the administrative office.)



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

Subject: Renewal of Memberships

Meeting Date: January 3, 2022

Prepared by: Superintendents Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

Annual district memberships are renewed each fiscal year in July. The membership rates are as follows for the 2022-23 school year.

AMSD	\$7,500, member since 2015
CMERDC	\$1,470, member since 1981
MN Rural Education Association (MREA)	\$2,500, member since 2014
MN School Board Association	\$6,088, member for many decades (no record found on start date)
Resource Training and Solution	\$2,097.70, member since 1992
Schools for Equity in Education (SEE)	\$2,613, member since 1979

The Board needs to approve continued membership as they come up for renewal.



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

Subject: Board Committee Assignments

Meeting Date: January 3, 2022

Prepared by: Superintendents Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

Please review the listing of board committees and attached descriptions.

Please come to the meeting prepared to state a preference of which committee(s) you wish to serve on during 2022



ROCKFORD AREA SCHOOLS 2022 SCHOOL BOARD COMMITTEES AND POSITIONS

1. **MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)** - Serve as board representative to the Minnesota State High School League. Receives mailings and usually has state level meeting at MSBA Leadership Conference. For more information, go to www.mshsl.org

2022 Assignment: TBD (2021: Kneeland, Anderson)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

2. **OPERATIONS COMMITTEE** - *Board Chair and Treasurer* serve on this committee with community business representatives, Business Manager and Superintendent. Meets three times per year to review finance and business topics as well as buildings and grounds projects as needed.

2022 Assignment: TBD (2021: Edwards, Gordee)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

3. **CONTINUING EDUCATION COMMITTEE** - Serve as Rockford board representative. The purpose of the committee is to promote professional growth of certified staff. It will also verify Continuing Education Units (CEUs) and requirements for clock hours for relicensure. Meets regularly as needed.

2022 Assignment: TBD (2021: Kneeland, Johnson)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

4. **CURRICULUM ADVISORY SYSTEM ACCOUNTABILITY COMMITTEE** - Serve as board representative on this advisory committee. The purpose of the committee is to provide community input for new initiatives and curriculum instruction. Committee plans to meet two to three times per year; meeting time and location TBD.

2022 Assignment: TBD (2021: Gordee, Praska)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>



ROCKFORD AREA SCHOOLS
2022 SCHOOL BOARD COMMITTEES AND POSITIONS

5. **COMMUNITY EDUCATION ADVISORY BOARD** - Serve as Rockford board representative on committee. The advisory board makes program recommendations to the school board. Meets quarterly, usually in the evening. This committee also includes the ECFE/School Readiness Advisory Committee. Committee meets four times a year as needed in the evening.

2022 Assignment: TBD (2021: Anderson, Kneeland)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

6. **CHAMBER COMMITTEE** - Serve as Rockford School District representative to the Rockford/Greenfield Chamber of Commerce. Meets on a regular bi-monthly basis during the day in Rockford.

2022 Assignment: TBD (2021: Johnson, Anderson)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

7. **LEGISLATIVE/MSBA DELEGATE ASSEMBLY** - Serve as Rockford board legislative liaison for Area 20 with Minnesota School Board Association. May attend regional and state delegate assembly meetings. Delegate Assembly members are elected by mail ballot in summer of odd years for a two-year term (currently 2017-2018 calendar years). For more information, go to www.mnsba.org.

2022 Assignment: TBD (2021: Gordee, Johnson)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

8. **MEEKER & WRIGHT SPECIAL EDUCATION COOPERATIVE (MAWSECO)** - Serve as Rockford representative on MAWSECO governing board. Usually meets monthly in the evening on fourth Tuesday at the MAWSECO building in Howard Lake. For more information, go to www.mawseco.k12.mn.us.

2022 Assignment: TBD (2021: Kneeland, Johnson)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>



ROCKFORD AREA SCHOOLS 2022 SCHOOL BOARD COMMITTEES AND POSITIONS

9. **NORTHWEST SUBURBAN INTEGRATION SCHOOL DISTRICT (NWSISD)** - Serve as Rockford board representative on the NWSISD Governing board. The board usually meets monthly in the evening on third Wednesday during school year at their district office in Brooklyn Park. For more information, go to www.nws.k12.mn.us.

2022 Assignment: TBD (2021: Gordee, Anderson)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

10. **SCHOOLS FOR EQUITY IN EDUCATION (SEE)** - Serve as board representative at General Membership meetings. Day meetings are usually held five to six times during the school year. For more information, go to www.schoolsforequity.org.

MINNESOTA RURAL EDUCATION ASSOCIATION (MREA) - Board members would not need to be a designated district representative for/to MREA. The Board and district leadership would all be subscribed to their weekly e-newsletter, *Insider Briefing* (if they do not opt out). For more information, go to www.mreavoice.org.

Board representatives may be designated to attend their annual conference in Brainerd in November. Also, as board members attend MSBA meetings, there may be other involvement with MREA as well.

2022 Assignment: TBD (2021: Praska, Kneeland)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

11. **DISTRICT STAFF DEVELOPMENT** - Serve as board representative on District Staff Development Committee. Committee meets with the board representative as needed.

2022 Assignment: TBD (2021: Praska, Johnson)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>



ROCKFORD AREA SCHOOLS 2022 SCHOOL BOARD COMMITTEES AND POSITIONS

12. **COMMITTEE AT-LARGE** - Serve as Rockford board representative. The committee meets as needed to discuss items under study such as activities, technology, transportation, food service, student data support, referendum steering committee and other district needs.

2022 Assignment: TBD (2021: Anderson, Kneeland, Gordee)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

13. **ASSOCIATION OF METRO SCHOOL DISTRICTS** - The Board Chair is the board representative to this organization, with the Vice-chair serving as alternate. They meet monthly on the first Friday of the month (August through May) starting at 7 am at the TIES Conference Center. For more information, go to www.asmd.org.

2022 Assignment: TBD (2021: Edwards, Praska)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>

14. **NEGOTIATIONS** - The three board member committee works with Business Manager and Superintendent. We currently have:

- A two-year agreement with School Service Employees Union No. 284 through *June 30, 2022*.
- An two-year agreement with Rockford Public Schools Principal’s Association through June 30, 2022.
- A two-year agreement with Education Minnesota-Rockford *through June 30, 2021*.

2022 Assignment: TBD (2021: Gordee, Johnson, Praska)

<i>Brady Anderson</i>	<i>Amy Edwards</i>	<i>Eric Gordee</i>	<i>Jessica Johnson</i>	<i>Jenny Kneeland</i>	<i>Beth Praska</i>



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

Subject: Delegate Statutory Duties of Clerk to Administrative Staff

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

The Board needs 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. If the board agrees, action is needed.



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

**Subject: Delegate Statutory Duties of Treasurer to the School District
Business Manager**

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information

Briefing

Action

Enclosure Item(s)

The Board needs to delegate the statutory duties of treasurer to the school district business manager. This includes depositing funds of the district in the official depository and preparing the monthly treasurer's report. If the board agrees, action is needed.



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

**Subject: Resolution Authorizing Business Manager to Make Deposits, Pay Expenses,
Invest and Transfer Funds in the Best Interest of the District**

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

The board needs to pass 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. 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 same to be approved by the school board at the next meeting at which payments of claims approved. If the board agrees, action is needed.



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

Subject: Resolution Authorizing the Use of Facsimile Signature on Payroll and Voucher Checks

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

The board needs to pass 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. If the board agrees, action is needed.

2021 Minnesota Statutes

47.41 NEGOTIABLE INSTRUMENTS, FACSIMILE SIGNATURES, DISBURSEMENT OF PUBLIC FUNDS.

Any public officer or other person who is authorized singly or in conjunction with another or others, to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank may authorize the bank to honor any such instrument bearing a facsimile of that person's signature and to charge the same to the account upon which drawn, as fully as though it bore a manually written signature. Instruments so honored shall be wholly operative and binding in favor of the bank although such facsimile signature shall have been affixed without authority of such officer or other person. Any one or more or all of the signatures upon any such instrument may be facsimile as herein provided. As here used "public funds" means funds of the state or of any county, city, town, school district, any political subdivision of the state, or of any commission, board, department or agency of any thereof.

47.42 FACSIMILE SIGNATURES, OFFICER NOT LIABLE.

If the governing body of the depositor political subdivision, or of any commission, board, department or agency thereof, by resolution approves the action of the public officer or other person in the use of such facsimile, and shall have insured the depositor with an insurance company authorized to do business in this state, in such amount and form as the governing body approves, against loss of any public funds withdrawn upon unauthorized use of such facsimile signature, such public officer or other person shall not be personally liable for loss, if any, resulting from the use of any such facsimile signature unless the loss occurs by reason of that person's own wrongful act.



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

Subject: Set Compensation for Board Members

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

State law allows the board to fix compensation for members ([M.S. 123B.09, Subd. 12](#)). Rockford School Board Members currently receive the following compensation:

- \$100 per meeting under 4 hours;
- \$125 per meeting over 4 hours and,
- The board chair receives an additional \$500 per year.

The board needs to set the compensation rate for 2022. If the board agrees, action is needed.

Subd. 12. Board to fix compensation. The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in section [471.665](#). No board member or school district employee shall receive any compensation or benefits based on incentives or other money provided to the school district by or from a source of group insurance coverage referenced in section [471.6161, subdivision 1](#), except for a refund provided under section [123B.75, subdivision 10](#), or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.



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

Subject: Time and Place of Meetings

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information
 Briefing
 Action
 Enclosure Item(s)

Currently the board meets in the Rockford Community Center in rooms 804, 805, and 806 on the third Monday of the month starting at 6:30 pm unless otherwise stated. Please note that the Board has already approved meeting dates through June 2022 at the May 2021 regular board meeting. The official posting place for school board meeting notices is in the bulletin board in the hallway next to the district office. If the board agrees, action is needed to approve the meeting dates as listed below, location as well as the meeting posting place.

2021

July 19, 2021	Work Session - 5:30 p.m.
July 19, 2021	Regular Meeting - 6:30 p.m.
August 16, 2021	Regular Meeting - 6:30 p.m.
August 30, 2021	Work Session - 6:30 p.m.
September 20, 2021	Work Session - 5:30 p.m.
September 20, 2021	Regular Meeting - 6:30 p.m.
October 25, 2021	Work Session - 6:30 p.m.
October 18, 2021	Regular Meeting - 6:30 p.m.
November 15, 2021	Work Session - 5:30 p.m.
November 15, 2021	Regular Meeting - 6:30 p.m.
December 6, 2021	Work Session - 6:30 p.m.
December 20, 2021	Regular Meeting (Truth in Taxation Hearing) 6:30 pm

2022

January 3, 2022	Organizational Meeting - 6:30 p.m.
January 19, 2021	Work Session - 5:30 p.m. (<i>moved due to MLK Jr. Day</i>)

January 19, 2022	Regular Meeting - 6:30 p.m.
February 7, 2022	Work Session - 6:30 p.m.
February 23, 2022	Regular Meeting - 6:30 p.m. (<i>moved due to President's Day</i>)
March 21, 2022	Work Session - 5:30 p.m.
March 21, 2022	Regular Meeting - 6:30 p.m.
April 4, 2022	Work Session - 6:30 p.m.
April 18, 2022	Regular Meeting - 6:30 p.m.
May 16th, 2022	Work Session - 5:30 p.m.
May 16, 2022	Regular Meeting - 6:30 p.m.
June 20, 2022	Regular Meeting - 6:30 p.m.
June 27, 2022	Work Session - 6:30 p.m.



September 24, 2021

Independent School District 883
Rhonda Dean
Superintendent
6051 Ash Street
Rockford, MN 55373

Dear Ms. Dean,

Please accept the following bid from the ***Crow River News*** for legal newspaper designation for School District 883. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2021:

First insertion:	\$15.83 per column inch
Subsequent insertions:	\$9.24 per column inch
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Press & News* website at no additional charge.

The *Crow River News* is published weekly on Thursdays. The deadline is 12:00 p.m. on Monday for publication the following Thursday. Please email legal notices to **publicnotice@apgecm.com**.

Thank you for considering the *Crow River News* as the official newspaper for School District 883 for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'.

Tonya Orbeck
Adams Publishing Group
Legal Notice Department
763-691-6001



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

Subject: **Designate Official Depositories**

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: November 5, 2021

Information Briefing Action Enclosure Item(s)

The official depositories have been the following since 2016--

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

If the board agrees, action is needed.



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

Subject: **Designate Official Legal Counsel**

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

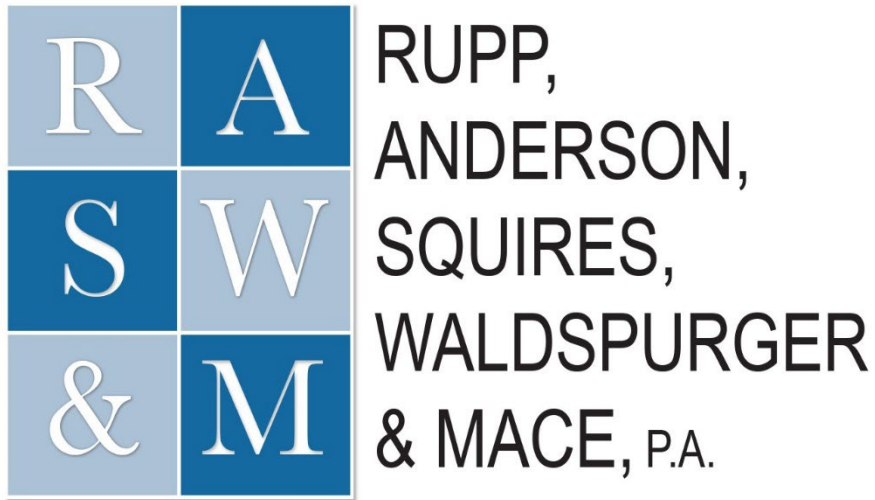
Date Prepared: January 3, 2022

Information Briefing Action Enclosure Item(s)

The board needs to designate official legal counsel for the school district with an option to seek advice outside of area in times of litigation. It is recommended to have firms:

- Kennedy & Graven
- Ratwik, Roszak and Maloney P.A.
- Knutson, Flynn and Deans
- Rupp, Anderson, Squires, Waldspurgen & Mace, P.A

as official legal counsels. Persons authorized to contact legal counsel include the Board Chair, the Superintendent, and the Business Manager of the district. If the board agrees, action is needed.



**333 South Seventh Street, Suite 2800
Minneapolis, MN 55402
P: (612) 436-4300
F: (612) 436-4340
www.raswlaw.com
mick.waldspurger@raswlaw.com**

January 1, 2022

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FIRM BACKGROUND AND AVAILABLE SERVICES

Since 2013, Rupp, Anderson, Squires & Waldspurger, P.A. has been the premier school law firm in Minnesota. Effective January 1, 2022, our name will change to Rupp, Anderson, Squires, Waldspurger & Mace, P.A. (RASWM). The attorneys at our firm have dedicated their careers to working with school districts and other local units of government. The firm's shareholders have roughly 150 years of combined experience serving school districts and other public entities in Minnesota and Wisconsin. In addition to the firm's eight shareholders, the firm employs nine associate attorneys with experience in school law. The firm's office is centrally located in downtown Minneapolis.

RASWM was founded with a common vision and a common commitment. Specifically, the firm is committed to:

- Creative problem solving;
- Tenacious representation of clients;
- Goal-oriented advice;
- Cost-effective service; and
- Timely work product.

The attorneys at RASWM have experience in nearly all areas of school law. The firm does not act as bond counsel for Minnesota school districts, but is otherwise a full-service school law firm with extensive experience in all of the areas of school law. By way of example, but without limitation, the firm's attorneys have experience advising and representing Minnesota school districts in the following areas:

Special Education

- Rights and obligations under the Individuals with Disabilities in Education Act
- Advice and assistance with due process compliance
- Advice and assistance with drafting IEPs and other special education documents
- Discipline issues involving special education students
- Responding to MDE complaints and OCR complaints
- Special education due process hearings and appeals
- Litigation

Human Resources

- Drafting and reviewing employment agreements
- Drafting and reviewing personnel policies and employee handbooks
- Wage and overtime issues (Fair Labor Standards Act)
- Leave issues
- Reasonable accommodations (ADA and Minnesota Human Rights Act)
- Employee dress and hygiene
- Drug and alcohol testing
- Veterans' preference in hiring and firing
- Negotiating collective bargaining agreements

- Interpreting collective bargaining agreements
- Unit clarification hearings
- Grievance arbitration hearings
- Interest arbitration hearings
- Continuing Contract Law
- Employee investigations and discipline
- Responding to charges of discrimination
- Constitutional and civil rights applicable to public employees
- Layoffs and restructuring
- Maltreatment of minor reporting

Business Services

- Contract review, including AIA documents and energy efficiency contracts
- Bid law
- Best value purchasing
- Land purchase and sale
- Eminent domain
- Leases and lease purchase agreements
- Environmental issues
- Recreational use agreements
- Facility Use Agreements
- Transportation laws

Teaching and Learning and Student Services

- Curriculum issues
- Workplace rules governing speech in the classroom
- Professional Development
- Student suspensions and expulsions under the Pupil Fair Dismissal Act
- Constitutional and civil rights applicable to students
- Access to school facilities (Equal Access Act)
- Athletic eligibility and MSHSL hearings
- Responding to requests for educational data
- Student dress
- Pupil fee law issues
- Open enrollment issues
- Responding to parent complaints
- Section 504 of the Rehabilitation Act of 1973

Administration and General School Law

- Board governance and training
- Open Meeting Law compliance
- Data privacy issues, including Minnesota Government Data Practices Act compliance, and responses to data requests and media inquiries
- Policy review
- Contracts and leases
- Joint powers agreements

- Election laws
- School closings
- Constitutional law and civil rights (such as freedom of speech and religion, due process, search and seizure, equal protection, and allegations of discrimination)
- Board member conflicts of interest
- In-services/presentations to school groups
- Investigations
- Community Education issues
- Litigation

ATTORNEYS/QUALIFICATIONS

The following is a list of the attorneys at RASWM and a description of their primary areas of practice related to school districts:

- **Scott Anderson** is a shareholder of RASWM. Scott has spent the last 28 years representing municipal entities of all types throughout the State of Minnesota. Scott has experience in the areas of municipal powers and duties, data privacy and open meeting law, and general civil litigation in state and federal court with an emphasis on land use, employment law, and constitutional law. He received his B.A. from the University of Minnesota and his J.D., *cum laude*, from Hamline University School of Law.
- **Jay Squires** is a shareholder of RASWM. Jay represents school districts, counties, and cities throughout Minnesota and Wisconsin. His primary areas of practice and experience include general municipal and school law, real estate, land use and zoning, condemnation, construction disputes, and municipal litigation, including appellate work. Jay has argued over 50 cases to Minnesota's appellate courts. Jay is a Real Property Specialist certified by the Minnesota State Bar Association and is licensed to practice in both federal and state courts in Minnesota and Wisconsin. Jay received his B.A. from the University of Minnesota, Duluth and his J.D. from William Mitchell College of Law.
- **Michael (Mick) Waldspurger** is a shareholder of RASWM. For over twenty-five years, Mick has been representing school districts in all areas of school law, including labor and employment law, collective bargaining, special education, student discipline, data practices, board governance, and civil litigation. Mick has successfully litigated cases before the Eighth Circuit Court of Appeals, the Federal District Court of Minnesota, the Minnesota Supreme Court, the Minnesota Court of Appeals, Minnesota trial courts, arbitrators, and administrative law judges in special education proceedings. Mick frequently presents at school workshops, training sessions, and state-wide conferences. Mick earned his B.A., *cum laude*, from Knox College and his J.D., *cum laude*, from Marquette University Law School, where he was an Executive Editor of the Marquette Law Review.
- **Amy E. Mace** is a shareholder of RASWM. Amy represents cities, school districts, charter schools, and counties in Minnesota. Her practice includes, but is not limited to, general school law, labor and employment law, special education law, data practices

compliance, Open Meeting Law, and litigation. Amy frequently provides in-service trainings to clients and speaks to professional groups in the areas of her practice. She received her B.A., *magna cum laude*, from the University of Minnesota and her J.D., *magna cum laude*, from the University of Minnesota.

- **Trevor S. Helmers** is a shareholder of RASWM. Trevor practices in all areas of school law, including labor and employment law and civil litigation. Trevor's litigation experience includes lawsuits, arbitration proceedings, and other administrative actions. He earned his B.A. with honors and distinction from Iowa State University, and his J.D., *cum laude*, from the University of Minnesota Law School.
- **John P. Edison** is a shareholder of RASWM. John has devoted his entire legal career to working primarily with school districts and other government entities. As an advocate, John has successfully litigated cases in state and federal court, before the Minnesota Court of Appeals, and before arbitrators and administrative agencies. As an advisor, John works with clients to find practical, cost-effective solutions to a broad range of legal issues, such as open meeting law issues, data privacy matters, investigations, employee discipline matters, and special education disputes. John received a B.A., *summa cum laude*, from the University of North Dakota and his J.D., *summa cum laude*, from the Hamline University School of Law.
- **Elizabeth (Liz) J. Vieira** is a shareholder of RASWM. Her areas of practice include general municipal law, school law, labor and employment law and civil litigation. Prior to joining the firm, Liz served as a judicial law clerk for the Honorable Marilyn Brown Rosenbaum in Hennepin County District Court. She earned her B.A. degree, *magna cum laude*, from the University of Minnesota and her J.D. degree from the University of Minnesota Law School.
- **Kristin C. Nierengarten** is a shareholder of RASWM. Her areas of practice include school law, general municipal law, labor and employment, and civil litigation. She earned her B.A., *cum laude*, from Carleton College, and her J.D., *magna cum laude*, from William Mitchell College of Law.
- **Tessa S. Wagner** is a senior associate attorney. Her areas of practice include general municipal law, school law, labor and employment law, data practices compliance, Open Meeting Law, and student discipline. Tessa earned her B.A. from the University of Wisconsin-Madison and her J.D., *magna cum laude*, from William Mitchell College of Law.
- **Zachary J. Cronen** is a senior associate attorney. His areas of practice include general municipal law, school law, labor and employment, and civil litigation. He earned his B.A. from the University of Minnesota and his J.D., *summa cum laude*, from William Mitchell College of Law.
- **Michael J. Ervin** is a senior associate attorney. His areas of practice include school law, general municipal law, labor and employment law, and civil litigation. He earned his

B.A., *magna cum laude*, from Bethel University and his J.D., *summa cum laude*, from William Mitchell College of Law.

- **Abigail R. Kelzer** is a senior associate attorney. Abbi’s areas of practice include general municipal law, school law, labor and employment, and civil litigation. She received her B.A., with highest honors, from the University of Wisconsin-La Crosse and her J.D., *cum laude*, from the University of Minnesota Law School.
- **Ryan P. Supple** is an associate attorney. His areas of practice include general municipal law, school law, labor and employment law, and civil litigation. Ryan earned his B.A. from the University of Wisconsin–Madison, and graduated *cum laude* from William Mitchell College of Law where he served as an Assistant Editor on the *William Mitchell Law Review*.
- **Marcus B. Jardine** is an associate attorney. His areas of practice include general municipal law, school law, labor and employment, and civil litigation. He earned his B.A. from the University of Prince Edward Island, his M.A. from the University of Victoria, and his J.D., *summa cum laude*, from Mitchell Hamline School of Law.
- **Nathan S. Froemming** is an associate attorney. His areas of practice include school law, general municipal law, labor and employment law, and civil litigation. He earned his B.A., *magna cum laude*, from the University of Minnesota and his J.D. degree from the University of Wisconsin Law School.
- **Katherine (Katie) J. Marshall** is an associate attorney. Her areas of practice include municipal law, school law, labor and employment, environmental law, and land use. Katie earned her B.A. with honors from Earlham College, her M.S. in Geology from Idaho State University, and her J.D. from the University of Minnesota Law School.
- **Jessica M. Anderson** is an associate attorney with Rupp, Anderson, Squires & Waldspurgen, P.A. She practices in all areas of school law. Jessica earned her BA from St. Olaf and her JD from Mitchell Hamline Law School.

PROPOSED LEAD ATTORNEY AND TEAM APPROACH

Mick Waldspurgen will serve as the lead attorney for the District. Although Mick would act as the lead attorney, RASWM represents all of its clients with a team approach. It is our belief that clients receive better service if we work together to ensure that someone in the firm is always available to respond to calls or emails within a reasonable amount of time. It is also more cost-effective to allow us to assign individual projects that may be within one of our attorney’s focus areas. Thus, we consider school districts to be a client of the firm, and not a client of any individual attorney.

We approach our representation of school districts with three goals in mind. First, our advice needs to be sound. Second, our advice needs to be timely. Good advice is not helpful if it does not meet the client's time requirements. Third and finally, our advice needs to be cost-effective.

MISCELLANEOUS BACKGROUND

RASWM is located in the SPS Tower in downtown Minneapolis. The office is equipped with conference rooms capable of hosting mediations, depositions, arbitrations, and meetings. The firm utilizes a state-of-the-art computer network and modern case management software. Each attorney in the firm can connect to the firm's entire case management system from any location that has internet access. Attorneys regularly use electronic resources, including Westlaw, to conduct cost-effective legal research. The firm also has convenient access to the vast resources that are available at the Hennepin County Law Library.

The attorneys at RASWM keep up-to-date and current in the law that affects school districts. We subscribe to services and belong to multiple professional organizations that keep us abreast of new developments in the law. We also attend seminars and trainings, and we frequently provide training to our clients.

We are fully internet-integrated. Our systems are compatible with Microsoft Office products and many other commonly used programs and platforms.

STATEMENT OF CONFLICTS

No attorney at RASWM has ever been disciplined for a violation of ethical rules. No attorney at the firm has ever been found to have committed malpractice. There have been no claims of professional malpractice brought against any attorney at the firm. RASWM will ensure that all attorneys providing legal services to the school are properly licensed, are in good standing, and are covered by professional liability insurance.

When new matters come into the office, the firm's attorneys consult one another and run a conflict check to assure that no conflict of interest exists. In the event of a potential conflict of interest, the firm will promptly notify each client or prospective client. In the event our firm's relationship with an existing client could be materially limited by our relationship with a prospective client, we will not represent the prospective client. The firm does not represent parents, students, or other individuals who could have a conflict of interest with a school district.

FEES

The firm would not require the District to pay a retainer. The firm charges the following hourly rates for services rendered:

Shareholder	\$255.00
Sr. Associate	\$225.00

Associate	\$210.00
Clerk	\$120.00
Paralegal	\$120.00

The firm’s billing statements are itemized to include descriptions of billable work performed. The firm reviews its rates on an annual basis and reserves the right to adjust its rates annually based on market factors.

Attorney time and billable staff time, including time spent on telephone calls and e-mail correspondence, is billed for actual time incurred in 1/10 hour (six minute) increments. For example, a ten minute phone call would be billed at 1/5 of an hour, or 12 minutes.

In addition to the hourly rate, RASWM bills for the actual costs and expenses the firm incurs in representing clients, including, but not limited to, the actual cost of any long distance telephone calls, the prevailing IRS rate for mileage, the cost of reasonable meals when providing services outside the office during a meal period, and the cost of electronic research. RASWM also bills for photocopies at the rate of twenty cents per page. The firm does not charge for clerical or administrative support services, unless the assistance of clerical support is needed to make a transcript. Costs incurred in making a transcript would be discussed with the District in advance and, if billed to the District, would be billed at a rate of \$50 per hour.

REFERENCES

- Superintendent Daniel Bittman, Independent School District No. 728, Elk River, Otsego, Rogers, Zimmerman, (763) 241-3401. Mick Waldspurger has been representing Elk River Public Schools for more than fifteen years.
- Superintendent Matt Schoen, Independent School District No. 879, Delano, (763) 972-3365. Mick Waldspurger has been representing the Delano School District for more than fifteen years.
- Superintendent Daron VanderHeiden, Independent School District No. 423, Hutchinson, (320) 234-2601. Mick Waldspurger has been representing the Hutchinson School District for more than fifteen years.
- Superintendent Wayne Kazmierczak, Independent School District No. 624, White Bear Lake Area Schools, (651) 407-7563. Mick has been representing the White Bear Lake Area Schools for more than ten years.
- Superintendent Ben Barton, Independent School District No. 477, Princeton, (763) 389-6181. Mick Waldspurger has been representing the Princeton School District for approximately ten years.

- Superintendent Dean Jennissen, Independent School District No. 2144, Chisago Lakes, 651-213-2000. Mick Waldspurger has been representing the Chisago Lakes School District for more than three years.

Additional references are available upon request. RASWM works with more than 150 educational entities, including public school districts, education districts, special education cooperatives, and charter schools. RASWM is also on the approved list of law firms for all major insurance companies that issue policies to educational entities in Minnesota.

Respectfully Submitted:

**RUPP, ANDERSON, SQUIRES,
WALDSPURGER & MACE, P.A.**

Michael J. Waldspurger



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

Subject: Resolutions Supporting RAS Safe Routes to Schools plan infrastructure grant application and funding

Meeting Date: January 3, 2022

Prepared by: Superintendent’s Office

Date Prepared: January 3, 2022

Information

Briefing

Action

Enclosure Item(s)

Resolution Supporting Rockford Area Schools Safe Routes to School (SRTS) Plan infrastructure grant application and funding.

Whereas, Rockford area schools will be applying for a grant from the MnDOT SRTS Infrastructure grant program to improve safety and walkability/biking by connecting and extending the walking paths to the North and East school entrance and the Back of the Middle School.

Whereas, project plans are in design and Rockford areas schools will partner with Wright County as program sponsor for administrative aspects of the project and ensuring that the project is completed in conformance with State and Federal Standards.

Whereas, the SRTS Infrastructure grant is a 100% match between \$50,000-\$500,000 with exception of any Engineering plan cost.

Whereas, improving safety along the Rockford Middle School Ash Street sidewalk will significantly enhance the safety and mobility by connecting this important school walking/biking corridor for students as well as pedestrians.

NOW, THEREFORE BE IT RESOLVED:

1. Rockford Area Schools supports the submittal of the SRTS application for construction of the proposed Rockford Middle School sidewalk project and if approved will partner with Wright County as project sponsor and continue to own and maintain such improvements.

Resolution Supporting Rockford Area Schools Safe Routes to School (SRTS) Plan infrastructure grant application and funding.

Whereas, Rockford area schools will be applying for a grant from the MnDOT SRTS Infrastructure grant program to improve safety and walkability/biking by connecting and extending the walking paths to the North and East school entrance and the Back of the Middle School.

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Whereas, improving safety along the Rockford Middle School Ash Street sidewalk will significantly enhance the safety and mobility by connecting this important school walking/biking corridor for students as well as pedestrians.

NOW, THEREFORE BE IT RESOLVED:

1. Rockford Area Schools supports the submittal of the SRTS application for construction of the proposed Rockford Middle School sidewalk project and if approved will partner with Wright County as project sponsor and continue to own and maintain such improvements.

Adopted January 3, 2022

Rockford Area Schools

Board Chair

Board Clerk



**Wright County
Highway Department**

3600 Braddock Ave NE
Buffalo, MN 55313

Ph: (763)682-7383
Fax: (763)682-7313

VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engr.

STEVE MEYER
Maintenance
Superintendent

JEREMY CARLSON, P.L.S.
Right-of-Way Agent

SARA BUERMANN, P.E.
Traffic Engineer

December 27, 2021

Denise Willenbring, SRTS Team Lead
6051 Ash Street
Rockford, MN 55373

RE: SRTS Grant Application

Dear Ms. Willenbring,

Wright County staff support the safety improvements proposed by the Rockford School District as a candidate for Safe Routes to School funding.

The proposed sidewalk extensions will create important connections to the school campus and promote safer routes to school by improving and enhancing the walking paths to the school entrances.

Wright County supports the school district's efforts to increase the number of students and citizens willing to use the walking facilities by improving safety for all modes of transportation along these important corridors. This project is a worthy candidate for the Safe Routes to School Funding.

If approved, the Wright County Highway Department is prepared to be involved with the contract advertising, bid letting, and administrative aspects of the project, as well as ensuring that the project is completed in conformance with appropriate State and Federal standards.

Sincerely,

Sara Buermann, PE
Traffic Engineer

Cc: Virgil Hawkins, PE Wright Co Highway Engineer
Chad Hausmann, PE Wright Co Assistant Highway Engineer
Rhonda Dean, Rockford School Superintendent
James Leuer, School Grounds Manager
Ivonne Padilla, Rockford School Administrative Assistant
Dan Madsen, Rockford City Administrator
Steve Hegland, Rockford City Engineer

An aerial photograph of Rockford Middle School. The school building is a large, dark-roofed structure with multiple wings. To the left of the building is a large parking lot filled with cars. Further left is a baseball field. To the right of the building is a grassy area with a smaller parking lot. A red line is drawn on the image, starting from the top right of the school building, following the road to the right, and then curving back to the bottom right. A blue graduation cap icon is placed on the road to the right of the school building. The text "Rockford Middle School" is overlaid in white with a black outline.

Rockford Middle School



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

Subject: New Policy 491 - COVID-19 Vaccination Emergency Temporary Standard

Meeting Date: January 3, 2022

Prepared by: Superintendent's Office

Date Prepared: January 3, 2022

Information

Briefing

Action

Enclosure Item(s)

Attached is the proposed policy 491 we will need to put in place in the case of implementation of the OSHA Emergency Temporary Standards (ETS) regarding vaccine or test mandate for employees with 100 or more employees.



Adopted: 1/03/22

491 COVID 19 VACCINATION, TESTING AND FACE COVERINGS

I. PURPOSE

The school district has adopted this policy on COVID 19 vaccination or testing and face coverings to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration’s (“OSHA”) Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) (“ETS”).

II. DEFINITIONS

For purposes of this policy, the following definition applies:

A. “Fully vaccinated” means:

- i. A person’s status 2 weeks after completing primary vaccination with a COVID–19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
 - a. Approved or authorized for emergency use by the U.S. Food and Drug Administration (“FDA”);
 - b. Listed for emergency use by the World Health Organization (“WHO”);
or
 - c. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID–19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID–19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
- ii. A person’s status 2 weeks after receiving the second dose of any combination of two doses of a COVID– 19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a



heterologous primary series of such vaccines, receiving doses of different COVID–19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose

B. **“COVID-19 test”** means a test for SARS-CoV-2 that is:

- i. Cleared, approved, or authorized, including in an Emergency Use Authorization (“EUA”), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);
- ii. Administered in accordance with the authorized instructions; and
- iii. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the school district.

C. **“Face covering”** means a covering that:

- i. Completely covers the nose and mouth;
- ii. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- iii. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- iv. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- v. is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the noncloth material allowing light to pass through,



otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

III. SCOPE

- A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the school district or its employees could be subject to sanctions for noncompliance with the ETS. This school district will not enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the school district.
- B. **Application to All Employees.** This policy applies to all employees of the school district, except for employees who do not report to a workplace where other individuals (such as students, coworkers, or visitors) are present; employees while working from home; and employees who work exclusively outdoors.
- C. **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered school district employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.
- D. **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other school district policy or procedure, this policy will be followed.

IV. VACCINATION

- A. **Employee Choice.** The school district is not imposing a vaccine mandate for its employees in order to comply with the requirements of the ETS. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated by February 9, 2022 will be subject to the weekly testing and face covering requirements of this policy until they become fully vaccinated. The face covering requirements set forth in this policy will begin on January 10, 2022 or when the face covering requirement in the ETS is legally enforceable against the school



district, whichever occurs later. Weekly testing requirements set forth in this policy will begin on February 9, 2022 or when the testing requirements set forth in the ETS become legally enforceable against the school district, whichever occurs later.

- B. **Deadlines.** To be considered fully vaccinated by February 9, 2022, an employee must receive the final dose of a primary COVID-19 vaccination by no later than January 26, 2022.

- C. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through Minnesota’s COVID-19 Response webpage at:
<https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>.

- D. **Time to Receive Vaccination.** The school district will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee’s regular rate of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.
 - i. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the school district expects that employees will schedule vaccination appointments in a way that minimizes the need to be absent from work.
 - ii. Employees who take longer than four hours to get the vaccine must contact their supervisor immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose.
 - iii. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.



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- iv. The school district will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.
- E. **Time for Recovery.** The school district will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.
- i. The school district will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the school district’s established procedures for requesting a medical leave.
 - ii. Employees who have available accrued sick leave or paid time off (“PTO”) will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose for absences from regularly scheduled work days, if necessary for the employee to recover from side effects.
 - iii. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
 - a. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness.
 - b. If an employee does not have sufficient accrued sick leave to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The school district will provide up to two days of paid sick leave immediately following each dose for absences from regularly scheduled work days, if necessary for the employee to recover from side effects.

V. REPORTING VACCINATION STATUS

- A. **Obligation to Report.** All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section.



Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the school district by the deadline set forth by school district administration. This deadline will be based on the date the ETS will be legally enforceable against the school district. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.

- B. **Reporting.** The superintendent will be responsible for developing a system through which employees will report their vaccination status.
- C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.
 - i. Acceptable “proof of vaccination status” includes:
 - a. The record of immunization from a health care provider or pharmacy;
 - b. A copy of a COVID-19 Vaccination Record Card;
 - c. A copy of medical records documenting the vaccination;
 - d. A copy of immunization records from a public health, state, or tribal immunization information system; or
 - e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
 - ii. Proof of vaccination generally should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances, the school district will still accept the state immunization record as acceptable proof of vaccination



- iii. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.
- iv. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.
- v. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:
 - a. Attesting to the employee’s vaccination status (fully vaccinated or partially vaccinated);
 - b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
 - c. Including the following language in the attestation: “I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their



vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act (“OSH Act”). Employees who violate those laws may be subject to criminal penalties.

- F. **Recordkeeping.** The school district will maintain a roster of each employee’s vaccination status and maintain records of acceptable proof of vaccination for each employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

VI. FACE COVERINGS

- A. **Mandatory if Not Fully Vaccinated.** Beginning January 10, 2022 or when the ETS is legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must wear a face covering over their nose and mouth while indoors at school or while in a school vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).

- B. **Exceptions to Face Covering Requirement.** Any employee who is not fully vaccinated does not have to wear a face covering:

- i. When the employee is alone in a room with floor to ceiling walls and a closed door;
- ii. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
- iii. When the employee is wearing a “respirator” or “facemask”, as defined by the ETS;
- iv. Where the school district has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)



- C. **Cost for Face Coverings.** Employees are generally responsible for acquiring their own face coverings. The school district will not pay or reimburse employees for any costs associated with acquiring their own face coverings.

VII. COVID-19 TESTING

- A. **Test Requirement.** Beginning February 9, 2022 or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:

- i. Must be tested for COVID-19 at least once every seven days; and
- ii. Must provide documentation of the most recent COVID-19 test result to the school district no later than the seventh day following the date on which the employee last provided a test result.

The superintendent is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

- B. **Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

- i. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
- ii. Must provide documentation of that COVID-19 test result to the school district in the manner to be determined by the superintendent upon return to the workplace.

- C. **Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

- D. **Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.



- E. **Record of Testing.** The school district will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.
- F. **Cost of Testing.** The school district will not pay or reimburse employees for any costs associated with COVID-19 testing.
- G. **Availability of Testing.** Employees may schedule their own testing appointments. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

- A. **Reporting and Removal from Workplace Following Positive Test.** Regardless of an employee’s vaccination status:
 - i. The school district requires all employees to promptly notify the District Nurse when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
 - ii. The school district will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider and keep the employee removed until the employee:
 - a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;
 - b. Meets the return to work criteria in CDC’s “Isolation Guidance”; or
 - c. Receives a recommendation to return to work from a licensed healthcare provider.
- B. **Return to Work after Positive Test.** Under CDC’s “Isolation Guidance,” all employees, regardless of vaccination status, may return to work once 10 days have passed since the positive test so long as:



- i. The employee has no symptoms or the employee’s symptoms are resolving after 10 days; and
- ii. If an employee has a fever, the employee should continue to isolate until the fever resolves.

If the CDC’s Isolation Guidance changes following the adoption of this policy, the school district will follow the then-current version of the guidance for purposes of this policy.

- C. **Exposure to COVID-19.** Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the school district’s overall COVID-19 mitigation strategy.

IX. NEW HIRES

- A. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.
- B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee’s first day of work.

X. EXEMPTIONS

- A. **Accommodations.** An Employee may be entitled to a reasonable accommodation from the school district if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
- B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to Erin Raukar, Director of Human Resources at rauikare@rockford.k12.mn.us.



- C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by school administration.

XI. QUESTIONS

Questions regarding this policy should be directed to:

Rhonda Dean
Superintendent
6051 Ash Street Rockford, MN 55373
763-477-9165
deanr@rockford.k12.mn.us

XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES

- A. **Dissemination of Policy.** The superintendent will distribute a copy of this policy to all employees via the school district's e-mail system following its adoption.
- B. **Other Required Disclosures to Employees.** The ETS requires the school district to provide the following information to employees:

The full text of OSHA's ETS is available online at:

<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the school district from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the school district from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for



Rockford Area School District #883 – Policy 491

filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

RASW: 202172