ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for May 16, 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. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
   - A. Consent -- Approval of Minutes 3
   - B. Consent -- Personnel 8
   - C. Consent -- Approval of Bills and Wire Transfers 9
   - D. Consent -- Approval of Open Enrollments 24
5. **HIGH STUDENT ACHIEVEMENT**
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   - C. Resolution to Certify Listing of Graduates 47
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6. **SAFE AND WELCOMING ENVIRONMENT**
   - A. Joint Powers/Lease Agreement between Rockford Area Schools and the City of Rockford 55
   - B. Abatement Bond Project Update 63
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   - G. Resolution to Authorize Interim Business Manager to Make Deposits, Pay Expenses, Invest, and Transfer Funds in the best interest of the district 198
8. **EFFICIENT & EFFECTIVE OPERATIONS**
   - A. Policy 503R 199

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G. RHS Handbook 2022-2023 316
H. Galaxy Handbook 2022-2023 341
I. Early Childhood Handbook 2022-2023 369

9. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**

A.

- Special Meeting of the Board of Education: Monday, June 6, 2022, in the Heritage Room at 11 am. The purpose of the meeting is to award a contract for an Abatement Bond Project.
- Regular Meeting of the Board of Education: Monday, June 20, in the Rockford Community Center.
- Work Session: Wednesday, June 22 in the Rockford Community Center. This is a closed session to discuss Superintendent's goals

B. Board Committee Updates

10. **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

Independent School District #883

Regular School Board Meeting

April 18, 2022

Chair Edwards called the meeting to order at 6:30 p.m.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Board Roll Call

Members present: *Anderson, Edwards, Gordee, Johnson, and Kneeland. Board Member Beth Praska was absent.* Also present were *Superintendent Rhonda Dean, Community Education Director Melissa Joseph, REAMS Principal Brenda Nyhus, Activities Director Dan Pratt, Choir Teacher Miriam Augsburger, Band Teacher Jerald Ferdig, RMS-CES STEM Coordinator Jamie Madson, and RMS-CES Interim Principal Rob Danneker.*

APPROVAL OF AGENDA

Motion by Anderson, seconded by Gordee to approve the agenda as presented. Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSENT ITEMS

Motion by Gordee, seconded by Kneeland to approve the consent items as presented. Motion carried unanimously.

- ***Minutes:***
  March 21, 2022 Regular Meeting
  March 21, 2022 Work Session

- ***Personnel:***

Status	First Name	Last Name	Position	Date(s)
Hire	Joe	Ramstad	Agriculture Teacher	2022-2023
Resignation	Janis	Walkup	Speech Language Pathologist	3/24/2022
Resignation	Kevin	Keller	Director of Teaching and Learning	6/30/2022
Hire	Jeff	Knute	MS Softball Coach	4/18/2022
Resignation	Lana	Halldorson	Paraprofessional REAMS	6/3/2022
Resignation	Shawn	Weddel	8th Grade Science Teacher - RMS	6/30/2022

- ***Bills and Wire Transfers:***

March 2022 (listing attached)

Fund 01	$1,354,249.22
Fund 02	$91,238.30
Fund 04	$12,664.69
Fund 07	$0.00
Fund 21	$9,361.17
Fund 45	$20.83
Total:	$1,467,534.21

Note: Reconciled as of 4/1/2022 by Tanley Lego, Business Manager

- ***Open Enrollments:***

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	NR/OE

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	NR/OE
5	Delano	879	3/1/2022	NR
11	Osseo	279	4/11/2022	NR
2	Buffalo	877	4/1/2022	NR
3	Buffalo	877	4/1/2022	NR

HIGH STUDENT ACHIEVEMENT

- **Deep Portage Field Trip -** Jamie Madson presented information regarding the Deep Portage trip for 6th grade students on September 26-28, 2022. *Motion by Johnson, seconded by Kneeland to approve the Deep Portage Trip for 6th graders in September 2022. Motion passed unanimously.*

- **Anaheim Choir and Band Trip Overview -** Ms. Ausburguer and Mr. Ferdig gave a report on the choir and band trip to Anaheim. Sixty-three students and six chaperones attended the trip.

- **REAMS Principal Report** - Principal Nyhus presented a report regarding the REAMS Heart Challenge. REAMS students raised $18,100 during the fundraiser this year. REAMS Phy Ed Teacher Randy Griffith and REAMS 4th grade student Treynor Smith shared information about the REAMS Heart Challenge. Treynor Smith was presented with a Top Fundraiser banner. Principal Nyhus also shared information regarding SIP goals and how they are being implemented in the building.

SAFE AND WELCOMING ENVIRONMENT

- **Rockford Community Education Update** - Ms. Joseph presented a report on winter CE programming; summer registration is open now; the summer brochure will be out by the end of April. Ms. Joseph also reported the rentals are increasing again and gave an update on the Community Expo.
- **Staff Recognition Program 2022** - Superintendent Dean presented information on the Staff Recognition program, which recognizes district employees that are retiring, that have 5, 10, 15, 20, 25, and 30 years of service, as well as the STAR Awards, the LEEA Award, and the ESSA Award.

  Gordee motioned to approve the staff recognition program as presented. Kneeland seconded. Motion passed unanimously.

  Board Members Johnson, Anderson and Kneeland will participate in the Selection Committee, collaborating with Superintendent Dean.

FISCAL RESPONSIBILITY

Johnson motioned, seconded by Anderson, to approve the following resolution as presented:

- **Resolution of Acknowledgement of Contributions/Donations**

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

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

Donor	Amount	Fund
Anna Heebl	$2,300.00	RHS Band Department--new percussion equipment in memory of JD Ramirez (Rockford Class of 1997)
Half Price Books	5 boxes of books	REAMS Classroom Libraries
Medtronic	$800.00	RHS Robotics
Medtronic	$200.00	RHS Robotics
Denise Willenbring & Jeff Litfin	$1,000.00	DECA
Rocket Boosters	$2,000.00	DECA

On a roll call vote, the following voted in favor: Gordee, Johnson, Kneeland, Edwards and Anderson. The following voted against: None. Board Member Praska was absent.

Whereupon said resolution was declared duly passed and adopted.

- **Student and Event Worker fees** - Dan Pratt presented a proposal for the board to approve the student fees for the 2022-23 school year as well as the fees for the events workers.

  Motioned by Gordee seconded by Johnson to approve the student fees. Motion carried unanimously.

  Motioned by Gordee seconded by Johnson to approve the event worker rates. Motion carried unanimously.

EFFICIENT AND EFFECTIVE OPERATIONS

- **Policies 503R** - Superintendent Dean presented the policy for the first reading and the Board discussed Policy 503R.
- **District Parent-Student Handbook 2022-2023:** Superintendent Dean presented the changes for the parent-student handbook for the 2022-23 school year. The handbook will be presented for approval at the May 16 board meeting.
- **REAMS Staff Handbook 2022-2023:** Superintendent Dean presented the changes for the staff handbook for the 2022-23 school year. The handbook will be presented for approval at the May 16 board meeting.
- **RMS-CES Staff Handbook 2022-2023:** Superintendent Dean presented the changes for the staff handbook for the 2022-23 school year. The handbook will be presented for approval at the May 16 board meeting.
- **RHS Staff Handbook 2022-2023:** Superintendent Dean presented the changes for the staff handbook for the 2022-23 school year. The handbook will be presented for approval at the May 16 board meeting.
- **Galaxy Staff and Parent-Student Handbook 2022-2023:** Superintendent Dean presented the changes for the staff and parent-student handbook for the 2022-23 school year. The handbook will be presented for approval at the May 16 board meeting.

- **Early Childhood Staff and Parent-Student Handbook 2022-2023:** Superintendent Dean presented the changes for the staff and parent-student handbook for the 2022-23 school year. The handbook will be presented for approval at the May 16 board meeting.

BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS

The Board and Superintendent gave updates on their committee assignments and events attended.

- Kneeland - no committee updates, completed Phase 3 School Board Training
- Anderson - attended Community Expo
- Johnson - MAWSECO meeting, attended Community Expo
- Gordee - attended Community Expo, Northwest Suburban meeting regarding transportation
- Edwards - Pre-meeting with Superintendent Dean and co-chair, AMSD meeting, attended Community Expo
- Praska - Pre-meeting with Superintendent and Chair. Not present to share any other committee updates
- Superintendent Dean - pre-meeting with the board chair and co-chair, AMSD meeting, MAWSECO, MASA meeting, STRIVE meeting, Robotics competition, Safe Schools meeting, interviewing for HR Director, received rating document from PMA, had First Responders tour the buildings, attended First Grade concert.

Johnson motioned to adjourn the meeting at 8:30 p.m. Kneeland seconded. Motion carried unanimously.

Christa Larson
Recorder

Jessica Johnson
Clerk

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Consent Personnel

Meeting Date:May 16, 2022

Prepared By: Superintendent's Office

Date Prepared: May 16, 2022

	Information		Briefing	X	Action		Enclosure Item(s)

Personnel Items:

Status	First Name	Last Name	Position	Date(s)
Retirement	Ruth	Durand	Special Ed Teacher	4/22/2022
Retirement	Judy	Peterson	Paraprofessional	6/6/2022
Hire	Derek	Bratsch	RHS Math Teacher	2022-2023
Hire	Rob	Danneker	Director of Teaching and Learning	07/01/2022
Hire	Julia	Hensel	LT Substitute 4th Grade	5/2/2022-6/3/2022
Hire	Chuck	Herdegen	Interim Business Manager	5/19/2022
Hire	Paul	Warzecha	Principal RMS-CES	07/01/2022
Hire	Mike	McNulty	Business Manager	07/01/2022
Hire	Nina	Robin-Carmichiel	REAMS Paraprofessional	5/11/22
Hire	Erin	Pollock	REAMS Paraprofessional	5/11/22
Hire	Miranda	Harrison	Director of Human Resources	6/6/2022
Hire	Courtney	Fogarty	RHS Science Teacher	2022-2023
Hire	Richard	Kline	RCC Instructor	5/10/2022
Hire	Lindsey	Condon	RCC Student Worker	5/10/2022
Hire	Ana	Jankowski	RCC Student Worker	5/10/2022
Resignation	Tanley	Lego	Business Manager	5/20/2022
Resignation	Rob	Danneker	POSA	6/30/2022
Resignation	Lindsay	Wurm	Special Ed Teacher	6/6/2022
Resignation	Jackelyn	Bekius	REAMS Counselor	6/6/2022
Non-Renewal	Susan	Littlefield	ADSIS	6/6/2022
Non-Renewal	Emily	Matheson	3rd Grade Teacher	6/6/2022
Non-Renewal	Brian	Fredine	RHS Math Teacher	6/6/22

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Consent Bills and Wires in April 2022

Meeting Date: May 16, 2022

Prepared by: Tanley Lego

Date Prepared: May 11, 2022

x	Information		Briefing	X	Action	x	Enclosure Item(s)

April 2022 (listing attached)

Fund 01	$1,444,919.18
Fund 02	$85,626.58
Fund 04	$16,631.27
Fund 07	$0.00
Fund 21	$16,858.24
Fund 45	$20.83
Total:	$1,564,056.10

Note: Reconciled as of 5/11/2022 by Tanley Lego, Business Manager

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55719	AS2	1	1269		T-MOBILE	202210	0883	7906	0.00	1,260.00
											0883	55721	AS2	1	1215		XCEL ENERGY	202210	0883	7906	0.00	23,352.00
											0883	55722	AS2	1	1230		RATWIK, ROSZAK & MA	202210	0883	7906	0.00	6,339.00
											0883	55722	AS2	1	1230		RATWIK, ROSZAK & MA	202210	0883	7906	0.00	90.56
											0883	55723	AS2	1	7981		AT&T MOBILITY	202210	0883	7906	0.00	38.23
											0883	55724	AS2	1	1006		NORTHWEST SUBURB	202210	0883	7906	0.00	3,962.50
											0883	55725	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	25.00
											0883	55725	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	35.00
											0883	55725	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	45.00
											0883	55725	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	45.00
											0883	55725	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	95.00
											0883	55725	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	305.95
											0883	55725	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	35.00
											0883	55726	AS2	1	1180		CENTERPOINT ENERG	202210	0883	7906	0.00	11,143.04
											0883	55726	AS2	1	1180		CENTERPOINT ENERG	202210	0883	7906	0.00	419.95
											0883	55726	AS2	1	1180		CENTERPOINT ENERG	202210	0883	7906	0.00	293.73
											0883	55726	AS2	1	1180		CENTERPOINT ENERG	202210	0883	7906	0.00	423.43
											0883	55726	AS2	1	1180		CENTERPOINT ENERG	202210	0883	7906	0.00	1,121.47
											0883	55727	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7906	0.00	717.43
											0883	55727	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7906	0.00	10.71
											0883	55727	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7906	0.00	86.02
											0883	55727	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7906	0.00	476.95
											0883	55728	AS2	1	1489	Remit	SCHOOL SPECIALTY	202210	0883	7906	0.00	72.07
											0883	55729	AS2	1	1812	remit	WRIGHT COUNTY FINA	202210	0883	7906	0.00	43,764.00
											0883	55730	AS2	1	2208		TECH/CHECK	202210	0883	7906	0.00	70.00
											0883	55731	AS2	1	2216		MENARDS INC	202210	0883	7906	0.00	596.52
											0883	55731	AS2	1	2216		MENARDS INC	202210	0883	7906	0.00	167.87
											0883	55732	AS2	1	4155		REGION 4A	202210	0883	7906	0.00	100.00
											0883	55733	AS2	1	4325		INSTITUTE FOR MUTI S	202210	0883	7906	0.00	6,375.00
											0883	55734	AS2	1	4335		4 POINT 0 SCHOOL SEI	202210	0883	7906	0.00	89,401.08
											0883	55735	AS2	1	4639		MENARDS MAPLE GRO	202210	0883	7906	0.00	27.85
											0883	55736	AS2	1	4719		TRACTOR SUPPLY CRE	202210	0883	7906	0.00	44.45
											0883	55736	AS2	1	4719		TRACTOR SUPPLY CRE	202210	0883	7906	0.00	127.95
											0883	55737	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7906	0.00	194.39
											0883	55737	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7906	0.00	445.00
											0883	55737	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7906	0.00	791.88
											0883	55738	AS2	1	6122		ANDYMARK, INC.	202210	0883	7906	0.00	115.50
											0883	55739	AS2	1	6183		BUFFALO GUN CLUB, I	202210	0883	7906	0.00	102.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55740	AS2	1	6356		MITEL NETSOLUTIONS	202210	0883	7906	0.00	3,466.65
											0883	55743	AS2	1	6437		TASC	202210	0883	7906	0.00	2.25
											0883	55744	AS2	1	6623		ADVANCED IMAGING S	202210	0883	7906	0.00	5,718.00
											0883	55746	AS2	1	7545		TEACHERS ON CALL	202210	0883	7906	0.00	6,580.07
											0883	55747	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	80.00
											0883	55747	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	30.00
											0883	55748	AS2	1	7738	REMI	GRANITE TELECOMMU	202210	0883	7906	0.00	715.73
											0883	55749	AS2	1	7873		ON SITE COMPANIES, I	202210	0883	7906	0.00	110.00
											0883	55749	AS2	1	7873		ON SITE COMPANIES, I	202210	0883	7906	0.00	458.57
											0883	55749	AS2	1	7873		ON SITE COMPANIES, I	202210	0883	7906	0.00	678.57
											0883	55750	AS2	1	8333		HERDEGEN, CHARLES	202210	0883	7906	0.00	383.76
											0883	55750	AS2	1	8333		HERDEGEN, CHARLES	202210	0883	7906	0.00	5,362.50
											0883	55751	AS2	1	8346	remit	ROBERT HALF	202210	0883	7906	0.00	630.00
											0883	55752	AS2	1	8361		KAMIDA CONCRETE CO	202210	0883	7906	0.00	4,925.00
											0883	55753	AS2	1	8397		HEIDI'S GROWHAUS &	202210	0883	7906	0.00	1,031.65
											0883	55754	AS2	1	8400		LUCKETT, STEPHANIE	202210	0883	7906	0.00	105.00
											0883	55755	AS2	1	8401		BOWEN, RAYNA	202210	0883	7906	0.00	450.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	731.96
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	76.94
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	229.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	257.19
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	79.92
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	4.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	1,054.32
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	220.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	113.57
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	519.84
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	203.85
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	10.73
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	99.70
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	749.86
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	270.58
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	219.22
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	107.34
											0883	55758	AS2	1	1394		MBNA/BUSINESS CARD	202210	0883	7906	0.00	149.90
											0883	55760	AS2	1	1492		ADAM'S PEST CONTRC	202210	0883	7906	0.00	54.50
											0883	55761	AS2	1	1933		SCSU - SENIOR TO SOI	202210	0883	7906	0.00	3,300.00
											0883	55761	AS2	1	1933		SCSU - SENIOR TO SOI	202210	0883	7906	0.00	3,300.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55761	AS2	1	1933		SCSU - SENIOR TO SOI	202210	0883	7906	0.00	3,300.00
											0883	55762	AS2	1	4613		KENNEDY AND GRAVEI	202210	0883	7906	0.00	752.00
											0883	55762	AS2	1	4613		KENNEDY AND GRAVEI	202210	0883	7906	0.00	4,094.00
											0883	55763	AS2	1	5322		PEBBLE CREEK GOLF (	202210	0883	7906	0.00	300.00
											0883	55764	AS2	1	5512		RUND, DAWN	202210	0883	7906	0.00	165.00
											0883	55765	AS2	1	5533		FISHING KLINICS FOR I	202210	0883	7906	0.00	550.00
											0883	55766	AS2	1	5795	remit	MEDCO SURGICAL SUI	202210	0883	7906	0.00	2,012.56
											0883	55768	AS2	1	5825	remit	WARD'S SCIENCE	202210	0883	7906	0.00	62.32
											0883	55769	AS2	1	7545		TEACHERS ON CALL	202210	0883	7906	0.00	8,688.69
											0883	55770	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	80.00
											0883	55770	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	80.00
											0883	55770	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	30.00
											0883	55771	AS2	1	8253		VITALSIGNS	202210	0883	7906	0.00	4,275.00
											0883	55772	AS2	1	8399		AMPION PBC	202210	0883	7906	0.00	189.67
											0883	55773	AS2	1	8402		REPUBLIC SERVICES, I	202210	0883	7906	0.00	2,119.85
											0883	55774	AS2	1	1007		CMERDC	202210	0883	7906	0.00	3,198.00
											0883	55775	AS2	1	1039		MINNESOTA ELEVATOF	202210	0883	7906	0.00	442.84
											0883	55776	AS2	1	1057		HILLYARD	202210	0883	7906	0.00	35.56
											0883	55776	AS2	1	1057		HILLYARD	202210	0883	7906	86.28	0.00
											0883	55776	AS2	1	1057		HILLYARD	202210	0883	7906	0.00	97.02
											0883	55776	AS2	1	1057		HILLYARD	202210	0883	7906	0.00	49.48
											0883	55777	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	67.70
											0883	55777	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	15.00
											0883	55777	AS2	1	1091		SCHMITT MUSIC CENT	202210	0883	7906	0.00	20.00
											0883	55779	AS2	1	4639		MENARDS MAPLE GRO	202210	0883	7906	0.00	45.19
											0883	55779	AS2	1	4639		MENARDS MAPLE GRO	202210	0883	7906	0.00	75.22
											0883	55780	AS2	1	4937		RUSSELL SECURITY RI	202210	0883	7906	0.00	896.00
											0883	55781	AS2	1	4945		GOPHER SPORTS	202210	0883	7906	0.00	1,799.00
											0883	55782	AS2	1	5149		TOLL COMPANY	202210	0883	7906	0.00	24.06
											0883	55783	AS2	1	5992		ECM PUBLISHERS, INC	202210	0883	7906	0.00	150.39
											0883	55783	AS2	1	5992		ECM PUBLISHERS, INC	202210	0883	7906	0.00	63.32
											0883	55783	AS2	1	5992		ECM PUBLISHERS, INC	202210	0883	7906	0.00	94.98
											0883	55784	AS2	1	6279		SHI INTERNATIONAL C	202210	0883	7906	0.00	138,000.00
											0883	55785	AS2	1	6481		GRADY'S ACE HARDW/	202210	0883	7906	0.00	1,064.48
											0883	55786	AS2	1	6913		NEE INVESTMENT 9, LL	202210	0883	7906	0.00	343.96
											0883	55786	AS2	1	6913		NEE INVESTMENT 9, LL	202210	0883	7906	0.00	213.76
											0883	55787	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	70.00
											0883	55787	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	30.00

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55787	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	80.00
											0883	55788	AS2	1	8403		WALLACE, ROXANE	202210	0883	7906	0.00	1,500.00
											0883	55789	AS2	1	1644		ISD #883 EDUCATION F	202210	0883	7906	0.00	227.85
											0883	55790	AS2	1	1644		ISD #883 EDUCATION F	202210	0883	7906	0.00	227.85
											0883	55791	AS2	1	1969		SCHOOL SERVICE EMF	202210	0883	7906	0.00	773.53
											0883	55792	AS2	1	1969		SCHOOL SERVICE EMF	202210	0883	7906	0.00	923.32
											0883	55793	AS2	1	2009		EDUCATION FOUNDAT	202210	0883	7906	0.00	4,229.27
											0883	55794	AS2	1	2009		EDUCATION FOUNDAT	202210	0883	7906	0.00	4,229.27
											0883	55795	AS2	1	1159		BANKWEST-CASH	202210	0883	7906	0.00	200.00
											0883	55796	AS2	1	1159		BANKWEST-CASH	202210	0883	7906	0.00	400.00
											0883	55798	AS2	1	1180		CENTERPOINT ENERG	202210	0883	7906	0.00	4,528.27
											0883	55798	AS2	1	1180		CENTERPOINT ENERG	202210	0883	7906	0.00	3,031.96
											0883	55799	AS2	1	1792		THREE RIVERS PARK D	202210	0883	7906	0.00	660.38
											0883	55800	AS2	1	1826		ANDERSON, BRIAN	202210	0883	7906	0.00	95.00
											0883	55801	AS2	1	1828		TRAEN, TODD	202210	0883	7906	0.00	95.00
											0883	55802	AS2	1	2537		REGION V	202210	0883	7906	0.00	7,887.50
											0883	55803	AS2	1	4335		4 POINT 0 SCHOOL SEF	202210	0883	7906	0.00	7,424.24
											0883	55804	AS2	1	4335		4 POINT 0 SCHOOL SEF	202210	0883	7906	0.00	71,031.57
											0883	55806	AS2	1	4507		JENSEN, STEVE	202210	0883	7906	0.00	80.00
											0883	55807	AS2	1	4613		KENNEDY AND GRAVEI	202210	0883	7906	0.00	164.50
											0883	55807	AS2	1	4613		KENNEDY AND GRAVEI	202210	0883	7906	0.00	117.50
											0883	55808	AS2	1	5507		CITY OF GREENFIELD \	202210	0883	7906	0.00	1,243.29
											0883	55808	AS2	1	5507		CITY OF GREENFIELD \	202210	0883	7906	0.00	33.00
											0883	55810	AS2	1	6279		SHI INTERNATIONAL C	202210	0883	7906	0.00	6,577.00
											0883	55811	AS2	1	6603		LANO EQUIPMENT -LOI	202210	0883	7906	0.00	404.41
											0883	55812	AS2	1	6727	remit	DAIKIN APPLIED	202210	0883	7906	0.00	1,351.00
											0883	55813	AS2	1	6791		BARFKNECHT, ALAN	202210	0883	7906	0.00	190.00
											0883	55814	AS2	1	6829		DRUSCH, MERLYN	202210	0883	7906	0.00	190.00
											0883	55816	AS2	1	7284		LVC COMPANIES, INC.	202210	0883	7906	0.00	221.00
											0883	55817	AS2	1	7545		TEACHERS ON CALL	202210	0883	7906	0.00	7,666.76
											0883	55818	AS2	1	7570		CST MN - BIN # 170065	202210	0883	7906	0.00	75,780.95
											0883	55819	AS2	1	7570		CST MN - BIN # 170065	202210	0883	7906	0.00	40,000.00
											0883	55820	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	80.00
											0883	55820	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	70.00
											0883	55820	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	40.00
											0883	55820	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	30.00
											0883	55820	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	80.00
											0883	55820	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	30.00

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55820	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	305.00
											0883	55821	AS2	1	7786	REMI	TERRAFORM PHOENIX	202210	0883	7906	0.00	172.90
											0883	55823	AS2	1	8198		WITTEBORG, NORMAN	202210	0883	7906	0.00	80.00
											0883	55824	AS2	1	8346	remit	ROBERT HALF	202210	0883	7906	0.00	720.00
											0883	55824	AS2	1	8346	remit	ROBERT HALF	202210	0883	7906	0.00	360.00
											0883	55825	AS2	1	8404		FAUM SOLUTIONS, LLC	202210	0883	7906	0.00	2,500.00
											0883	55826	AS2	1	8406	REMI	GREENROCK DELI	202210	0883	7906	0.00	86.45
											0883	55829	AS2	1	1192		VERIZON WIRELESS	202210	0883	7906	0.00	350.07
											0883	55830	AS2	1	1057		HILLYARD	202210	0883	7927	0.00	255.99
											0883	55830	AS2	1	1057		HILLYARD	202210	0883	7927	0.00	1,291.81
											0883	55831	AS2	1	1096	remit	NASCO	202210	0883	7927	0.00	43.95
											0883	55832	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7927	0.00	1.62
											0883	55832	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7927	0.00	694.81
											0883	55832	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7927	0.00	10.71
											0883	55832	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7927	0.00	277.86
											0883	55832	AS2	1	1181		CITY OF ROCKFORD	202210	0883	7927	0.00	80.31
											0883	55833	AS2	1	1230		RATWIK, ROSZAK & MA	202210	0883	7927	0.00	1,052.00
											0883	55834	AS2	1	1437		KOIVISTO ELECTRICAL	202210	0883	7927	0.00	528.81
											0883	55836	AS2	1	1841		WRIGHT TECHNICAL C	202210	0883	7927	0.00	4,588.56
											0883	55837	AS2	1	2216		MENARDS INC	202210	0883	7927	0.00	69.78
											0883	55838	AS2	1	2237		BERGMANN, TROY	202210	0883	7927	0.00	85.00
											0883	55838	AS2	1	2237		BERGMANN, TROY	202210	0883	7927	0.00	85.00
											0883	55839	AS2	1	2239		LUNDSTROM, WAYNE	202210	0883	7927	0.00	88.00
											0883	55840	AS2	1	2291		PIONEER	202210	0883	7927	0.00	789.00
											0883	55841	AS2	1	3254		H&B SPECIALIZED PRC	202210	0883	7927	0.00	446.00
											0883	55842	AS2	1	3680		LITFIN TIM	202210	0883	7927	0.00	88.00
											0883	55843	AS2	1	4335		4 POINT 0 SCHOOL SEI	202210	0883	7927	0.00	73,118.11
											0883	55844	AS2	1	4890		GOLF TEAM PRODUCT	202210	0883	7927	0.00	538.00
											0883	55845	AS2	1	5149		TOLL COMPANY	202210	0883	7927	0.00	159.09
											0883	55846	AS2	1	5547		UPS	202210	0883	7927	0.00	49.62
											0883	55847	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7927	0.00	831.84
											0883	55848	AS2	1	5974		KULLY SUPPLY	202210	0883	7927	0.00	316.44
											0883	55850	AS2	1	6205		LAGERGREN, MARK	202210	0883	7927	0.00	175.00
											0883	55851	AS2	1	6225		CAMPBELL, GREY	202210	0883	7927	0.00	85.00
											0883	55852	AS2	1	6290		CONNECTING POINT C	202210	0883	7927	0.00	115.50
											0883	55852	AS2	1	6290		CONNECTING POINT C	202210	0883	7927	0.00	223.71
											0883	55853	AS2	1	6573		HEUER, JEFFREY	202210	0883	7927	0.00	88.00
											0883	55855	AS2	1	7545		TEACHERS ON CALL	202210	0883	7927	0.00	3,852.26

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55858	AS2	1	7697		MARISELA V NELSON II	202210	0883	7927	0.00	40.00
											0883	55858	AS2	1	7697		MARISELA V NELSON II	202210	0883	7927	0.00	40.00
											0883	55858	AS2	1	7697		MARISELA V NELSON II	202210	0883	7927	0.00	30.00
											0883	55859	AS2	1	7725		MALLEY, DAVID	202210	0883	7927	0.00	88.00
											0883	55860	AS2	1	7857		MCLEOD COMMUNITY S	202210	0883	7927	0.00	1,445.41
											0883	55861	AS2	1	7858		MEEKER COMMUNITY S	202210	0883	7927	0.00	1,860.68
											0883	55862	AS2	1	7873		ON SITE COMPANIES, I	202210	0883	7927	0.00	950.00
											0883	55862	AS2	1	7873		ON SITE COMPANIES, I	202210	0883	7927	0.00	642.00
											0883	55862	AS2	1	7873		ON SITE COMPANIES, I	202210	0883	7927	0.00	154.00
											0883	55863	AS2	1	7997		FOLDINGCHAIRSANDT/	202210	0883	7927	0.00	6,864.54
											0883	55864	AS2	1	8143		SCRIBBLES SOFTWAR	202210	0883	7927	0.00	102.10
											0883	55864	AS2	1	8143		SCRIBBLES SOFTWAR	202210	0883	7927	0.00	73.60
											0883	55865	AS2	1	8170	remit	US BANCORP GOVN'T I	202210	0883	7927	0.00	7,569.12
											0883	55866	AS2	1	8409		RUPP, ANDERSON, SQ	202210	0883	7927	0.00	29.25
											0883	55866	AS2	1	8409		RUPP, ANDERSON, SQ	202210	0883	7927	0.00	3,672.00
											0883	55868	AS2	1	1937		PUBLIC EMPLOYEES R	202210	0883	7929	0.00	18,849.74
											0883	55868	AS2	1	1937		PUBLIC EMPLOYEES R	202210	0883	7929	0.00	22,006.88
											0883	55869	AS2	1	1938		TRA	202210	0883	7929	0.00	488.92
											0883	55869	AS2	1	1938		TRA	202210	0883	7929	0.00	15,664.43
											0883	55869	AS2	1	1938		TRA	202210	0883	7929	0.00	195.34
											0883	55869	AS2	1	1938		TRA	202210	0883	7929	0.00	55,775.58
											0883	55869	AS2	1	1938		TRA	202210	0883	7929	0.00	56,393.57
											0883	55870	AS2	1	1962		MINNESOTA DEPT OF F	202210	0883	7929	0.00	33.27
											0883	55870	AS2	1	1962		MINNESOTA DEPT OF F	202210	0883	7929	0.00	17,705.39
											0883	55870	AS2	1	1962		MINNESOTA DEPT OF F	202210	0883	7929	0.00	96.25
											0883	55870	AS2	1	1962		MINNESOTA DEPT OF F	202210	0883	7929	0.00	18,699.44
											0883	55870	AS2	1	1962		MINNESOTA DEPT OF F	202210	0883	7929	0.00	2,475.33
											0883	55871	AS2	1	1977		BLUE CROSS BLUE SH	202210	0883	7929	0.00	72,444.67
											0883	55871	AS2	1	1977		BLUE CROSS BLUE SH	202210	0883	7929	0.00	71,753.07
											0883	55872	AS2	1	2006		US GOVERNMENT	202210	0883	7929	0.00	111,081.23
											0883	55872	AS2	1	2006		US GOVERNMENT	202210	0883	7929	0.00	105,628.54
											0883	55872	AS2	1	2006		US GOVERNMENT	202210	0883	7929	0.00	19,621.70
											0883	55872	AS2	1	2006		US GOVERNMENT	202210	0883	7929	0.00	501.54
											0883	55872	AS2	1	2006		US GOVERNMENT	202210	0883	7929	0.00	252.25
											0883	55873	AS2	1	2470		MSRS	202210	0883	7929	0.00	7,752.22
											0883	55873	AS2	1	2470		MSRS	202210	0883	7929	0.00	7,752.22
											0883	55874	AS2	1	3370		MN CHILD SUPPORT PI	202210	0883	7929	0.00	323.50
											0883	55874	AS2	1	3370		MN CHILD SUPPORT PI	202210	0883	7929	0.00	323.50

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55875	AS2	1	4050		AFLAC	202210	0883	7929	0.00	210.16
											0883	55875	AS2	1	4050		AFLAC	202210	0883	7929	0.00	210.16
											0883	55877	AS2	1	5459		LEGAL SHIELD	202210	0883	7929	0.00	110.17
											0883	55877	AS2	1	5459		LEGAL SHIELD	202210	0883	7929	0.00	110.17
											0883	55878	AS2	1	6069		METLIFE	202210	0883	7929	0.00	2,206.70
											0883	55878	AS2	1	6069		METLIFE	202210	0883	7929	0.00	2,214.96
											0883	55879	AS2	1	6431		HR SIMPLIFIED	202210	0883	7929	0.00	7,854.12
											0883	55879	AS2	1	6431		HR SIMPLIFIED	202210	0883	7929	0.00	7,854.12
											0883	55880	AS2	1	7649		TSA CONSULTING GRC	202210	0883	7929	0.00	8,496.81
											0883	55880	AS2	1	7649		TSA CONSULTING GRC	202210	0883	7929	0.00	5,158.17
											0883	55880	AS2	1	7649		TSA CONSULTING GRC	202210	0883	7929	0.00	4,201.29
											0883	55880	AS2	1	7649		TSA CONSULTING GRC	202210	0883	7929	0.00	6,270.61
											0883	55880	AS2	1	7649		TSA CONSULTING GRC	202210	0883	7929	0.00	8,730.19
											0883	55880	AS2	1	7649		TSA CONSULTING GRC	202210	0883	7929	0.00	4,201.29
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	488.02
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	700.96
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	3,837.59
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	272.17
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	278.49
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	480.87
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	3,837.59
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	272.17
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	278.49
											0883	55881	AS2	1	8119		GIS BENEFITS, INC.	202210	0883	7929	0.00	700.96
											0883	55882	WEST	1	1968		BANKWEST ROCKFOR	202210	0883	7931	0.00	1,073.28
											0883	55883	WEST	1	4718		MN TRUST	202210	0883	7933	0.00	386.30
																	Account Total:				$86.28	$1,445,005.46
0883	B	02	101	000				F	Cash & Cash Equiv		0883	55805	AS2	1	4387		TAHER INC - BIN# 1350	202210	0883	7906	0.00	85,626.58
																	Account Total:				$0.00	$85,626.58
0883	B	04	101	000				F	Cash & Cash Equiv		0883	55734	AS2	1	4335		4 POINT 0 SCHOOL SEI	202210	0883	7906	0.00	2,136.20
											0883	55741	AS2	1	6377		DISH	202210	0883	7906	0.00	113.06
											0883	55745	AS2	1	6997		KIDCREATE STUDIO	202210	0883	7906	0.00	469.00
											0883	55746	AS2	1	7545		TEACHERS ON CALL	202210	0883	7906	0.00	104.63
											0883	55756	AS2	1	1200		CUB FOODS	202210	0883	7906	0.00	96.37
											0883	55756	AS2	1	1200		CUB FOODS	202210	0883	7906	0.00	17.47
											0883	55756	AS2	1	1200		CUB FOODS	202210	0883	7906	0.00	49.33
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARI	202210	0883	7906	0.00	762.72

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000				F	Cash & Cash Equiv		0883	55757	AS2	1	1394		MBNA/BUSINESS CARI	202210	0883	7906	0.00	100.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARI	202210	0883	7906	0.00	60.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARI	202210	0883	7906	0.00	150.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARI	202210	0883	7906	0.00	69.00
											0883	55757	AS2	1	1394		MBNA/BUSINESS CARI	202210	0883	7906	0.00	89.97
											0883	55769	AS2	1	7545		TEACHERS ON CALL	202210	0883	7906	0.00	447.84
											0883	55770	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	30.00
											0883	55770	AS2	1	7697		MARISELA V NELSON II	202210	0883	7906	0.00	80.00
											0883	55778	AS2	1	2144		BROADWAY RENTAL	202210	0883	7906	0.00	2,394.50
											0883	55797	AS2	1	1159		BANKWEST-CASH	202210	0883	7906	0.00	550.00
											0883	55804	AS2	1	4335		4 POINT 0 SCHOOL SEI	202210	0883	7906	0.00	1,553.60
											0883	55809	AS2	1	6031		POSTMASTER	202210	0883	7906	0.00	1,140.49
											0883	55815	AS2	1	6997		KIDCREATE STUDIO	202210	0883	7906	0.00	217.00
											0883	55817	AS2	1	7545		TEACHERS ON CALL	202210	0883	7906	0.00	327.64
											0883	55829	AS2	1	1192		VERIZON WIRELESS	202210	0883	7906	0.00	100.02
											0883	55843	AS2	1	4335		4 POINT 0 SCHOOL SEI	202210	0883	7927	0.00	1,747.80
											0883	55855	AS2	1	7545		TEACHERS ON CALL	202210	0883	7927	0.00	291.61
											0883	55857	AS2	1	7615		HASTY AWARDS	202210	0883	7927	0.00	103.19
											0883	55882	WEST	1	1968		BANKWEST ROCKFOR	202210	0883	7931	0.00	3,429.83
																	Account Total:				$0.00	$16,631.27
0883	B	21	101	000				F	Cash & Cash Equiv		0883	55720	AS2	1	1159		BANKWEST-CASH	202210	0883	7906	0.00	900.00
											0883	55738	AS2	1	6122		ANDYMARK, INC.	202210	0883	7906	0.00	516.74
											0883	55742	AS2	1	6388		EWELL EDUCATIONAL	202210	0883	7906	0.00	255.00
											0883	55759	AS2	1	1394		MBNA/BUSINESS CARI	202210	0883	7906	0.00	5,322.00
											0883	55767	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7906	0.00	188.00
											0883	55767	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7906	0.00	188.00
											0883	55767	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7906	0.00	188.00
											0883	55767	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202210	0883	7906	0.00	4,950.00
											0883	55822	AS2	1	7901		ABBOTT, SHERYL	202210	0883	7906	0.00	50.00
											0883	55827	AS2	1	8407		DIST 885	202210	0883	7906	0.00	200.00
											0883	55828	AS2	1	8408	remit	TOPGOLF MINNEAPOLI	202210	0883	7906	0.00	2,493.00
											0883	55835	AS2	1	1461	REMI	THE INSTRUMENTALIS	202210	0883	7927	0.00	16.50
											0883	55849	AS2	1	6187		MN FFA	202210	0883	7927	0.00	571.00
											0883	55854	AS2	1	7519		COMMON THREAD CU	202210	0883	7927	0.00	720.00
											0883	55856	AS2	1	7571		DAVID BANK STUDIO	202210	0883	7927	0.00	300.00
																	Account Total:				$0.00	$16,858.24

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	45	101	000				F	Cash & Cash Equiv		0883	55876	AS2	1	4718	MN TRUST	202210	0883	7929	0.00	20.83
																Account Total:				$0.00	$20.83
																Report Total:				$86.28	$1,564,142.38

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55868		Wire	1	1937		PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	04/30/2022	40,856.62
AS2		55869		Wire	1	1938		TRA		No	Yes	No	04/30/2022	128,517.84
AS2		55870		Wire	1	1962		MINNESOTA DEPT OF REVENUE		No	Yes	No	04/30/2022	39,009.68
AS2		55871		Wire	1	1977		BLUE CROSS BLUE SHIELD of MN		No	Yes	No	04/30/2022	144,197.74
AS2		55872		Wire	1	2006		US GOVERNMENT		No	Yes	No	04/30/2022	237,085.26
AS2		55873		Wire	1	2470		MSRS		No	Yes	No	04/30/2022	15,504.44
AS2		55874		Wire	1	3370		MN CHILD SUPPORT PMT CENTER		No	Yes	No	04/30/2022	647.00
AS2		55875		Wire	1	4050		AFLAC		No	Yes	No	04/30/2022	420.32
AS2		55876		Wire	1	4718		MN TRUST		No	Yes	No	04/30/2022	20.83
AS2		55877		Wire	1	5459		LEGAL SHIELD		No	Yes	No	04/30/2022	220.34
AS2		55878		Wire	1	6069		METLIFE		No	Yes	No	04/30/2022	4,421.66
AS2		55879		Wire	1	6431		HR SIMPLIFIED		No	Yes	No	04/30/2022	15,708.24
AS2		55880		Wire	1	7649		TSA CONSULTING GROUP, INC.		No	Yes	No	04/30/2022	37,058.36
AS2		55881		Wire	1	8119		GIS BENEFITS, INC.	S Corporation	No	Yes	No	04/30/2022	11,147.31
AS2		55719	102109	Check	1	1269		T-MOBILE		Yes	Yes	No	04/04/2022	1,260.00
AS2		55723	102110	Check	1	7981		AT&T MOBILITY		Yes	Yes	No	04/05/2022	38.23
AS2		55720	102111	Check	1	1159		BANKWEST-CASH		Yes	Yes	No	04/05/2022	900.00
AS2		55722	102112	Check	1	1230		RATWIK, ROSZAK & MALONEY, P.A.		Yes	Yes	No	04/05/2022	6,429.56
AS2		55721	102113	Check	1	1215		XCEL ENERGY		Yes	Yes	No	04/05/2022	23,352.00
AS2		55734	102114	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	04/07/2022	91,537.28
AS2		55744	102115	Check	1	6623		ADVANCED IMAGING SOLUTIONS		Yes	Yes	No	04/07/2022	5,718.00
AS2		55738	102116	Check	1	6122		ANDYMARK, INC.		Yes	Yes	No	04/07/2022	632.24
AS2		55755	102117	Check	1	8401		BOWEN, RAYNA	Ind/Sole Proprietor	Yes	No	No	04/07/2022	450.00
AS2		55739	102118	Check	1	6183		BUFFALO GUN CLUB, INC.		Yes	Yes	No	04/07/2022	102.00
AS2		55726	102119	Check	1	1180		CENTERPOINT ENERGY		Yes	Yes	No	04/07/2022	13,401.62
AS2		55727	102120	Check	1	1181		CITY OF ROCKFORD		Yes	Yes	No	04/07/2022	1,291.11
AS2		55741	102121	Check	1	6377		DISH		Yes	Yes	No	04/07/2022	113.06
AS2		55742	102122	Check	1	6388		EWELL EDUCATIONAL SERVICES		Yes	Yes	No	04/07/2022	255.00
AS2		55748	102123	Check	1	7738	REMIT	GRANITE TELECOMMUNICATIONS, LLC		Yes	Yes	No	04/07/2022	715.73
AS2		55753	102124	Check	1	8397		HEIDI'S GROWHAUS & LIFESTYLE GAR	S Corporation	Yes	Yes	No	04/07/2022	1,031.65
AS2		55750	102125	Check	1	8333		HERDEGEN, CHARLES	Ind/Sole Proprietor	Yes	Yes	No	04/07/2022	5,746.26
AS2		55733	102126	Check	1	4325		INSTITUTE FOR MUTI SENSORY EDUC.		Yes	Yes	No	04/07/2022	6,375.00
AS2		55752	102127	Check	1	8361		KAMIDA CONCRETE CONSTRUCTION,	S Corporation	Yes	Yes	No	04/07/2022	4,925.00
AS2		55745	102128	Check	1	6997		KIDCREATE STUDIO		Yes	Yes	No	04/07/2022	469.00
AS2		55754	102129	Check	1	8400		LUCKETT, STEPHANIE		Yes	Yes	No	04/07/2022	105.00
AS2		55747	102130	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	04/07/2022	110.00
AS2		55731	102131	Check	1	2216		MENARDS INC		Yes	Yes	No	04/07/2022	764.39
AS2		55735	102132	Check	1	4639		MENARDS MAPLE GROVE		Yes	Yes	No	04/07/2022	27.85
AS2		55740	102133	Check	1	6356		MITEL NETSOLUTIONS		Yes	Yes	No	04/07/2022	3,466.65

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55724	102134	Check	1	1006		NORTHWEST SUBURBAN INTEGRATIO		Yes	Yes	No	04/07/2022	3,962.50
AS2		55749	102135	Check	1	7873		ON SITE COMPANIES, INC.		Yes	Yes	No	04/07/2022	1,247.14
AS2		55732	102136	Check	1	4155		REGION 4A		Yes	Yes	No	04/07/2022	100.00
AS2		55751	102137	Check	1	8346	remit	ROBERT HALF	C Corporation	Yes	Yes	No	04/07/2022	630.00
AS2		55725	102138	Check	1	1091		SCHMITT MUSIC CENTER		Yes	Yes	No	04/07/2022	585.95
AS2		55728	102139	Check	1	1489	Remit	SCHOOL SPECIALTY		Yes	Yes	No	04/07/2022	72.07
AS2		55743	102140	Check	1	6437		TASC		Yes	Yes	No	04/07/2022	2.25
AS2		55746	102141	Check	1	7545		TEACHERS ON CALL		Yes	Yes	No	04/07/2022	6,684.70
AS2		55730	102142	Check	1	2208		TECH/CHECK		Yes	Yes	No	04/07/2022	70.00
AS2		55736	102143	Check	1	4719		TRACTOR SUPPLY CREDIT PLAN		Yes	Yes	No	04/07/2022	172.40
AS2		55737	102144	Check	1	5806	remit	UNIVERSAL ATHLETIC, LLC		Yes	Yes	No	04/07/2022	1,431.27
AS2		55729	102145	Check	1	1812	remit	WRIGHT COUNTY FINANCE DEPT		Yes	Yes	No	04/07/2022	43,764.00
AS2		55760	102146	Check	1	1492		ADAM'S PEST CONTROL INC		Yes	Yes	No	04/14/2022	54.50
AS2		55772	102147	Check	1	8399		AMPION PBC	C Corporation	Yes	Yes	No	04/14/2022	189.67
AS2		55756	102148	Check	1	1200		CUB FOODS		Yes	Yes	No	04/14/2022	163.17
AS2		55765	102149	Check	1	5533		FISHING KLINICS FOR KIDS		Yes	Yes	No	04/14/2022	550.00
AS2		55762	102150	Check	1	4613		KENNEDY AND GRAVEN		Yes	Yes	No	04/14/2022	4,846.00
AS2		55770	102151	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	04/14/2022	300.00
AS2		55757	102152	Check	1	1394		MBNA/BUSINESS CARD		Yes	Yes	No	04/14/2022	6,179.71
AS2		55758	102153	Check	1	1394		MBNA/BUSINESS CARD		Yes	Yes	No	04/14/2022	149.90
AS2		55759	102154	Check	1	1394		MBNA/BUSINESS CARD		Yes	Yes	No	04/14/2022	5,322.00
AS2		55766	102155	Check	1	5795	remit 2	MEDCO SURGICAL SUPPLY SERVICE		Yes	Yes	No	04/14/2022	2,012.56
AS2		55763	102156	Check	1	5322		PEBBLE CREEK GOLF CLUB		Yes	Yes	No	04/14/2022	300.00
AS2		55773	102157	Check	1	8402		REPUBLIC SERVICES, INC.	C Corporation	Yes	Yes	No	04/14/2022	2,119.85
AS2		55764	102158	Check	1	5512		RUND, DAWN		Yes	Yes	No	04/14/2022	165.00
AS2		55761	102159	Check	1	1933		SCSU - SENIOR TO SOPHOMORE		Yes	Yes	No	04/14/2022	9,900.00
AS2		55769	102160	Check	1	7545		TEACHERS ON CALL		Yes	Yes	No	04/14/2022	9,136.53
AS2		55767	102161	Check	1	5806	remit	UNIVERSAL ATHLETIC, LLC		Yes	Yes	No	04/14/2022	5,514.00
AS2		55771	102162	Check	1	8253		VITALSIGNS	S Corporation	Yes	Yes	No	04/14/2022	4,275.00
AS2		55768	102163	Check	1	5825	remit1	WARD'S SCIENCE		Yes	Yes	No	04/14/2022	62.32
AS2		55778	102164	Check	1	2144		BROADWAY RENTAL		Yes	Yes	No	04/18/2022	2,394.50
AS2		55774	102165	Check	1	1007		CMERDC		Yes	Yes	No	04/18/2022	3,198.00
AS2		55783	102166	Check	1	5992		ECM PUBLISHERS, INC.		Yes	Yes	No	04/18/2022	308.69
AS2		55781	102167	Check	1	4945		GOPHER SPORTS		Yes	Yes	No	04/18/2022	1,799.00
AS2		55785	102168	Check	1	6481		GRADY'S ACE HARDWARE		Yes	Yes	No	04/18/2022	1,064.48
AS2		55776	102169	Check	1	1057		HILLYARD		Yes	Yes	No	04/18/2022	95.78
AS2		55787	102170	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	04/18/2022	180.00
AS2		55779	102171	Check	1	4639		MENARDS MAPLE GROVE		Yes	Yes	No	04/18/2022	120.41
AS2		55775	102172	Check	1	1039		MINNESOTA ELEVATOR, INC		Yes	Yes	No	04/18/2022	442.84

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55786	102173	Check	1	6913		NEE INVESTMENT 9, LLC		Yes	Yes	No	04/18/2022	557.72
AS2		55780	102174	Check	1	4937		RUSSELL SECURITY RESOURCE INC		Yes	Yes	No	04/18/2022	896.00
AS2		55777	102175	Check	1	1091		SCHMITT MUSIC CENTER		Yes	Yes	No	04/18/2022	102.70
AS2		55784	102176	Check	1	6279		SHI INTERNATIONAL CORP.		Yes	Yes	No	04/18/2022	138,000.00
AS2		55782	102177	Check	1	5149		TOLL COMPANY		Yes	Yes	No	04/18/2022	24.06
AS2		55788	102178	Check	1	8403		WALLACE, ROXANE	Ind/Sole Proprietor	Yes	Yes	No	04/18/2022	1,500.00
AS2		55793	102179	Check	1	2009		EDUCATION FOUNDATION - EMR		Yes	Yes	No	04/19/2022	4,229.27
AS2		55794	102180	Check	1	2009		EDUCATION FOUNDATION - EMR		Yes	Yes	No	04/19/2022	4,229.27
AS2		55789	102181	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	04/19/2022	227.85
AS2		55790	102182	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	04/19/2022	227.85
AS2		55791	102183	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	04/19/2022	773.53
AS2		55792	102184	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	04/19/2022	923.32
AS2		55803	102185	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	04/22/2022	7,424.24
AS2		55804	102186	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	04/22/2022	72,585.17
AS2		55822	102187	Check	1	7901		ABBOTT, SHERYL		Yes	Yes	No	04/22/2022	50.00
AS2		55800	102188	Check	1	1826		ANDERSON, BRIAN		Yes	Yes	No	04/22/2022	95.00
AS2		55795	102189	Check	1	1159		BANKWEST-CASH		Yes	Yes	No	04/22/2022	200.00
AS2		55796	102190	Check	1	1159		BANKWEST-CASH		Yes	Yes	No	04/22/2022	400.00
AS2		55797	102191	Check	1	1159		BANKWEST-CASH		Yes	Yes	No	04/22/2022	550.00
AS2		55813	102192	Check	1	6791		BARFKNECHT, ALAN		Yes	No	No	04/22/2022	190.00
AS2		55798	102193	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	04/22/2022	7,560.23
AS2		55808	102194	Check	1	5507		CITY OF GREENFIELD WATER & SEWE		Yes	Yes	No	04/22/2022	1,276.29
AS2		55818	102195	Check	1	7570		CST MN - BIN # 170065		Yes	Yes	No	04/22/2022	75,780.95
AS2		55819	102196	Check	1	7570		CST MN - BIN # 170065		Yes	Yes	No	04/22/2022	40,000.00
AS2		55812	102197	Check	1	6727	remit	DAIKIN APPLIED		Yes	Yes	No	04/22/2022	1,351.00
AS2		55827	102198	Check	1	8407		DIST 885		Yes	No	No	04/22/2022	200.00
AS2		55814	102199	Check	1	6829		DRUSCH, MERLYN		Yes	No	No	04/22/2022	190.00
AS2		55825	102200	Check	1	8404		FAUM SOLUTIONS, LLC	Ind/Sole Proprietor	Yes	Yes	No	04/22/2022	2,500.00
AS2		55826	102201	Check	1	8406	REMIT	GREENROCK DELI		Yes	Yes	No	04/22/2022	86.45
AS2		55806	102202	Check	1	4507		JENSEN, STEVE		Yes	Yes	No	04/22/2022	80.00
AS2		55807	102203	Check	1	4613		KENNEDY AND GRAVEN		Yes	Yes	No	04/22/2022	282.00
AS2		55815	102204	Check	1	6997		KIDCREATE STUDIO		Yes	Yes	No	04/22/2022	217.00
AS2		55811	102205	Check	1	6603		LANO EQUIPMENT -LORETTO		Yes	Yes	No	04/22/2022	404.41
AS2		55816	102206	Check	1	7284		LVC COMPANIES, INC.		Yes	Yes	No	04/22/2022	221.00
AS2		55820	102207	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	04/22/2022	635.00
AS2		55809	102208	Check	1	6031		POSTMASTER		Yes	Yes	No	04/22/2022	1,140.49
AS2		55802	102209	Check	1	2537		REGION V		Yes	Yes	No	04/22/2022	7,887.50
AS2		55824	102210	Check	1	8346	remit	ROBERT HALF	C Corporation	Yes	No	No	04/22/2022	1,080.00
AS2		55810	102211	Check	1	6279		SHI INTERNATIONAL CORP.		Yes	Yes	No	04/22/2022	6,577.00

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55805	102212	Check	1	4387		TAHER INC - BIN# 135092		Yes	Yes	No	04/22/2022	85,626.58
AS2		55817	102213	Check	1	7545		TEACHERS ON CALL		Yes	Yes	No	04/22/2022	7,994.40
AS2		55821	102214	Check	1	7786	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	Yes	No	04/22/2022	172.90
AS2		55799	102215	Check	1	1792		THREE RIVERS PARK DISTRICT		Yes	Yes	No	04/22/2022	660.38
AS2		55828	102216	Check	1	8408	remit	TOPGOLF MINNEAPOLIS	C Corporation	Yes	No	No	04/22/2022	2,493.00
AS2		55801	102217	Check	1	1828		TRAEN, TODD		Yes	No	No	04/22/2022	95.00
AS2		55823	102218	Check	1	8198		WITTEBORG, NORMAN	Ind/Sole Proprietor	Yes	No	No	04/22/2022	80.00
AS2		55829	102219	Check	1	1192		VERIZON WIRELESS		Yes	No	No	04/26/2022	450.09
AS2		55843	102220	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	04/29/2022	74,865.91
AS2		55838	102221	Check	1	2237		BERGMANN, TROY	Ind/Sole Proprietor	Yes	No	No	04/29/2022	170.00
AS2		55851	102222	Check	1	6225		CAMPBELL, GREY	Ind/Sole Proprietor	Yes	No	No	04/29/2022	85.00
AS2		55832	102223	Check	1	1181		CITY OF ROCKFORD		Yes	No	No	04/29/2022	1,065.31
AS2		55854	102224	Check	1	7519		COMMON THREAD CUSTOM APPAREL		Yes	No	No	04/29/2022	720.00
AS2		55852	102225	Check	1	6290		CONNECTING POINT COMPUTER CEN		Yes	No	No	04/29/2022	339.21
AS2		55856	102226	Check	1	7571		DAVID BANK STUDIO		Yes	No	No	04/29/2022	300.00
AS2		55863	102227	Check	1	7997		FOLDINGCHAIRSANDTABLES.COM		Yes	No	No	04/29/2022	6,864.54
AS2		55844	102228	Check	1	4890		GOLF TEAM PRODUCTS		Yes	No	No	04/29/2022	538.00
AS2		55841	102229	Check	1	3254		H&B SPECIALIZED PRODUCTS, INC		Yes	No	No	04/29/2022	446.00
AS2		55857	102230	Check	1	7615		HASTY AWARDS		Yes	No	No	04/29/2022	103.19
AS2		55853	102231	Check	1	6573		HEUER, JEFFREY	Ind/Sole Proprietor	Yes	No	No	04/29/2022	88.00
AS2		55830	102232	Check	1	1057		HILLYARD		Yes	No	No	04/29/2022	1,547.80
AS2		55834	102233	Check	1	1437		KOIVISTO ELECTRICAL		Yes	No	No	04/29/2022	528.81
AS2		55848	102234	Check	1	5974		KULLY SUPPLY		Yes	No	No	04/29/2022	316.44
AS2		55850	102235	Check	1	6205		LAGERGREN, MARK		Yes	No	No	04/29/2022	175.00
AS2		55842	102236	Check	1	3680		LITFIN TIM		Yes	No	No	04/29/2022	88.00
AS2		55839	102237	Check	1	2239		LUNDSTROM, WAYNE	Ind/Sole Proprietor	Yes	No	No	04/29/2022	88.00
AS2		55859	102238	Check	1	7725		MALLEY, DAVID		Yes	No	No	04/29/2022	88.00
AS2		55858	102239	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	04/29/2022	110.00
AS2		55860	102240	Check	1	7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	04/29/2022	1,445.41
AS2		55861	102241	Check	1	7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	04/29/2022	1,860.68
AS2		55837	102242	Check	1	2216		MENARDS INC		Yes	No	No	04/29/2022	69.78
AS2		55849	102243	Check	1	6187		MN FFA		Yes	No	No	04/29/2022	571.00
AS2		55831	102244	Check	1	1096	remit	NASCO		Yes	No	No	04/29/2022	43.95
AS2		55862	102245	Check	1	7873		ON SITE COMPANIES, INC.		Yes	No	No	04/29/2022	1,746.00
AS2		55840	102246	Check	1	2291		PIONEER		Yes	No	No	04/29/2022	789.00
AS2		55833	102247	Check	1	1230		RATWIK, ROSZAK & MALONEY, P.A.		Yes	No	No	04/29/2022	1,052.00
AS2		55866	102248	Check	1	8409		RUPP, ANDERSON, SQUIRES, WALDSP		Yes	No	No	04/29/2022	3,701.25
AS2		55864	102249	Check	1	8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	04/29/2022	175.70
AS2		55855	102250	Check	1	7545		TEACHERS ON CALL		Yes	No	No	04/29/2022	4,143.87

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55835	102251	Check	1	1461	REMIT	THE INSTRUMENTALIST		Yes	No	No	04/29/2022	16.50
AS2		55845	102252	Check	1	5149		TOLL COMPANY		Yes	No	No	04/29/2022	159.09
AS2		55847	102253	Check	1	5806	remit	UNIVERSAL ATHLETIC, LLC		Yes	No	No	04/29/2022	831.84
AS2		55846	102254	Check	1	5547		UPS		Yes	No	No	04/29/2022	49.62
AS2		55865	102255	Check	1	8170	remit	US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	04/29/2022	7,569.12
AS2		55836	102256	Check	1	1841		WRIGHT TECHNICAL CENTER		Yes	No	No	04/29/2022	4,588.56
												Bank Total:		$1,559,166.69
WEST		55882		Wire	1	1968		BANKWEST ROCKFORD		No	Yes	No	04/30/2022	4,503.11
WEST		55883		Wire	1	4718		MN TRUST		No	No	No	04/30/2022	386.30
												Bank Total:		$4,889.41
												Report Total:		$1,564,056.10

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Open Enrollments

Meeting Date: May 16, 2022

Prepared by: Business Office

Date Prepared: May 11, 2022

[ ] Information [ ] Briefing [X] Action [ ] Enclosure Item(s)

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	NR/OE

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	NR/OE
5	Waconia	110	5/3/2022	NR
8	Waconia	110	5/3/2022	NR
10	Osseo	279	5/2/2022	NR

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

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: RMS-CES Principal Update

Meeting Date: Monday, May 16, 2022

Prepared by: Robert Danneker, RMS-CES Interim Principal

Date Prepared: May 11, 2022

☐ Information ☒ Briefing ☐ Action ☐ Enclosure Item(s)

RMS-CES Principal Update

1. Site Improvement Plan (SIP) Progress
--As self-evaluated by the RMS-CES staff

A. Improving our educational programs and partnerships
--During the 2021-2022 school year, all RMS-CES teaching staff will participate in building-, grade-, and team-level magnet study to re-determine key priorities in our STEM-environmental approach.

B. Aligning and developing proactive training and response protocol for increased safety and security
--During the 2021-2022 school year, 98% of RMS-CES staff will participate in building-level ALICE training as provided by district trainers.

C. Improving supports for students and their learning
--During the 2021-2022 school year, RMS-CES teachers will participate in the creation and implementation of updated and equitable building-wide MTSS supports via ADSIS, Boost, Stop and Think, and Targeted Services.

D. Strengthening instructional practices, processes, curriculum and assessment
--At the end of the 2021-2022 school year, all RMS-CES teaching staff will move individual course power standards and assessments to the 0-8 standards-based grading scale.

E. Improving parent, community and staff awareness and engagement
--RMS-CES staff will engage the community with our STEM environmental emphasis by creating 3 purposeful interactions with our greenhouse during the 2021-2022 school year.

2. RMS-CES Student Report: "A Plant For Every Classroom" Initiative

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: High School Principal's Report

Meeting Date: May 16, 2022

Prepared by: Paul Menard

Date Prepared: May 11, 2022

[X] Information [ ] Briefing [ ] Action [ ] Enclosure Item(s)

RHS SIP Plan

Strategic Directions

A. Improving our educational programs and partnerships

Supporting the IB MYP verification visit and launching the DP and CP courses, RHS staff will engage in ongoing PD with IB roundtables, internal meetings, and external training to ensure ongoing fidelity to IB standards. Part of this continuous improvement includes networking with the MNIB partner schools, building collaboration efforts with existing community partners, and building additional partnerships with local organizations.

B. Aligning and developing proactive training and response protocol for increased safety and security

During the 2021-2022 school year implement two non-traditional drills where authentic situations are explored (i.e. passing time, lunch, before school, just after school). 100% of RHS staff will be ALICE Trained and communicate with students before, during, and after drills take place

C. Improving supports for students and their learning

In the 2021-2022 school year decrease % of students failing courses, school-wide, by 5% compared to the 2020-2021 school year

By 4th quarter every teacher incorporates a mindfulness activity at least once a week

To reduce the number of iTeam referrals through refining processes and using tools for student self-advocacy

D. Strengthening instructional practices, processes, curriculum and assessment

Supporting the IB MYP verification visit and launching the DP and CP courses, RHS staff will engage in ongoing PD with IB roundtables, internal meetings, and external trainings to ensure ongoing fidelity to IB standards

E. Improving parent, community and staff awareness and engagement

By the end of the first quarter, 100% of students will have a mutual "strong connection" (HQC) with at least one staff member. A "strong connection" will be measured by utilizing the "dot activity". Looking for student selecting at least one staff member and the staff member selecting the same student

Overall IB info

Cosmetic Changes to the Inside of the High School

- “Scream the Theme” in Commons, Concession area
- Plans to outfit in foyer inside Door 1

Continued Professional Development

- Focus Area 3 in teacher’s PLC’s are devoted to IB related professional development
- Summer 2022
    - Sending over 12 staff members to training–level 1 or level 2
    - Focus on expanding units in MYP and exam preparation in DP/CP

International Mindedness

- Created a theme for each month to create awareness about other cultures
- Providing fun activities in Rocket Block
- Artifacts will be on display in the media center during specific months

MYP -

- Application was submitted
- Verification Visit occurred in March 2022
- 4 week process to respond to MTBAs
- Officially recognized as an MYP site end of April

DP/CP

- Implementation of DP/CP programs have begun (18 SL tests in Econ & Bio - Spring 2022)
- 7 IB DP candidates in Class of 2023; 18 interested in Class of 2024
- Continue to develop partnerships externally
- Career Fair slated for October 2022

Rockford Area Schools

presented by,

Paul Menard, Rockford High School Principal

May 16, 2022

#ROCKETS883

RHS Celebration: IB MYP Personal Projects

IB Personal Project Preparation

- 10th Grade MYP Project
  - Mrs. Mattson, Coordinator
  - Google Classroom, requirements
- Supervisor meetings
  - 3x/year
- Students choose topic, focus, format
  - Display and report filed and scored

IB Personal Project Examples

- Featured at RHS Curriculum Fair
- https://docs.google.com/presentation/d/1WCy3TF4KcCC266wQgLrDI1LiVyl-SaGLA6AClvX1vPA/edit?usp=sharing

IB Personal Project

Student Reflections

It was a pretty interesting project and I liked how free I was. I was able to study literally anything

IB Personal Project

Student Reflections

I gave little effort and the score I got reflected it. Its probably that by the time I got around to finishing the project I wasn't really interested in my subject I based it on anymore. [more time] would have resulted in me getting it done on time and putting in better effort.

IB Personal Project

Student Reflections

I worked very hard on my project, I am very very proud of my results and my finished project. I feel like I went above the average work wise. I had a goal to reach, and help others.

IB Personal Project

Student Reflections

Try and incorporate it into their everyday life this will make it easier for them and give them more motivation.

Rockford High School
School Improvement Plan
2021-2022
Goal Results

RHS School Improvement Plan (SIP)

- **In the 2021-2022 school year decrease % of students failing courses, school-wide, by 5% compared to the 2020-2021 school year**

Data set:

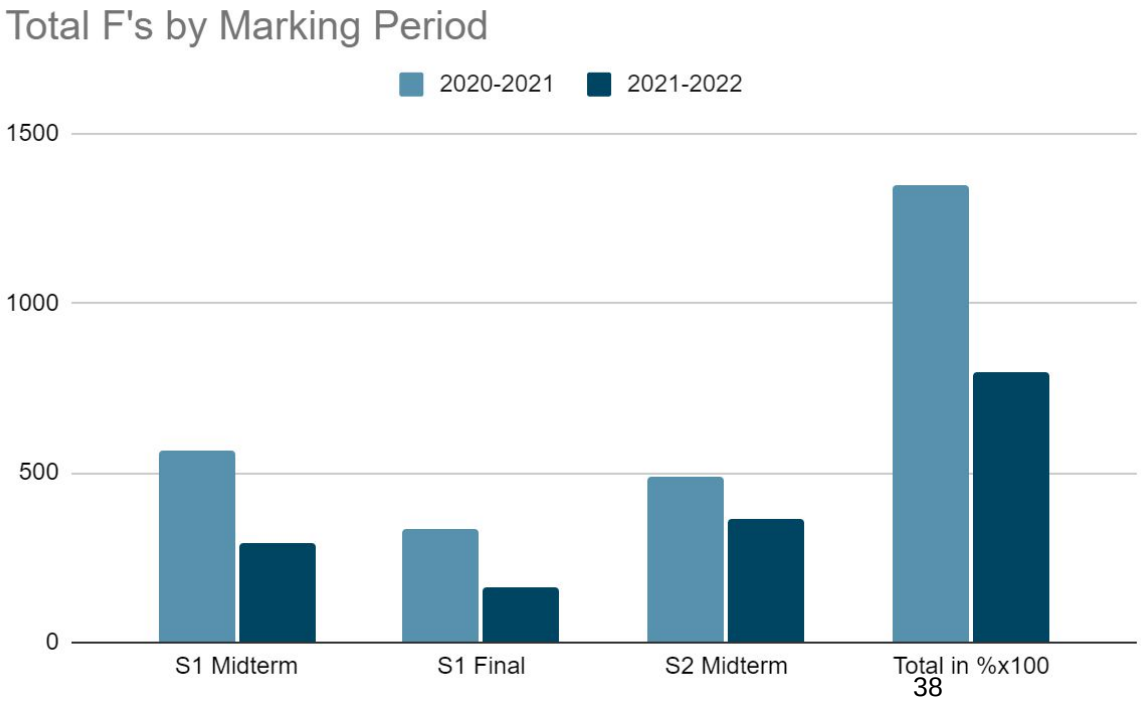
Student Totals

2020-2021: Fall 494, Spring 485

2021-2022: Fall 490, Spring 490

Students x7 periods per semester

Total F's divided by total student periods



S1 Midterm: 563 to 294 (-7.71%)

S1 Finals: 334 to 162 (-4.94%)

S2 Midterm: 490 to 367 (-3.74%)

TOTAL REDUCTION: 5.47%

RHS School Improvement Plan (SIP)

- **By graduation 2023, we will have a detailed plan for the implementation of a laude system and will apply laude honors to the class of '23.**
  - Continued input for 22-23
    - Winter 22 target decision
    - Publish for Curriculum Fair/registration cycle

Tentative Criteria:

Three levels: Cum Laude, Magna Cum Laude, Summa Cum Laude

GPA Tiers: 3.66, 4.0, 4.16

IB/CIS Participation: 2, 4, 6+

Service/Community Partnership Hours: 50, 100, 150+

RHS School Improvement Plan (SIP)

- **To reduce the number of iTeam referrals through refining processes and using tools for student self-advocacy**
  - Notable improvements
    - Problem solving, Data Collection docs to streamline communication
    - At Risk student document notes
    - Pre-intervention strategies, collaboration
    - STAR Test Data nexus with grades
    - ADSIS, Accommodations, 6 week check-in, goal to ‘exit iTeam’

Average 2020-2021:

28 students on iTeam

Average 2021-2022:

22 students on iTeam

RHS School Improvement Plan (SIP)

- **During the 2021-2022 school year implement two non-traditional drills where authentic situations are explored (i.e. passing time, lunch, before school, just after school)**

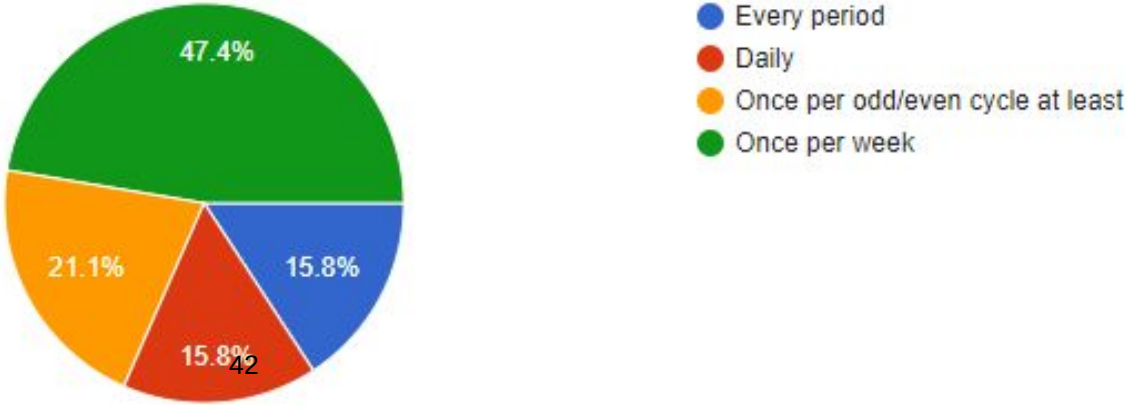
January 27, 2022 - Lunchroom Hard Lockdown

February 22, 2022 - Hard Lockdown with Fire Alarm

April 21, 2022 - Fire Alarm with major exit blocked

RHS School Improvement Plan (SIP)

- **By 4th quarter every teacher incorporates a mindfulness activity at least once a week**
  - Major participation
    - Music
    - Breathing
    - Reflection
    - Body Calming



RHS School Improvement Plan (SIP)

- **By the end of the first quarter, 100% of students will have a mutual "strong connection" (HQC) with at least one staff member. A "strong connection" will be measured by utilizing the "dot activity".**

Student Response Rate: 352/490 (72%)

Staff Response Rate: 96%

Connections:

544 Student-identified

1884 Staff-identified

TOTAL: 2,428 Connections

AVERAGE: 4.95 Connections per Student

RHS IB Update

IB Pedagogical Team:

- Coordinating weekly professional development
- Creation of four focus areas
  - Individual Action Plans for each teacher
  - Review of IB philosophy
  - Planning for IB MYP Verification Visit

MYP -

- Received IB Authorization in April 2022
- Work on focus area 2 and focus area 3 on prepping for the MYP Verification Visit
- Continued review and updating of the unit plans

DP -

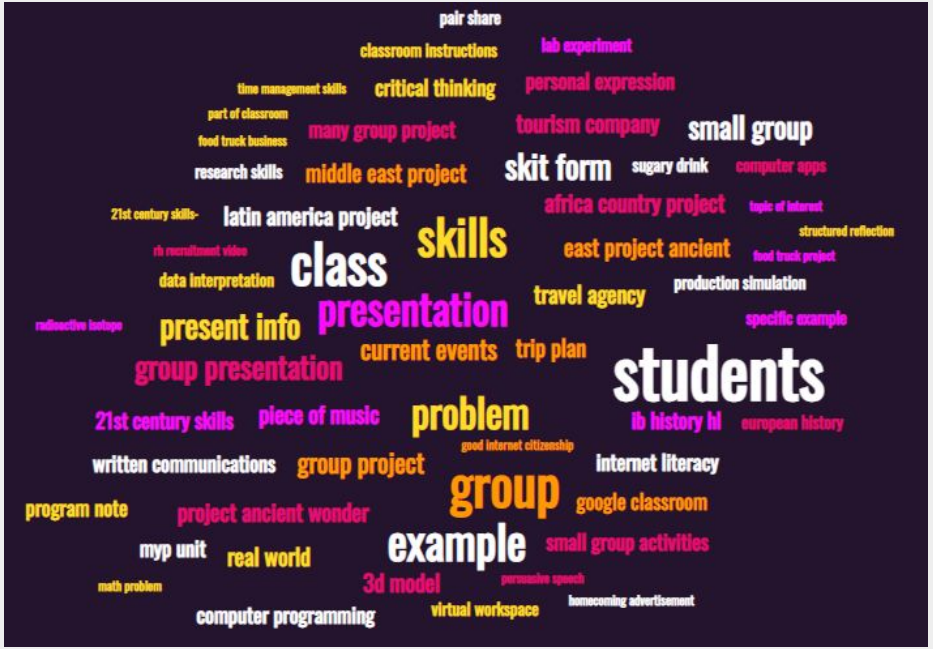
- DP Economics and DP Biology SL Assessments in May 2022
- Authorized in 2021
- Implementation 2021-2022 school year
- Continued work on common syllabus
- Continued work on Assessment timeline
- Academic Honesty policy roll out to all students

CP

- Career Fair with Trades in April 2022
- Presentations from Companies to students April 2022
- Continued work on new career pathways
- Authorized in 2021
- Implementation 2021-2022 school year
- Plans to formalize advisory committee

NWSISD Teacher Feedback

How do we demonstrate progress in our classrooms?



ROCKFORD AREA SCHOOLS
A TRADITION OF EXCELLENCE
1856
ISD 883
A LOVE OF LEARNING
ROCKFORD • GREENFIELD • CORCORAN

Thank You.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Resolution to Certify Listing of Graduates

Meeting Date: May 16, 2022

Prepared by: Superintendent's Office

Date Prepared: May 11, 2022

☐	Information	☐	Briefing	x	Action	☐	Enclosure Item(s)

The Board needs to pass a resolution authorizing the high school principal, Paul Menard, to grant high school diplomas to all Rockford Area School District students that have met the State of Minnesota and Rockford Area School District graduation requirements. If the Board agrees, this will certify our listing of graduates.

BE IT RESOLVED, by the School Board of Independent School District No. 883, authorizes Rockford High School Principal Paul Menard to grant high school diplomas on Friday, May 27, 2022 to all Rockford Area School district students that have met the State of Minnesota and Rockford Area School District graduation requirements.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Q Comp Annual Report

Meeting Date: 5/16/22

Prepared by: Kevin Keller, Advisor Team (Stephanie Roe, Amanda Rasset, Beth Russell)

Date Prepared: March- May 2022 by Advisor Team

x	Information		Briefing		Action	x	Enclosure Item(s)

Annual Report:
Presentation of this report is needed to meet MDE Q Comp requirements. This report will be added as an addendum to the final World's Best Workforce Report due October 15, 2022. Program updates have been approved by the Teachers Union and signed by the Superintendent and will be submitted by the August 31st due date.

Q Comp Annual Report

This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per Minnesota Statutes, section 122A.414, subdivision 3(a) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. ***All information reported should be based on the current school year.*** We recommend that each question be addressed with a brief summary of 3-7 sentences.

Core Component: Career Advancement Options

Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? Yes

Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

Our PLC Leaders, Observation Coaches, and Mentors promoted and facilitated collaboration, discussion, and reflection to promote student growth and achievement.

At REAMS: the first focus area was designated to focus on interventions (specifically using our FAST tools). The second focus area was Culturally Responsive Classroom, which was done through a book study with “Unpack your Impact.” The last focus area at REAMS was a data cycle where groups were able to dig into student data, and from there work on instruction, assessment, intervention etc.

At RMS-CES, the four focus areas were STEM integration, Culturally Responsive Classroom, Standards Based Grading, and Rubrics.

At RHS, the four focus areas were program foundations (policies and core components of the IB programs), and individualized or department level action plans (3 rounds) which focused primarily on curriculum writing, curriculum evaluation, standards alignment, and preparation for MYP authorization. These focus areas were designed to provide support and structure for MYP, DP, CP implementation.

In all buildings, through these efforts, teachers could reflect on, discuss, and implement instructional adjustments that specifically supported areas for targeted growth and impacted classroom instruction. Due to revisions in the observation process, observation coaches and leaders provided concrete suggestions based on teacher-selected areas for improvement.

Mentors provided ongoing support and guidance to their Mentees and reported on their collaborative efforts throughout the year.

How did the work of teacher leaders impact student achievement?

The work of teacher leaders impacted student achievement because teachers responded adaptively to the post-pandemic school environment. Teachers evaluated tools that were trialed during distance or hybrid learning to determine what tools and techniques are still effective in the in-person, 1:1 environment. Additionally, teachers met and addressed learning loss with revisions to core instruction and targeted interventions. Teachers continuously adjusted and differentiated their teaching to meet the unique needs of students.

Review Findings

How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

At meetings, teachers identified challenges, problem-solved, implemented new approaches, and reviewed progress. Through purposeful meetings and ongoing conversations and feedback opportunities, the Advisor Team, Core Committee, and building principals stayed aware of staff needs.

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

Teachers rate their leaders well overall. Here's what some teachers shared about their Leaders: "She works very hard to meet all responsibilities. She is readily available to answer any questions and is doing a great job!" Another shared their leader "does a great job of keeping things organized and is very helpful with her guidance on completion of PLC work."

Observations were rated as one of the most valuable parts of the program, which speaks to the effectiveness of the Coaches in guiding teachers in reflecting on their teaching in order to grow. One teacher reported that, "I really enjoy the post-observation discussion with the coach. She provides good feedback and always has productive observations to share with me."

Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

The feedback from surveys, data collected representative of and related to our work streams allowed detailed evaluation of the PLC format and of teacher-identified needs for future focus areas. The Core Committee understands that it is important to build shared knowledge and language regarding the critical steps in the PLC process, and on an ongoing basis, make modifications to address teachers' feedback. Results were favorable overall, though many helpful suggestions were offered that will help continue to promote program growth. Next year will involve training with some MTSS structures to more efficiently and effectively use student data to evaluate curricula and implement interventions.

Core Component: Job-embedded Professional Development

Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?
Yes

Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

PLC meetings allow for purposeful conversations and collaboration, which carry directly into the classroom. Specific focus areas (at the designated buildings) allowed for time to be spent on topics of importance. Many of these focus areas helped classroom instruction through continued work within the PLC groups. Many PLC groups had the time to dig into data more deeply, and then take a look at the standards and instruction. Quality classroom instruction is at the forefront of our work in PLC groups.

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

All teachers created individual goals that are SMART goals. Many of these goals are based around student achievement, based on data that is collected. The goal is monitored throughout the school year, and teachers are continuously working to achieve their individual goals.

Many of the designated focus areas also impacted student achievement. When teachers are collaborating together in their PLC groups, revising curriculum, looking at data, and discussing and implementing interventions, it has an impact on student achievement.

PLC groups were asked to rate the impact of job-embedded PLC work on classroom instruction/student achievement, from 0 to 4 (0 having no impact and 4 having a high impact). Across the district,the majority of the groups felt the job-embedded PLC work was either high impact (3) or very high impact (4). The majority of PLC groups feel that the job embedded-work within PLC groups has a significant impact on classroom instruction/student achievement.

Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

PLC groups continue to utilize past practices and instructional strategies, and implement them into their everyday teaching. These strategies are observable through the observation component of Q Comp. Teachers continue to collaborate with one another, and learn instructional strategies from one another that best promote and increase student achievement.

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

REAMS: At REAMS, teachers focused on digging into data from FAST, and coming up with instructional strategies and specific interventions to support students. PRESS is continually used as an intervention tool to meet the individual needs of students in the academic area of reading. Data also helps teachers come up with different strategies, through collaboration, to meet the needs of the whole class as well.

RMS-CES: RMS-CES teachers identified STEM integration, standards based grading, and rubrics as the major focus areas for the year. Teacher leaders created lessons and activities for the staff to develop and grow their STEM connections to the environment within their curricular areas. We also examined grading with rubrics and standards, making sure the expectations for rubrics uses common language.

RHS: At RHS, as a part of the International Baccalaureate DP, CP, and MYP implementation, work focused on curriculum development and writing. Curriculum work included incorporation of scaffolding, student inquiry, and student collaboration (RHS-identified best practices).

Recommendations

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

The data collected will be used to set the framework for PLCs next year. Building advisors along with building principals and the MTSS specialist will work together to implement a PLC structure that will center on student instruction, leveled interventions, and using data to drive instruction. The Core Committee feels these changes will allow more conversations and collaboration to take place between teachers, counselors, administrators, and special education.

Core Component: Teacher Evaluation

Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? Yes

Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Teachers consistently rank observations as one of the highest impacts of the Q Comp program. It allows for reflection, discussion, and advice on lessons and teaching— so often, teaching is solitary due to the nature of the structure of the schedule. Observations create space for teachers to share, find support, and gain ideas from colleagues.

What impact did the observation/evaluation process, including coaching, have on student achievement?

Feedback from groups was very positive regarding observation impact. On a scale of 0-4, with 4 being very high impact, the vast majority groups ranked observation impact on student achievement at a 3 or 4. Overall, the overwhelming majority of groups found observations to have a high or very high impact on achievement.

Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Each observation consists of the observation itself along with a pre and post evaluation meeting with the observation coach. The questions and discussion that results from these materials give teachers space to identify what they are trying to accomplish or achieve within the lesson, as well as a space to reflect on how the lesson accomplished those goals. Teachers are asked to identify an element for improvement as well as a point of pride in the lesson.

How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

Observation coaches are trained in Rockford's observation process and have continued discussions about issues, strategies, or clarifications regarding observations throughout the year. Coaches watch a taped video of a lesson, and after completing the rubric, a discussion is had to see how each person has completed the observation documentation.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

When so many of the PLC groups find observations to be meaningful and have a positive impact on student achievement, we take their feedback seriously. This year was our first year moving into an observation tool, rather than a rubric. The new observation documentation tool focuses less on evaluation and more on reflection of best practices and effective strategies. This tool will also help facilitate meaningful conversations. Overall, we found leaders and coaches, as well as teachers being observed, to favor our new observation tool.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes- performance pay amounts will remain the same for the 22-23 school year.

If no, please explain the changes that have occurred and why?

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes

If no, please explain the changes that have occurred and why?

Impact

Teachers invest in the Q Comp program and all of its components. It is for that reason that the impact of Q Comp is a clear part of each building landscape.

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

The Q Comp program has improved teacher instruction. The Focus Area structure allows each building to focus PLC work on building initiatives that support student achievement. This helps streamline the work teachers are doing and allows for meaningful collaboration. That collaboration also brings greater awareness. By collecting feedback at the close of each focus area, the Advisor Team, Core Committee, principals, stay aware and responsive to teacher-identified needs. That responsiveness is essential to the effectiveness of the Q Comp program.

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

Teachers engage in ongoing work that is focused by the goal of improving student achievement. That looks like intervention discussions. That looks like an acceleration discussion. That looks like grade-level discussions, vertical alignment discussions within departments. That looks like assessment alignment and analysis. That looks like exploring new strategies and curricular materials. That looks like discussing plans for implementing new programming.

Teachers reflect on their practice both through PLC meetings and through observations. Those two elements allow teachers to improve their instructional practices to better meet the needs of their students. Beyond that, each teacher's individual goal also addresses student achievement. Those goals allow teachers to reflect on professional goals and prioritize a goal that will facilitate growth.

How will the district use the review findings to improve the overall effectiveness of the program?

The Core Committee and Advisor Team carefully considered feedback from Administrators, Leaders, Coaches, Mentors and PLC Groups (in the form of the annual survey) in order to make some changes to the program. All changes are intended to foster meaningful engagement/collaboration and positively impact student achievement in a streamlined way.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Lease Agreement with City of Rockford

Meeting Date: May 16,2022

Prepared by: James Leuer Director of Buildings and Grounds

Date Prepared: May 13/2022

☐ Information ☐ Briefing ■ Action ☐ Enclosure Item(s)

I would like to have approval from the board to have a joint lease aggrement between Rockford Area Schools and the city of Rockford. The lease aggrement would be for a city owned block building they longer use, that RAS could utilize for stoarge of baseball eqiupment and B & G equipment. It also would be use for a storm shelter for kids and parents on the fields.

CONCESSION STAND LEASE AGREEMENT
CITY OF ROCKFORD, MINNESOTA

THIS AGREEMENT by and between the City of Rockford, Minnesota, a Municipal Corporation [hereinafter "City"]; and Independent School District No. 883, Rockford, Minnesota [hereinafter "School"] is established and set forth upon the terms, conditions and provisions contained herein.

RECITALS:

WHEREAS, the City is a municipal corporation located in Wright and Hennepin Counties, organized and existing under the laws of the State of Minnesota and authorized and empowered to exercise all powers conferred by the State Constitution, laws and local ordinances, including but not limited to the power to contract; and

WHEREAS, the School is an established Independent School District, identified as Minnesota School District No. 883, organized and existing under the laws of the State of Minnesota and authorized and empowered to exercise all powers conferred therefrom, including but not limited to the power to contract; and

Whereas, the City owns a certain parcel of real property located in the municipal corporate boundaries of the City of Rockford, Minnesota, identified as Wright County Parcel Identification No. 113500292111, locally referred to as the "Water Tower" property; and

WHEREAS, this Water Tower parcel of property holds the city's water tower, but also holds an old blighted concession stand that was once used for concession sales at the abutting Middle School baseball fields, which are owned and maintained by the School; and

WHEREAS, the City had planned to demolish and remove the concession stand this summer, but understands that the School would like to use the concession stand for storage; and

WHEREAS, the School understands that the concession stand is in a significant state of disrepair, but still wishes to use the structure for equipment storage and support of other activities on the Middle School baseball fields.

NOW, THEREFORE, in consideration of these mutual covenants, the City, and the School do hereby agree as follows:

1. **Concession Stand Use:** The City and School agree to the lease of the concession stand by the City to the School beginning upon execution of this Agreement under the terms and conditions as set forth in this Agreement. As a part of this lease, the School shall have the exclusive and uninterrupted use of the Concession Stand at their convenience.

2. **Condition of Concession Stand:** The City and the School acknowledge and agree that the concession stand is a blighted structure in a condition of severe disrepair. The City does not warrant the use of the concession stand as fit for any use or purpose. The School shall, at its

own effort and expense, make whatever repairs are necessary to bring the concession stand into a condition safe for use as a storage facility. It shall be the sole responsibility of the School to ensure the concession stand is safe and fit for whatever the School intends for its use and purpose. The School shall be solely responsible for all maintenance and repair and shall maintain the concession stand in good order at all times.

3. **Concession Stand Modifications Become City Property:** All alterations, additions and improvements to the concession stand made at the Schools' expense will become the property of the City upon installation and will be surrendered with the Premises upon termination of this Agreement unless the City elects otherwise in writing.

4. **Monthly Rent:** In exchange for the leased concession stand structure, Tenant shall pay to the City as annual rent the sum of Five US Dollars and 00/100 cents ($5), commencing upon execution of this Agreement and payable every year on the anniversary of the execution of this Agreement.

5. **Taxes and Assessments:** If any taxes, special assessments, fees or other charges are imposed against the City by any governmental unit or agency with respect to rentals under this Agreement, the School will pay these amounts to the City when due, except that Tenant will have no obligation to pay any income tax on rentals unless the tax is imposed in lieu of real estate taxes.

6. **Utilities:** utilities are not currently available at the concession stand. The School may, at its sole discretion and expense, connect water, wastewater or electric utilities to support the use of the concession stand. These utilities shall be metered, if feasible, or estimated if metering the utilities is not practical; with the School being solely responsible for any and all cost and associated expense. The City will not be liable for any loss or damage resulting from any temporary interruption of any utility services provided to the concession stand.

7. **Use of Concession Stand and Premises:** The School will use the concession stand for the purposes of storage of equipment, tools and supplies; and for no other purposes. The School will not commit or permit any act or omission which results in the violation of any law, governmental regulation, city ordinance or insurance policy requirement of the City. Use of the concession stand only extends to the areas of the parcel immediately abutting the concession stand. A municipal water tower shares this parcel of property with the concession stand. The water tower and all areas around it are considered private property, and no access or use shall be granted, authorized or approved herein as it relates to the water tower or any area around the water tower that is not the physical structure of the concession stand. The water tower is governed by Local, State and Federal law, and any tampering or trespass to the water tower structure or area around the structure is strictly prohibited.

8. **Hazardous Substances:** The School agrees that no activity will be conducted in the concession stand that will produce any Hazardous Substances. The School agrees that the concession stand will not be used for storage of Hazardous Substances.

9. **Indemnification:** The School shall indemnify and hold the City and its agents and employees harmless against all claims, demands and actions, and all related costs and expenses (including attorneys' fees) for injury, death, disability or illness of any person, or damage to property, occurring in the concession stand or arising out of the Schools use of the concession stand. This Indemnification shall survive termination of this Agreement.

10. **Concession Stand Insurance**: The School will keep and maintain public liability insurance in force and effect at its expense by an insurer and policy acceptable to the City in its reasonable opinion. The policy will name the City as an additional insured for limits of at least $2,000,000 for bodily injuries or death of one or more persons, and at least 150,000 for property damage. Tenant will deliver to the City the liability and casualty policies or certificates by the insurer showing this coverage to be in effect with premiums paid. The insurance will provide that the City will be notified in writing 30 days prior to cancellation thereof, material change in, or failure to renew the insurance.

11. Assignment and Sublease: The School may not assign this Agreement or sublet all or part of the concession stand without prior written consent of the City. The City reserves the sole right to approve or disallow any assignment or subleasing of the concession stand at its sole discretion.

12. Default: The failure by any Party to this Agreement to observe, timely or fully perform any provision, condition, obligation or requirement in its part to under the terms of this Agreement shall constitute Default of the entire Agreement by that Party.

13. Default Notice: Whenever an event of Default occurs, the Party asserting Default shall provide thirty (30) days written notice to the defaulting Party clearly and specifically explaining the event or condition giving rise to Default which shall include the nature of the event of Default and the manner in which the event of Default may be cured.

14. **Default Remedies:** If any event of Default is not timely cured, the Party asserting Default may take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to remedy the condition of Default under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant under this Agreement.

15. **Return of Possession:** Upon expiration or sooner termination of this Agreement, the School will return possession of the concession stand to the City, without notice from the City. Tenant shall give the City all keys for the concession stand and will inform the City of combinations on any locks and safes on the Premises. Any property left in the concession stand after expiration or termination of this Agreement or after the concession stand has been vacated by the School will become the property of the City to dispose of as the City chooses.

16. **Successors and Assigns:** All provisions of this Agreement will be binding on and for the benefit of the successors and assigns of the City and the School, except that no person or entity holding under or through the School in violation of any provision of this Agreement will have any right or interest in this Agreement or the concession stand.

17. **Notice:** Any notice sent under this Agreement will be made in writing and will be sent by certified mail, addressed to the parties as set forth below:

City Administrator	ISD 883 School Superintendent
City Hall	District Office
6031 Main Street	7600 County Road 50
Rockford, MN 55373	Rockford, MN 55373

Notice will be deemed given on the date mailed. Any correspondence between the Parties other than notice of Default or Termination need not be sent by certified mail.

18. Modification. This Agreement may be modified upon mutual agreement of the Parties at any time during the Term. The Parties shall sign and otherwise execute an Amendment to this Agreement prior to the modified provisions of this Agreement becoming enforceable or otherwise taking effect.

19. Termination. Any party may terminate this Agreement for any reason and at any time upon ten (10) days written notice sent pursuant to Section 17 above.

20. Severability: If any of the terms or provisions contained herein shall be declared to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions and conditions of this Agreement, or the application of such to persons or circumstances other than those to which it is declared invalid or unenforceable, shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

21. Entire Agreement. Except as otherwise provided herein, this Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and there are no other representations, warranties, or agreements except as specifically provided herein.

22. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute on and the same instrument.

23. Representations. Each Party represents that it has the authority to enter into this Agreement and carry out its respective obligations thereunder.

BY SIGNING THIS AGREEMENT, ALL PARTIES AGREE TO BE BOUND BY ALL OF THE CONDITIONS, PROVISIONS AND REQUIREMENTS AS ESTABLISHED OR OTHERWISE PROVIDED HEREIN.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement as of the _____ day of _____, 2022.

ATTEST:

_____
Rhonda Dean
ISD 883 School Superintendent
Rockford Area School District

_____
Dan Madsen
Administrator and City Attorney
City of Rockford, Minnesota

_____
Renee Hafften
Mayor
City of Rockford, Minnesota

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Abatement Bonds project update

Meeting Date: May 16, 2022

Prepared by: Ryan Hoffman, ICS

Date Prepared: May 12, 2022

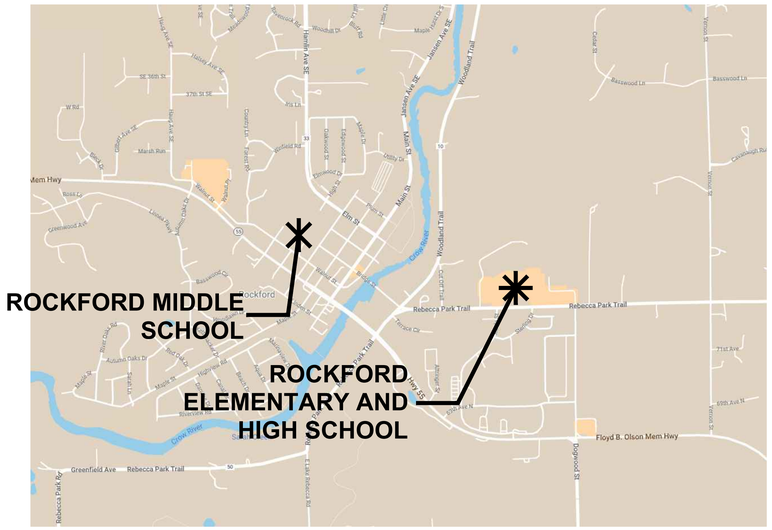
☐ Information ☒ Briefing ☐ Action ☐ Enclosure Item(s)

Ryan Hoffman, from ICS will be presenting an update regarding the abatement project.

ROCKFORD SCHOOLS SITE IMPROVEMENTS

MIDDLE SCHOOL, 6051 ASH STREET, ROCKFORD, MN 55373
ELEMENTARY SCHOOL, 7650 COUNTY ROAD 50, ROCKFORD, MN 55373
HIGH SCHOOL, 7600 COUNTY ROAD 50, ROCKFORD, MN 55373

VICINITY MAP



GENERAL NOTES

1. ALL CONSTRUCTION MUST COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
2. THE CONTRACTOR WILL BE RESPONSIBLE FOR AND SHALL PAY FOR ALL CONSTRUCTION STAKING / LAYOUT.
3. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS, INCLUDING THE NPDES PERMIT FROM THE MPCA. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL SIGNAGE (CONSTRUCTION ZONES) NECESSARY TO CONSTRUCT PROPOSED IMPROVEMENTS. ALL SIGNAGE LAYOUTS MUST BE DESIGNED BY THE CONTRACTOR AND APPROVED BY LOCAL AUTHORITIES.
5. INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
6. INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
7. REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
8. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
9. REFER TO THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE, PART OF SECTION 01 89 13, FOR EROSION CONTROL REQUIREMENTS. SECTION 31 00 00 SHALL BE RESPONSIBLE FOR FULL IMPLEMENTATION OF THE SWPPP.
10. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
11. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
12. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
13. CONTRACTOR SHALL MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
14. PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
15. PROPOSED ELEVATIONS SHOWN TYPICALLY AS 50.1 OR 50 SHALL BE UNDERSTOOD TO MEAN 950.1 OR 950.
16. SPOT ELEVATIONS SHOWN IN PARKING LOTS, DRIVES AND ROADS INDICATE GUTTER GRADES, UNLESS NOTED OTHERWISE. SPOT ELEVATIONS WITH LABELS OUTSIDE THE BUILDING PERIMETER INDICATE PROPOSED GRADES OUTSIDE THE BUILDING.
17. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
18. NO FINISHED SLOPES SHALL EXCEED 4' HORIZONTAL TO 1' VERTICAL (4:1), UNLESS OTHERWISE NOTED.
19. ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SEEDED OR SODDED. REFER TO SHEETS L1.11, L1.12, LANDSCAPING PLANS, FOR SOD AND SEED LOCATIONS.
20. WHERE NEW SOD MEETS EXISTING SOD, EXISTING SOD EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
21. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED OR RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
22. ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 OR PVC PIPE (ASTM D3034, SDR 35) INSTALLED IN ACCORDANCE WITH ASTM D2321, UNLESS OTHERWISE NOTED.
23. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
    a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
    b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
    i. FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
    ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
    iii. OR APPROVED EQUAL.
24. ANY MANHOLE, CATCH BASIN, STORM SEWER, DRAINTILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
25. LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
26. PRIOR TO CONSTRUCTION OF PROPOSED BUILDING UTILITY SERVICES (STORM, SANITARY SEWER, WATERMAIN), VERIFY ALL PROPOSED BUILDING UTILITY SERVICE PIPE SIZES, LOCATIONS AND ELEVATIONS WITH MECHANICAL PLANS. COORDINATE CONSTRUCTION AND CONNECTIONS WITH MECHANICAL CONTRACTOR.
27. CONTRACTOR SHALL STAKE LIMITS OF WALKS AND CURBING PRIOR TO INSTALLATION OF GATE VALVES, CATCH BASINS AND MANHOLES. GATE VALVE AND MANHOLE LOCATIONS SHALL BE ADJUSTED TO AVOID PLACEMENT OF THESE STRUCTURES IN WALKS AND CURB AND GUTTER. CURB AND GUTTER SHALL BE STAKED TO ALLOW CURB INLET TYPE CATCH BASINS TO BE PROPERLY LOCATED IN LINE WITH CURBING.

DRAWING INDEX

Sheet List Table

Sheet Number	Sheet Title
C0.0	TITLE SHEET
C0.1	PHASING PLAN
C1.1	DEMO PLAN ES-HS NORTH
C1.12	DEMO PLAN ES-HS SOUTH
C1.13	DEMO PLAN MS
C1.2	SITE PLAN ES-HS NORTH
C1.21	SITE PLAN ES-HS SOUTH
C1.22	PAVEMENT REHAB SITE PLAN
C1.23	SITE PLAN MS
C1.3	GRADING PLAN ES-HS NORTH
C1.31	GRADING PLAN ES-HS SOUTH
C1.32	GRADING PLAN MS
C1.4	UTILITY PLAN ES-HS
C1.41	UTILITY PLAN MS
C1.5	EROSION PLAN ES-HS NORTH
C1.51	EROSION PLAN ES-HS SOUTH
C1.52	SWPPP - SWPPP Plan ES-HS
C1.53	SWPPP - SWPPP Narrative ES-HS
C1.54	SWPPP - SWPPP Soils ES-HS
C1.55	EROSION PLAN MS
C1.56	SWPPP - SWPPP Plan MS
C1.57	SWPPP - SWPPP Narrative MS
C1.58	SWPPP - SWPPP Soils MS
C2.1	CIVIL DETAILS
C2.11	CIVIL DETAILS 2
E0.1	ELECTRICAL HS
E0.0	ELECTRICAL MS

Project No. V1.128474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
Revisions

ICS
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Minneapolis, MN | Duluth, MN | Sauk Rapids, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Hoults, VA

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 47180 04/08/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

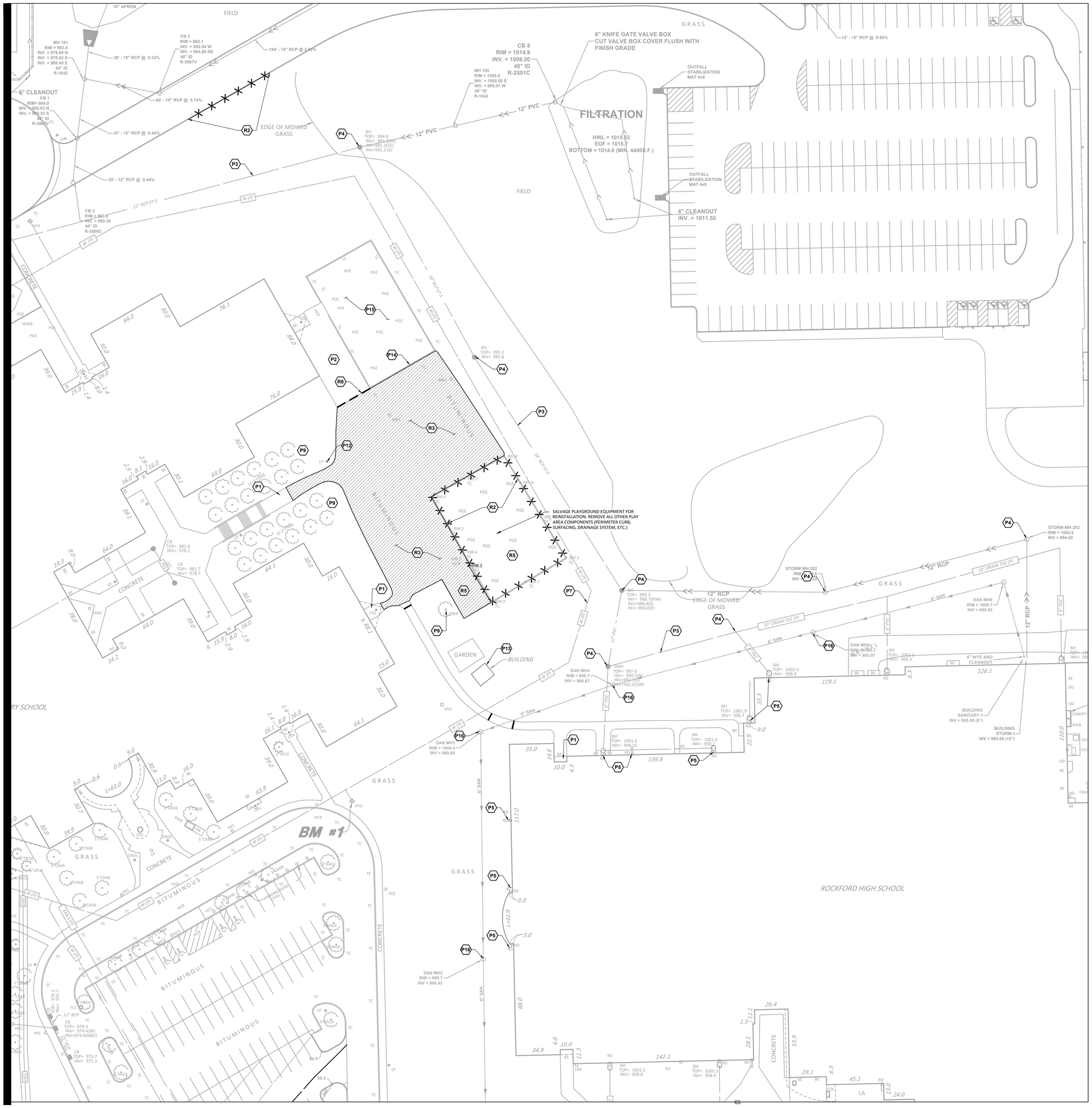
ROCKFORD SCHOOLS SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

TITLE SHEET

Sheet C0.1

95% PLANS



NOTES:

1. REFER TO SHEET C1.32, GRADING AND DRAINAGE PLAN - NORTH, FOR GENERAL NOTES.
2. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
3. REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
4. VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
5. THE CONTRACTOR SHALL HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.

LEGEND

- CONCRETE PAVEMENT REMOVALS
- CONCRETE CURB AND GUTTER REMOVALS
- BITUMINOUS PAVEMENT REMOVALS
- AGLIME REMOVALS
- FENCING REMOVALS
- SAWCUT
- PROPERTY LINE

KEY NOTE LEGEND

- R1 REMOVE CONCRETE SIDEWALK
- R2 REMOVE CONCRETE CURB AND GUTTER / VALLEY GUTTER
- R3 REMOVE BITUMINOUS PAVEMENT
- R4 REMOVE FENCING (INCLUDING FOOTINGS AND GATES)
- R5 REMOVE PLAYGROUND EQUIPMENT - COORDINATE WITH OWNER
- R6 REMOVE STORM SEWER
- R7 REMOVE STORM SEWER STRUCTURE
- R8 SAWCUT
- R9 REMOVE BITUMINOUS PAVEMENT (BITUMINOUS ONLY - LEAVE AGGREGATE BASE MATERIALS INTACT)

- P1 PROTECT CONCRETE PAVEMENT
- P2 PROTECT BITUMINOUS PAVEMENT
- P3 PROTECT STORM SEWER
- P4 PROTECT STORM SEWER STRUCTURE, ADJUST CASTING TO NEW FINISH GRADE
- P5 PROTECT ROOF DRAIN
- P6 PROTECT SIGN
- P7 PROTECT WATERMAIN
- P8 PROTECT GATE VALVE/HYDRANT
- P9 PROTECT TREE
- P10 PROTECT STRUCTURE / EQUIPMENT
- P11 PROTECT UNDERGROUND UTILITY
- P12 PROTECT LIGHT POLE
- P13 PROTECT SHED
- P14 PROTECT CURB
- P15 PROTECT PLAYGROUND EQUIPMENT
- P16 PROTECT SANITARY

HORZ. SCALE 0 30 60 FEET

95% PLANS

Project No. V1.126474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

ICS
ICS-BUILDS.COM
Minneapolis, MN | Duluth, MN | Sauk Rapids, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Hoodsport, WA

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 49160 04/08/2022

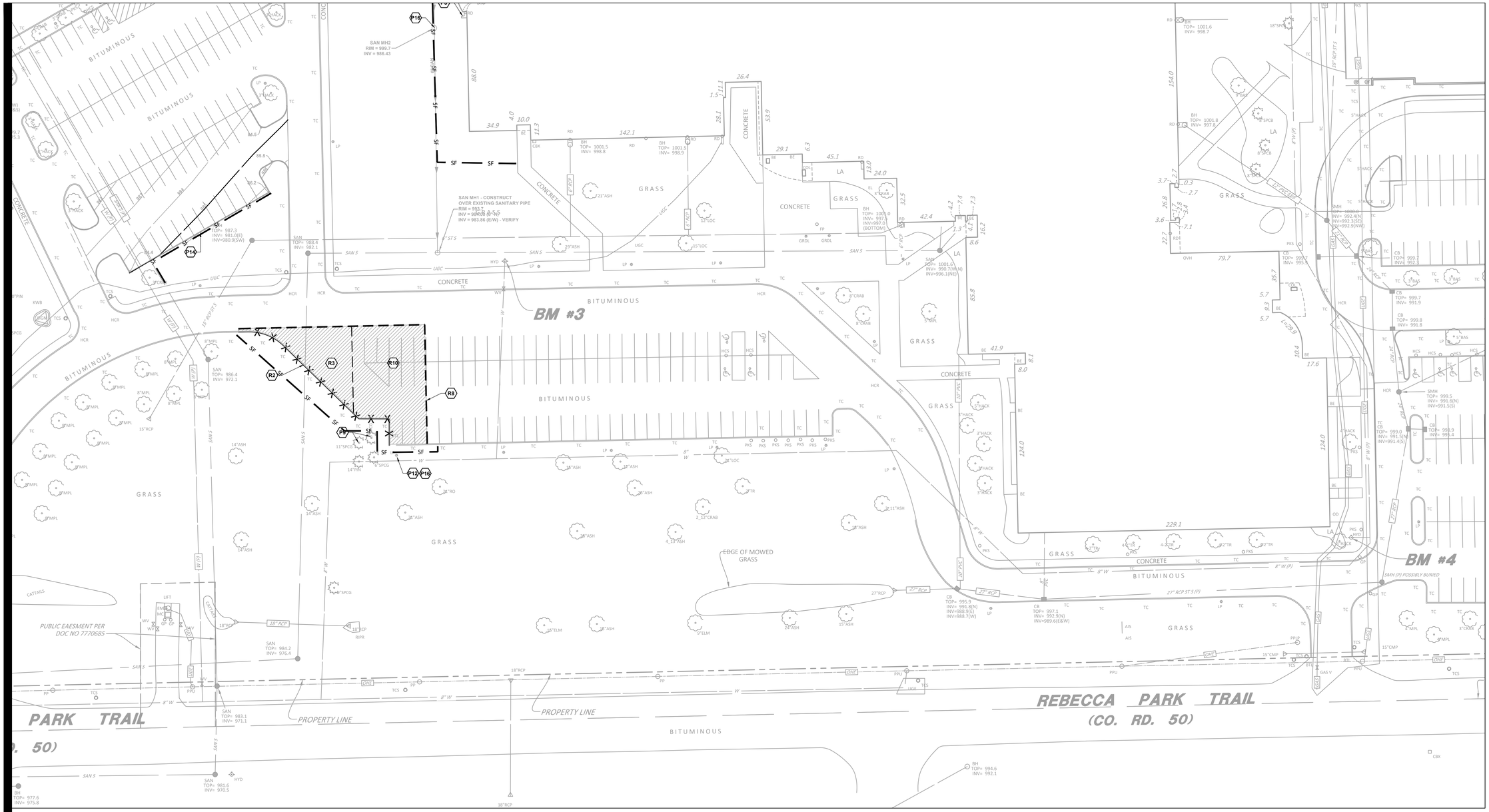
BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

REMOVALS
PLAN - NORTH

Sheet C1.1



KEY NOTE LEGEND

- R1 REMOVE CONCRETE SIDEWALK
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- R5 REMOVE PLAYGROUND EQUIPMENT - COORDINATE WITH OWNER
- R6 REMOVE STORM SEWER
- R7 REMOVE STORM SEWER STRUCTURE
- R8 SAWCUT
- R9 REMOVE BITUMINOUS PAVEMENT (BITUMINOUS ONLY - LEAVE AGGREGATE BASE MATERIALS INTACT)
- R10 REMOVE TREE
- P1 PROTECT CONCRETE PAVEMENT
- P2 PROTECT BITUMINOUS PAVEMENT
- P3 PROTECT STORM SEWER
- P4 PROTECT STORM SEWER STRUCTURE, ADJUST CASTING TO NEW FINISH GRADE
- P5 PROTECT ROOF DRAIN
- P6 PROTECT SIGN
- P7 PROTECT WATERMAIN
- P8 PROTECT GATE VALVE/HYDRANT
- P9 PROTECT TREE
- P10 PROTECT STRUCTURE / EQUIPMENT
- P11 PROTECT UNDERGROUND UTILITY
- P12 PROTECT LIGHT POLE
- P13 PROTECT SHED
- P14 PROTECT CURB
- P15 PROTECT PLAYGROUND EQUIPMENT
- P16 REFER TO ELECTRICAL PLANS FOR TREATMENT

NOTES:

1. REFER TO SHEET C1.32, GRADING AND DRAINAGE PLAN - NORTH, FOR GENERAL NOTES.
2. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
3. REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
4. VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
5. THE CONTRACTOR SHALL HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.

LEGEND

- CONCRETE PAVEMENT REMOVALS
- CONCRETE CURB AND GUTTER REMOVALS
- BITUMINOUS PAVEMENT REMOVALS
- AGLIME REMOVALS
- FENCING REMOVALS
- SAWCUT
- PROPERTY LINE

HORZ. SCALE 0 30 60 FEET

Project No. V1.128474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
Revisions

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DAVID A. REY
Reg. No. 49189 Date 04/08/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

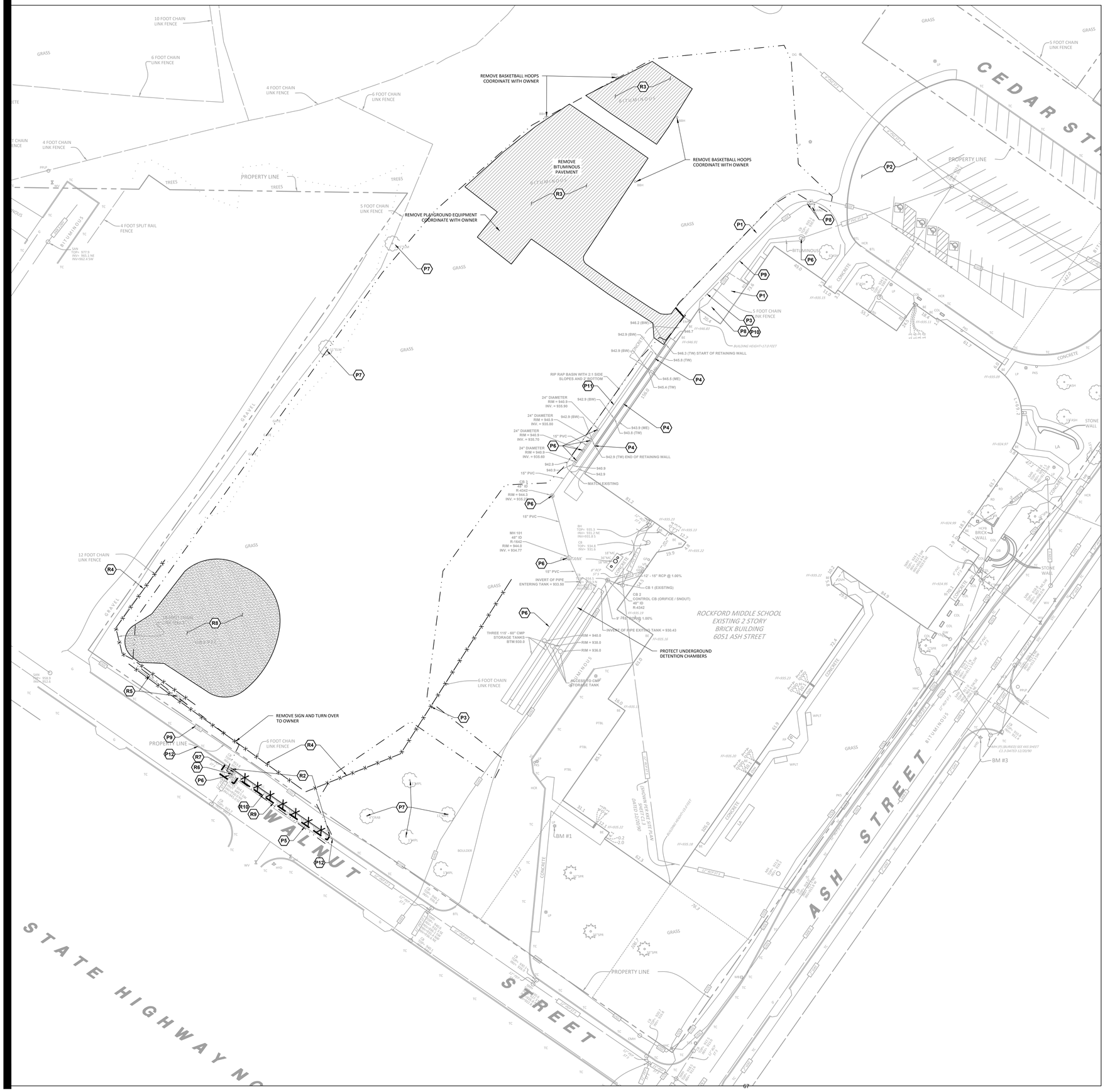
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

REMOVALS
PLAN - SOUTH

95% PLANS

Sheet C1.12



NOTES:

1. REFER TO SHEET C1.31, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
3. REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
4. VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
5. THE CONTRACTOR SHALL HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.

LEGEND

- CONCRETE PAVEMENT REMOVALS
- CONCRETE CURB AND GUTTER REMOVALS
- BITUMINOUS PAVEMENT REMOVALS
- GRAVEL SURFACE/AGLIME REMOVALS
- FENCING REMOVALS
- SAWCUT
- PROPERTY LINE

KEY NOTE LEGEND

- R1 REMOVE CONCRETE PAVEMENT
- R2 REMOVE CONCRETE CURB AND GUTTER / VALLEY GUTTER
- R3 REMOVE BITUMINOUS PAVEMENT
- R4 REMOVE FENCING (INCLUDING FOOTINGS AND GATES)
- R5 REMOVE BALL FIELD BENCHES
- R6 REMOVE STORM SEWER
- R7 REMOVE STORM SEWER STRUCTURE
- R8 REMOVE GRAVEL SURFACE / AGLIME
- R9 SAWCUT
- R10 REMOVE BITUMINOUS PAVEMENT (BITUMINOUS ONLY - LEAVE AGGREGATE BASE MATERIALS INTACT)

- P1 PROTECT CONCRETE PAVEMENT
- P2 PROTECT BITUMINOUS PAVEMENT
- P3 PROTECT FENCING (INCLUDING FOOTINGS AND GATES)
- P4 PROTECT RETAINING WALL
- P5 PROTECT STORM SEWER
- P6 PROTECT STORM SEWER STRUCTURE
- P7 PROTECT TREE
- P8 PROTECT STRUCTURE / EQUIPMENT
- P9 PROTECT UNDERGROUND UTILITY
- P10 REFER TO ELECTRICAL PLANS FOR TREATMENT
- P11 PROTECT ROCK SWALE
- P12 PROTECT CURB

HORZ. SCALE 0 30 60 FEET

95% PLANS

Project No. V1.126474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
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DAVID A. REY
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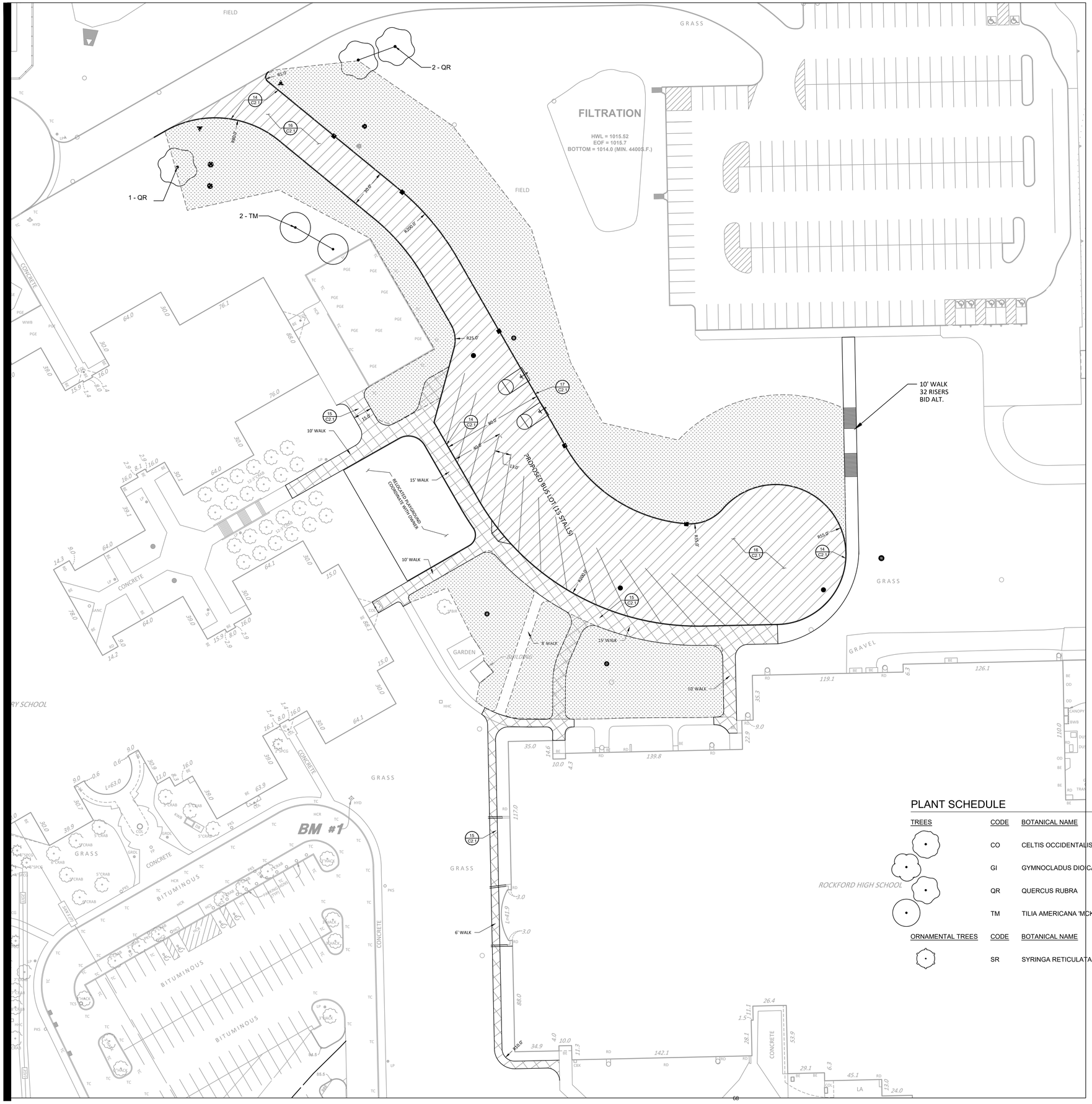
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

REMOVALS PLAN

Sheet C1.13



NOTES:

1. REFER TO SHEET C1.32, GRADING AND DRAINAGE PLAN - NORTH, FOR GENERAL NOTES.
2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
3. SIGNAGE SHALL GENERALLY BE INSTALLED 18" BEHIND THE BACK OF CURB.
4. ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
5. WHERE NEW SOD MEETS EXISTING TURF, EXISTING TURF EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
6. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.

LEGEND

- REFERENCE KEY TO SITE DETAILS — DETAIL I.D NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM)
- PROPOSED CONCRETE WALK (11 / C2.1)
- PROPOSED HEAVY DUTY BITUMINOUS PAVEMENT (12 / C2.1)
- PROPOSED REPAVED BITUMINOUS PAVEMENT (INSTALL ADDITIONAL CLASS V MATERIAL AS REQUIRED TO MATCH EXISTING GRADES) (12 / C2.1)
- PROPOSED TRAFFIC CONTROL SIGN (10 / C2.1)
- PROPOSED CATCH BASIN (CB) (5 / C2.1)
- PROPOSED STORM MANHOLE/OUTLET CONTROL STRUCTURE (OCS) (7 / C2.1, 9 / C2.1)
- PROPOSED FLARED END SECTION (6 / C2.1)
- APPROXIMATE SOD LIMITS
- PROPERTY LINE

PLANT SCHEDULE

TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	CO	CELTIS OCCIDENTALIS	COMMON HACKBERRY	2" CAL.	B&B	2
	GI	GYMNOCLADUS DIOICA 'MCKBRANCHED' TM	DECAF KENTUCKY COFFEETREE	2" CAL.	B&B	2
	QR	QUERCUS RUBRA	RED OAK	2" CAL.	B&B	3
	TM	TILIA AMERICANA 'MCKSENTRY' TM	AMERICAN SENTRY LINDEN	2" CAL.	B&B	2
ORNAMENTAL TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	SR	SYRINGA RETICULATA	JAPANESE TREE LILAC	1.5" CAL.	B&B	3

HORZ. SCALE 0 30 60 FEET

95% PLANS

Project No. V1.128474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

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DAVID A. REY
Reg. No. 47160 04/08/2022

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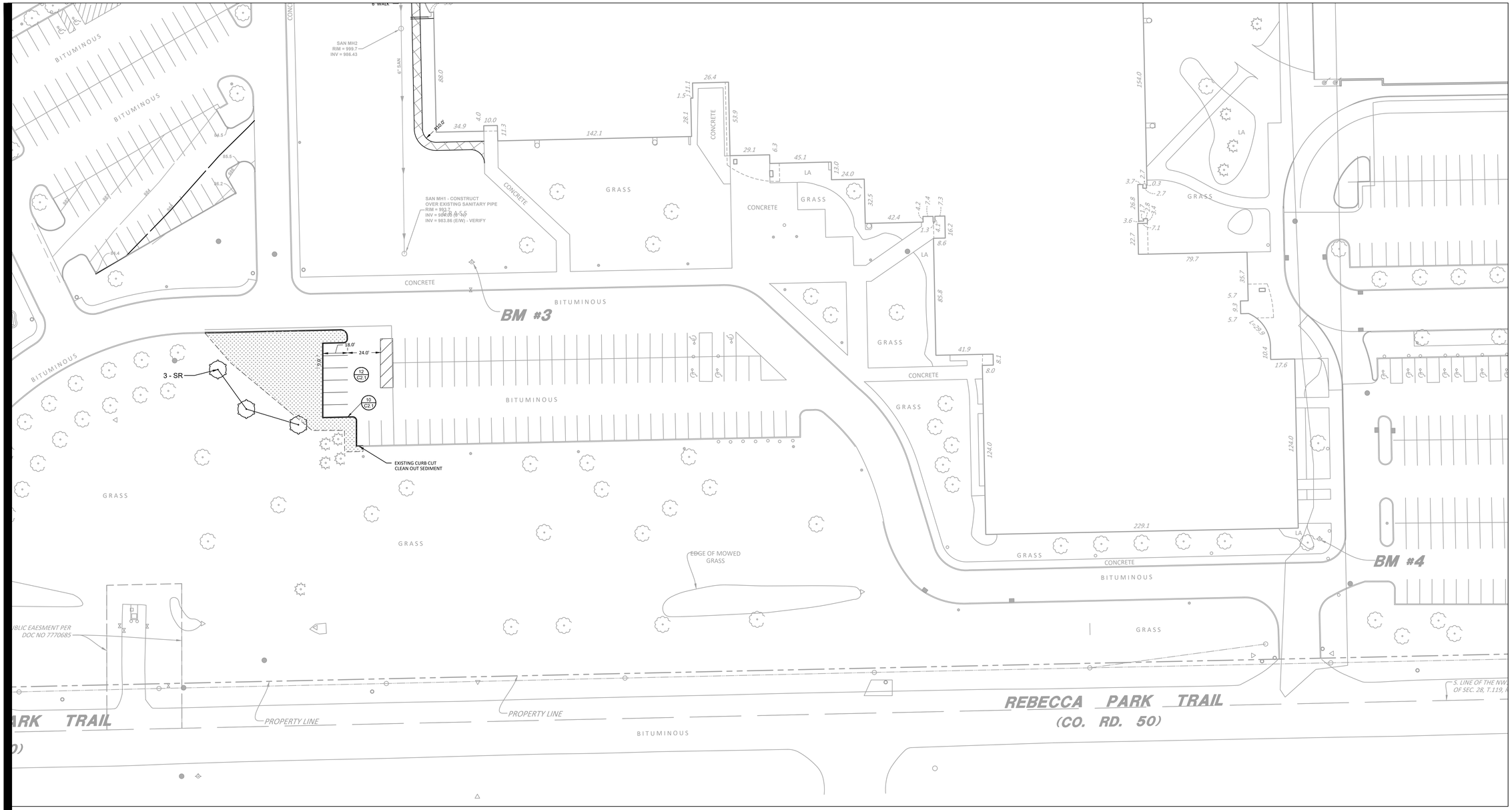
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

SITE
PLAN - NORTH

Sheet C1.2



LEGEND

- REFERENCE KEY TO SITE DETAILS (1 / C2.1) — DETAIL I.D NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM)
- PROPOSED CONCRETE WALK (11 / C2.1)
- PROPOSED HEAVY DUTY BITUMINOUS PAVEMENT (12 / C2.1)
- PROPOSED REPAVED BITUMINOUS PAVEMENT (INSTALL ADDITIONAL CLASS V MATERIAL AS REQUIRED TO MATCH EXISTING GRADES) (12 / C2.1)
- PROPOSED TRAFFIC CONTROL SIGN (15 / C2.1)
- PROPOSED CATCH BASIN (CB) (5 / C2.1)
- PROPOSED OUTLET CONTROL STRUCTURE (OCS) (3 / C2.2)
- APPROXIMATE SOD LIMITS
- PROPERTY LINE

NOTES:

1. REFER TO SHEET C1.32, GRADING AND DRAINAGE PLAN - NORTH, FOR GENERAL NOTES.
2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
3. SIGNAGE SHALL GENERALLY BE INSTALLED 18" BEHIND THE BACK OF CURB.
4. ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
5. WHERE NEW SOD MEETS EXISTING TURF, EXISTING TURF EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
6. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.

HORZ. SCALE: 0 30 60 FEET

Project No. V1.128474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
Revisions

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DAVID A. REY
Reg. No. 47169 Date 04/08/2022

BOLTON & MENK
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MINNEAPOLIS, MN, 55427

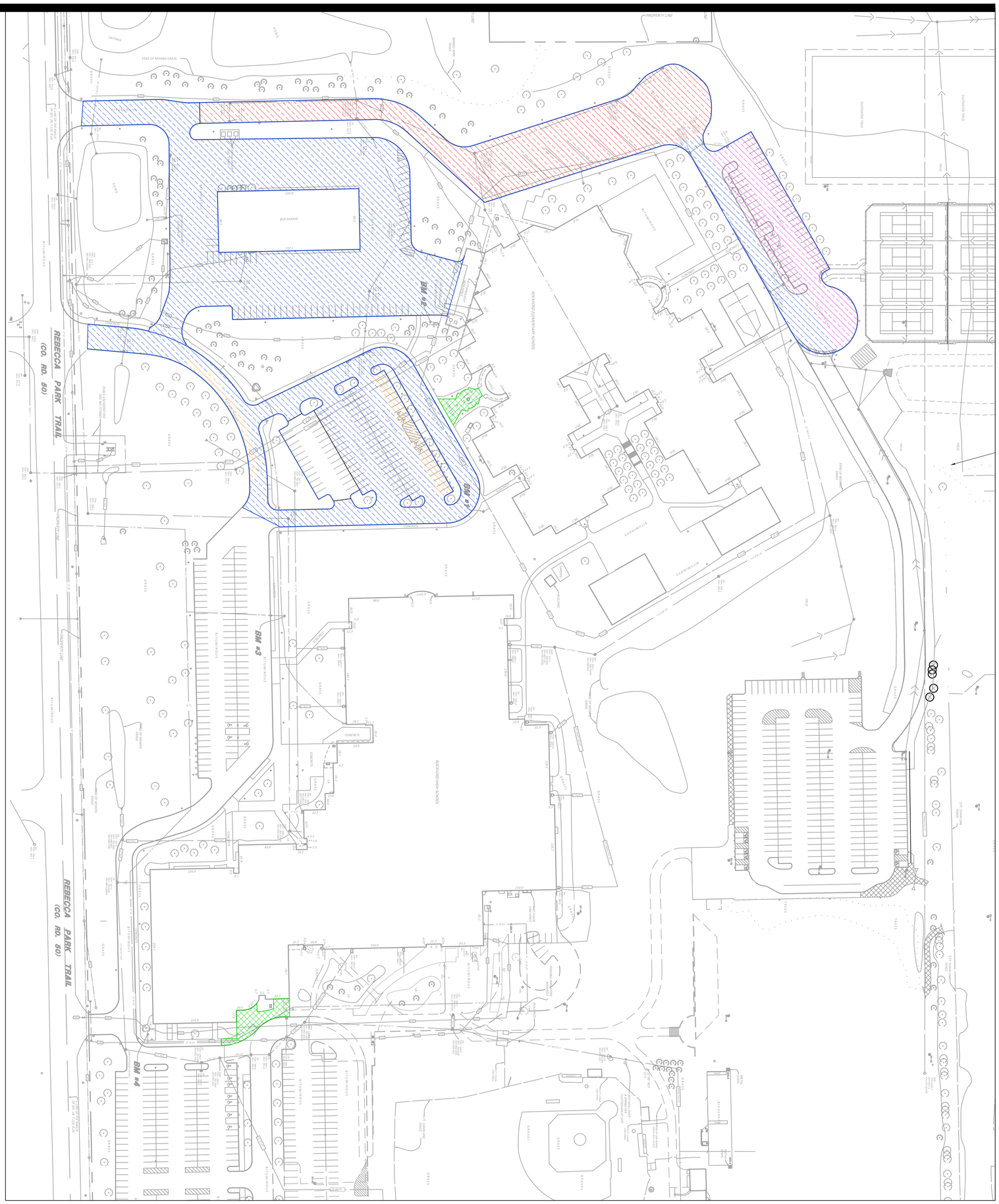
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

SITE
PLAN - SOUTH

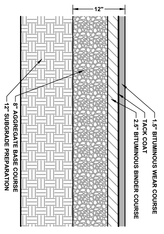
Sheet C1.21

95% PLANS



LEGEND

- RECLAIM ASPHALT = 17,100 SY
- FULL PAVEMENT RECONSTRUCTION = 750 SY
- RECLAIM ASPHALT ALT 2 = 5,400 SY
- RECLAIM ASPHALT ALT 3 = 2,500 SY
- SIDEWALK REPAIR = 4,200 square feet



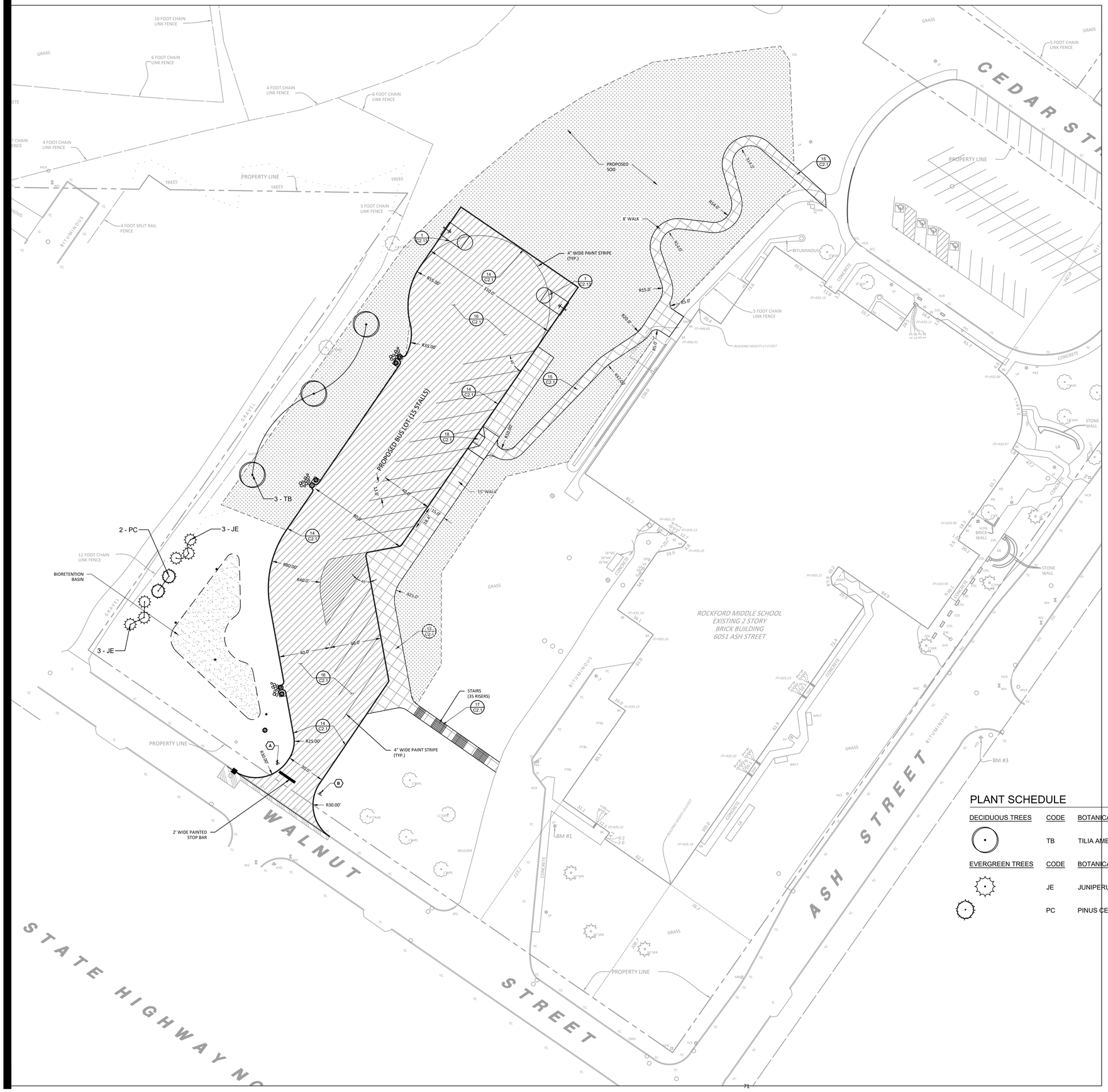
HEAVY DUTY BITUMINOUS PAVEMENT

HORZ. SCALE 0 60 120 FEET

70

95% PLANS

Sheet **C1.22**	**PAVEMENT RECLAIM PLAN**	NO. / DATE / REVISION DESCRIPTION	**ROCKFORD SCHOOLS SITE IMPROVEMENTS**	**BOLTON & MENK** 7575 GOLDEN VALLEY ROAD, SUITE 200 MINNEAPOLIS, MN, 55427	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota. Reg. No. _____	**ICS** ICS-BUILDS.COM Minneapolis, MN | Duluth, MN | Sauk Rapids, MN Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Medix, PA	Project No. V1.126474 Date 05/05/2022 Drawn By MJI Ck. By DAR Revisions



NOTES:

1. REFER TO SHEET C1.31, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
3. SIGNAGE SHALL GENERALLY BE INSTALLED 18" BEHIND THE BACK OF CURB.
4. ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
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LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL I.D NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM))
- PROPOSED CONCRETE WALK (15 / C2.1)
- PROPOSED HEAVY DUTY BITUMINOUS PAVEMENT (16 / C2.1)
- PROPOSED REPAVED BITUMINOUS PAVEMENT (INSTALL ADDITIONAL CLASS V MATERIAL AS REQUIRED TO MATCH EXISTING GRADES) (14 / C2.1)
- PROPOSED TRAFFIC CONTROL SIGN (19 / C2.1)
- PROPOSED CATCH BASIN (CB) (11 / C2.1)
- PROPOSED RAIN GUARDIAN STRUCTURE (4 / C2.2)
- PROPOSED OUTLET CONTROL STRUCTURE (OCS) (7 / C2.2)
- APPROXIMATE SOD LIMITS
- BIORETENTION BASIN (5 / C2.2)
- 4" WIDE PAINT STRIPE @ 3' O.C.
- PROPERTY LINE

SIGNAGE KEY NOTES

- A — STOP — MnMUTCD R1-1 (30"x30")
- B — BUSES AND AUTHORIZED VEHICLES ONLY — SIMILAR TO MnMUTCD R4-X4 (36"x36")

PLANT SCHEDULE

DECIDUOUS TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	TB	TILIA AMERICANA 'BOULEVARD'	BOULEVARD AMERICAN LINDEN	2.5" CAL.	B&B	3
EVERGREEN TREES	**CODE**	**BOTANICAL NAME**	**COMMON NAME**	**SIZE**	**CONTAINER**	**QTY**
	JE	JUNIPERUS VIRGINIANA	EASTERN REDCEDAR	6` B&B		6
	PC	PINUS CEMBRA	SWISS STONE PINE	6` B&B		2

HORZ. SCALE: 0, 30, 60 FEET

95% PLANS

Project No. V1.128474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
Revisions

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DAVID A. REY
Reg. No. 47160 04/08/2022

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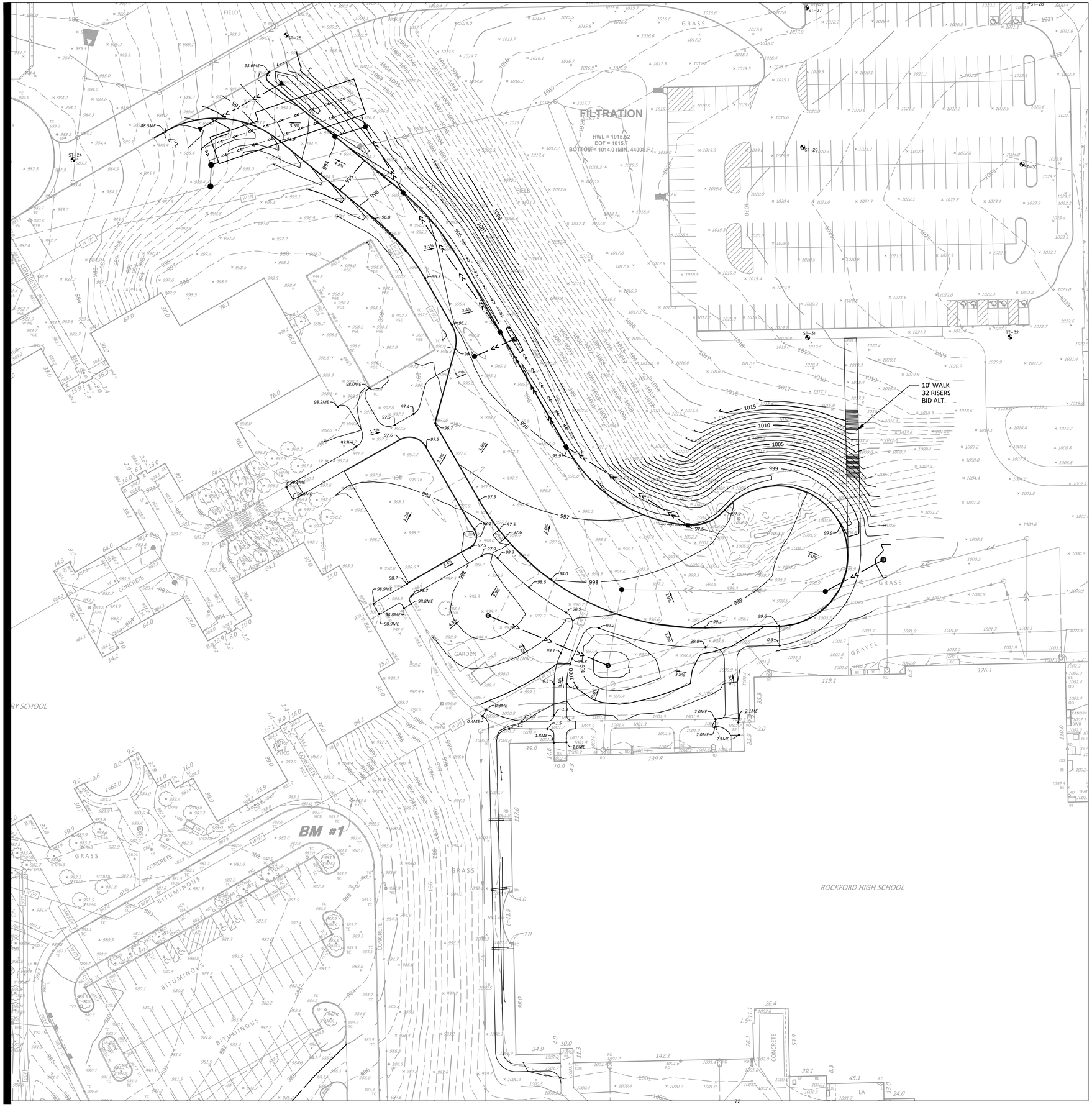
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

SITE PLAN

Sheet C1.23



GENERAL NOTES

1. ALL CONSTRUCTION MUST COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
2. THE CONTRACTOR WILL BE RESPONSIBLE FOR AND SHALL PAY FOR ALL CONSTRUCTION STAKING / LAYOUT.
3. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS, INCLUDING THE NPDES PERMIT FROM THE MPCA. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL SIGNAGE (CONSTRUCTION ZONES) NECESSARY TO CONSTRUCT PROPOSED IMPROVEMENTS. ALL SIGNAGE LAYOUTS MUST BE DESIGNED BY THE CONTRACTOR AND APPROVED BY LOCAL AUTHORITIES.
5. INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
6. INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
7. REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
8. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
9. REFER TO STORMWATER POLLUTION PREVENTION PLAN NARRATIVE (SHEET C1.43) FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS. SECTION 31 00 00 SHALL BE RESPONSIBLE FOR FULL IMPLEMENTATION OF THE SWPPP.
10. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
11. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
12. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
13. CONTRACTOR SHALL MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
14. PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
15. PROPOSED ELEVATIONS SHOWN TYPICALLY AS 50.1 OR 50 SHALL BE UNDERSTOOD TO MEAN 950.1 OR 950.
16. SPOT ELEVATIONS SHOWN IN PARKING LOTS, DRIVES AND ROADS INDICATE GUTTER GRADES, UNLESS NOTED OTHERWISE.
17. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
18. NO FINISHED SLOPES SHALL EXCEED 4' HORIZONTAL TO 1' VERTICAL (4:1), UNLESS OTHERWISE NOTED.
19. ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
20. WHERE NEW SOD MEETS EXISTING SOD, EXISTING SOD EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
21. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
22. ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 UNLESS OTHERWISE NOTED.
23. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
    a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
    b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
        i. FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
        ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
        iii. OR APPROVED EQUAL.
24. LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
25. CONTRACTOR SHALL MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER (INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, ETC.) AS REQUIRED. EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES (SITE UTILITY CONTRACTOR, MECHANICAL CONTRACTOR, ETC.) AS REQUIRED.
26. CONTRACTOR SHALL STAKE LIMITS OF CURBING PRIOR TO INSTALLATION OF CATCH BASINS. CURB AND GUTTER SHALL BE STAKED TO ALLOW CURB INLET TYPE CATCH BASINS TO BE PROPERLY LOCATED IN LINE WITH CURBING.

LEGEND

- 950 — EXISTING CONTOUR
- × 953.28 — EXISTING SPOT ELEVATION
- 955 — PROPOSED CONTOUR
- 54.6 — PROPOSED SPOT ELEVATION (ME = MATCH EXISTING; EOF = EMERGENCY OVERFLOW)
- PROPOSED GRADING LIMITS
- PROPOSED STORM SEWER (7 / C2.1)
- PROPOSED DRAINTILE (DT) / FINGER DRAIN (FD)
- PROPOSED FINGER DRAINS (6 / C2.1)
- PROPOSED CATCH BASIN (CB) (5 / C2.1)
- PROPOSED STORM MANHOLE/OUTLET CONTROL STRUCTURE (OCS) (3 / C2.2) (9 / C2.1)
- PROPOSED FLARED END SECTION (6 / C2.1)
- PROPERTY LINE

BENCHMARKS (FIELD VERIFY BEFORE USING)

HORZ. SCALE 0 30 60 FEET

95% PLANS

Project No. V1.126474
Date 05/05/2022
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Reg. No. 47169 04/08/2022

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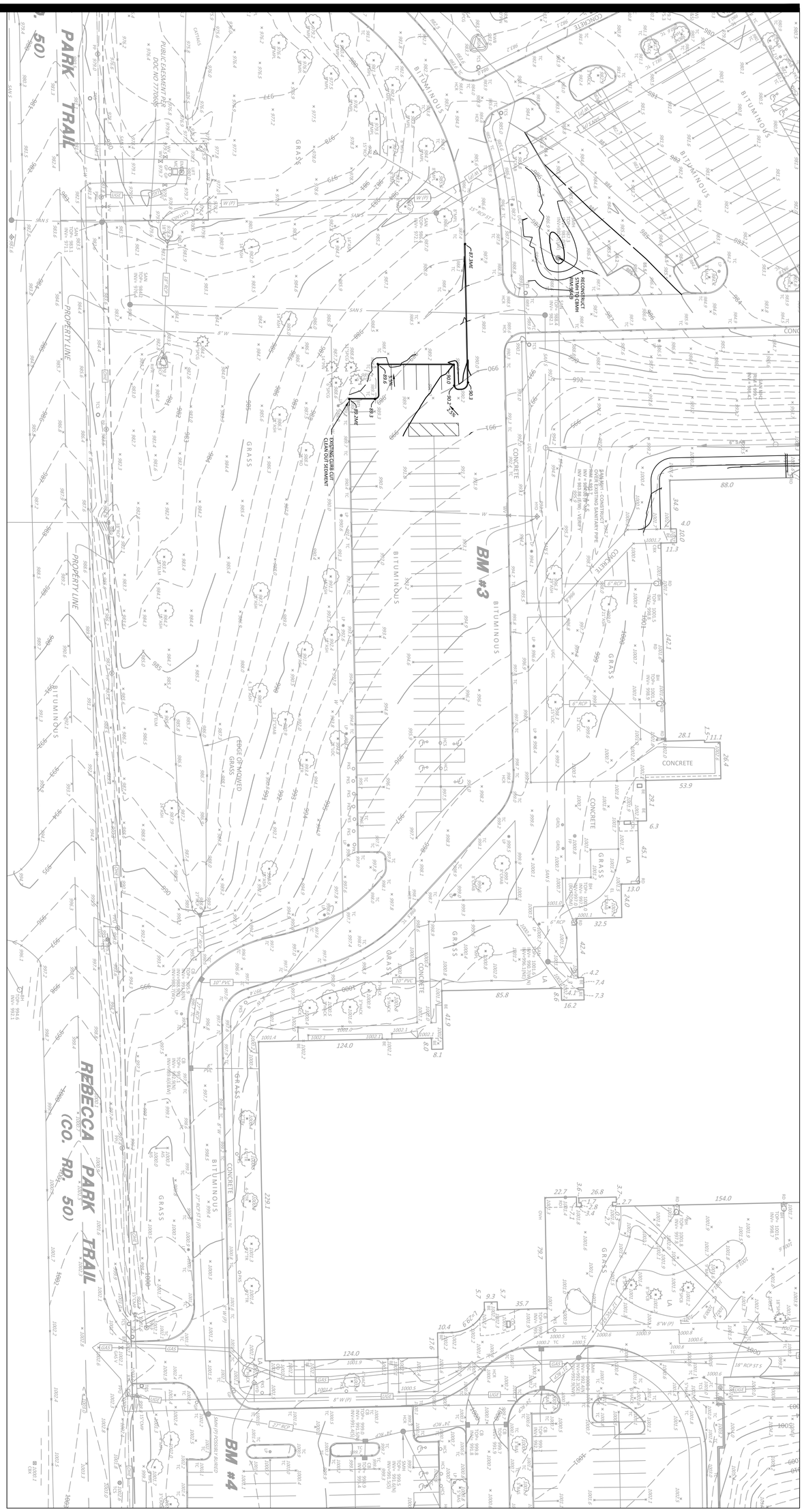
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

GRADING AND DRAINAGE PLAN - NORTH

Sheet C1.3



LEGEND

- EXISTING CONTOUR
- EXISTING SPOT ELEVATION
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
  - ME = MATCH EXISTING
  - EOF = EMERGENCY OVERFLOW
- PROPOSED GRADING LIMITS
- PROPOSED STORM SEWER
- PROPOSED DRAINTILE (DT) / FINGER DRAIN (FD)
- PROPOSED CATCH BASIN (CB)
- PROPOSED STORM MANHOLE/OUTLET CONTROL STRUCTURE (OCS)
- PROPOSED FLARED END SECTION
- PROPERTY LINE

HORZ. SCALE 0 30 60 FEET

95% PLANS

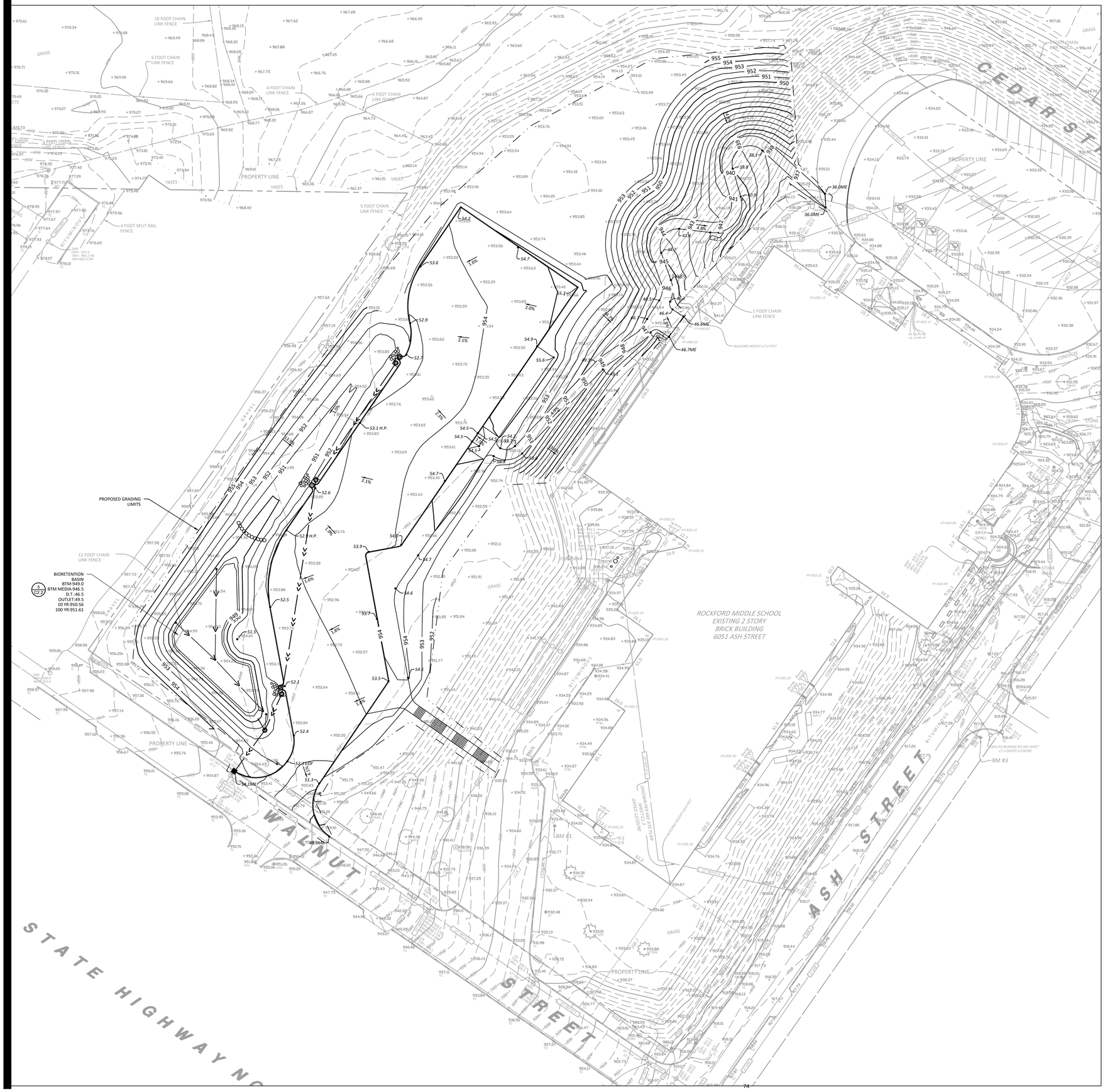
Sheet			
C1.31	GRADING AND DRAINAGE PLAN - SOUTH	NO. / DATE / REVISION DESCRIPTION	ROCKFORD SCHOOLS SITE IMPROVEMENTS

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.
DAVID A. REY
Reg. No. 40180 04/08/2022

ICS-BUILDS.COM
Minneapolis, MN | Duluth, MN | Sauk Rapids, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Medix, PA

Project No. V1.126474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions



GENERAL NOTES

1. ALL CONSTRUCTION MUST COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
2. THE CONTRACTOR WILL BE RESPONSIBLE FOR AND SHALL PAY FOR ALL CONSTRUCTION STAKING / LAYOUT.
3. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS, INCLUDING THE NPDES PERMIT FROM THE MPCA. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL SIGNAGE (CONSTRUCTION ZONES) NECESSARY TO CONSTRUCT PROPOSED IMPROVEMENTS. ALL SIGNAGE LAYOUTS MUST BE DESIGNED BY THE CONTRACTOR AND APPROVED BY LOCAL AUTHORITIES.
5. INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
6. INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
7. REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
8. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
9. REFER TO STORMWATER POLLUTION PREVENTION PLAN NARRATIVE (SHEET C1.43) FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS. SECTION 31 00 00 SHALL BE RESPONSIBLE FOR FULL IMPLEMENTATION OF THE SWPPP.
10. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
11. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
12. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
13. CONTRACTOR SHALL MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
14. PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
15. PROPOSED ELEVATIONS SHOWN TYPICALLY AS 50.1 OR 50 SHALL BE UNDERSTOOD TO MEAN 950.1 OR 950.
16. SPOT ELEVATIONS IN PARKING LOTS, DRIVES AND ROADS INDICATE GUTTER GRADES, UNLESS NOTED OTHERWISE.
17. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
18. NO FINISHED SLOPES SHALL EXCEED 4' HORIZONTAL TO 1' VERTICAL (4:1), UNLESS OTHERWISE NOTED.
19. ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
20. WHERE NEW SOD MEETS EXISTING SOD, EXISTING SOD EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
21. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
22. ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 UNLESS OTHERWISE NOTED.
23. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
    a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
    b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
        i. FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
        ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
        iii. OR APPROVED EQUAL.
24. LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
25. CONTRACTOR SHALL MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER (INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, ETC.) AS REQUIRED. EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES (SITE UTILITY CONTRACTOR, MECHANICAL CONTRACTOR, ETC.) AS REQUIRED.
26. CONTRACTOR SHALL STAKE LIMITS OF CURBING PRIOR TO INSTALLATION OF CATCH BASINS. CURB AND GUTTER SHALL BE STAKED TO ALLOW CURB INLET TYPE CATCH BASINS TO BE PROPERLY LOCATED IN LINE WITH CURBING.

LEGEND

- REFERENCE KEY TO SITE DETAILS (7 / C2.1): DETAIL I.D NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM)
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION: ME = MATCH EXISTING; EOF = EMERGENCY OVERFLOW
- PROPOSED GRADING LIMITS (2.90 ACRES)
- PROPOSED STORM SEWER (7 / C2.1)
- PROPOSED DRAINTILE (9 / C2.1)
- PROPOSED CATCH BASIN (CB) (11 / C2.1)
- PROPOSED RAIN GUARDIAN STRUCTURE (4 / C2.2) (6 / C2.2)
- PROPOSED OUTLET CONTROL STRUCTURE (OCS) (7 / C2.2)
- PROPERTY LINE

BENCHMARKS (FIELD VERIFY BEFORE USING)

1.) Top of south side of concrete light pole base south of the southwest corner of building.
Elevation = 935.54 feet (NAVD 88)

2.) Top of top nut of fire hydrant NE quadrant of Ash Street and Cedar Street.
Elevation = 938.26 feet (NAVD 88)

3.) Top of top nut of fire hydrant east of Ash Street and south of Bridge Street.
Elevation = 918.43 feet (NAVD 88)

HORZ. SCALE 0 30 60 FEET

95% PLANS

Project No. V1.126474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
Revisions

ICS
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Minneapolis, MN | Duluth, MN | Sauk Rapids, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Hoults, VA

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DAVID A. REY
Reg. No. 47169 04/08/2022

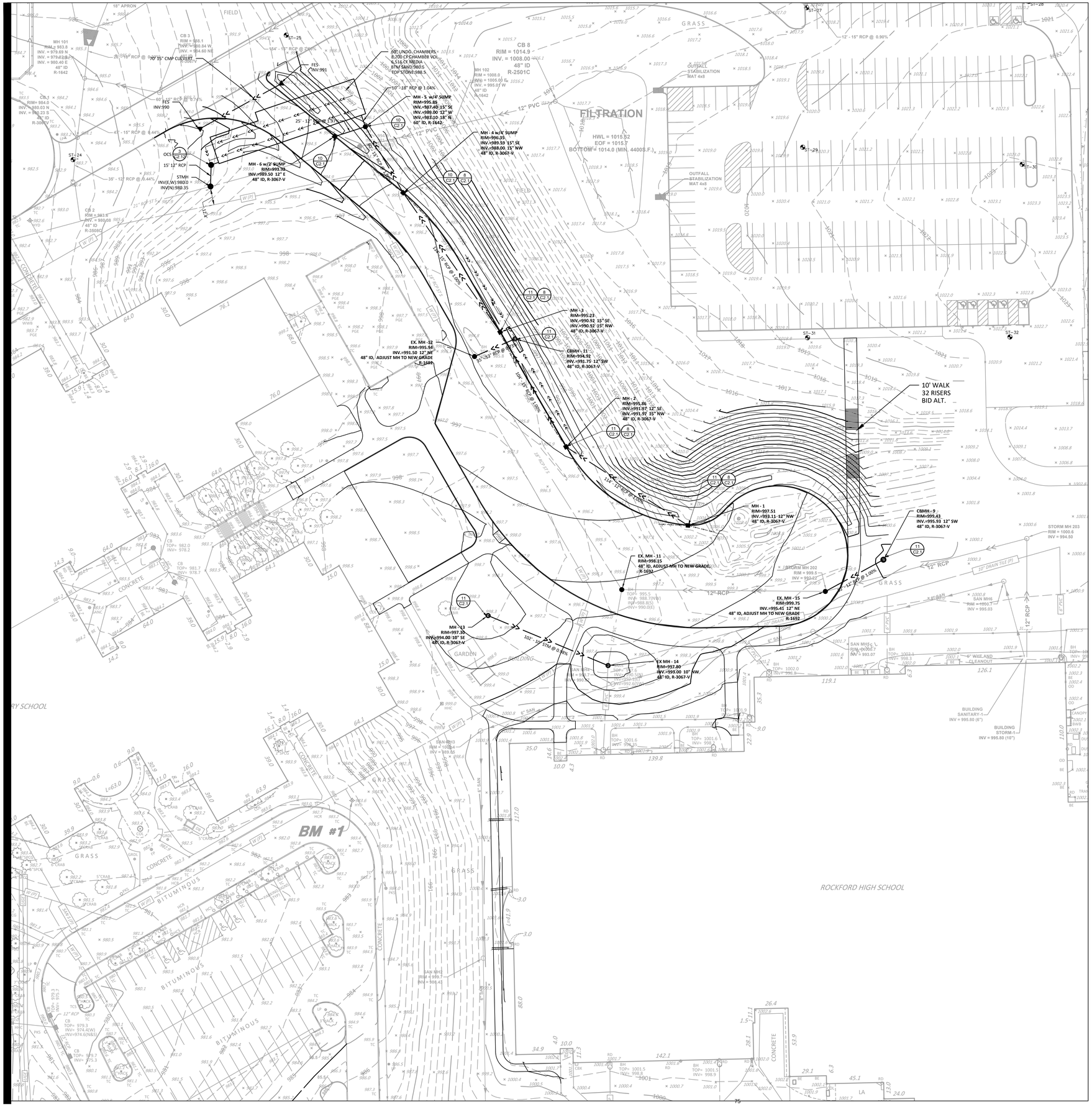
BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

NO. | DATE | REVISION DESCRIPTION

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

GRADING AND
DRAINAGE PLAN

Sheet C1.32



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LEGEND

- EXISTING CONTOUR (950)
- EXISTING SPOT ELEVATION (× 953.28)
- PROPOSED CONTOUR (955)
- PROPOSED SPOT ELEVATION (54.6)
  - ME = MATCH EXISTING
  - EOF = EMERGENCY OVERFLOW
- PROPOSED GRADING LIMITS
- PROPOSED STORM SEWER (7 / C2.1)
- PROPOSED DRAINTILE (DT) / FINGER DRAIN (FD)
- PROPOSED FINGER DRAINS (6 / C2.1)
- PROPOSED CATCH BASIN (CB) (5 / C2.1)
- PROPOSED STORM MANHOLE/OUTLET CONTROL STRUCTURE (OCS) (3 / C2.1) (9 / C2.1)
- PROPOSED FLARED END SECTION (6 / C2.1)
- PROPERTY LINE

BENCHMARKS (FIELD VERIFY BEFORE USING)

Project No. V1.126474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

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Reg. No. 47169 04/08/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

UTILITY PLAN

Sheet C1.4

95% PLANS

CEDAR ST
ASH STREET
WALNUT STREET
STATE HIGHWAY NO
PROPERTY LINE
10 FOOT CHAIN LINK FENCE
6 FOOT CHAIN LINK FENCE
4 FOOT CHAIN LINK FENCE
5 FOOT CHAIN LINK FENCE
12 FOOT CHAIN LINK FENCE
4 FOOT SPLIT RAIL FENCE
TREES
GRASS
GRAVEL
BITUMINOUS
CONCRETE
ROCKFORD MIDDLE SCHOOL
EXISTING 2 STORY
BRICK BUILDING
605 1 ASH STREET
BM #1
BM #3
PROPOSED GRADING LIMITS
C.O. INV: 947.0
BIORETENTION BASIN BTM:949.0 BTM MEDIA:946.5 D.T.:46.5 OUTLET:49.5 10 YR:950.56 100 YR:951.61
RAIN GUARDIAN RIM:52.1 INV:51.1
MH - 1 RIM=952.49 INV.=949.00 12" SW 48" ID R2501
MH - 2 RIM=952.29 INV.=948.56 12" NE INV.=948.56 12" S 48" ID R2501
MH - 3 RIM=952.45 INV.=947.88 12" N INV.=947.49 12" SW 48" ID R2501
C.O. INV: 946.6
OCS
44' 12" RCP @0.5%
RECONSTRUCT CBMH RIM:53.9 INV:46.1 DIA: 48" R-3067-V
CONNECT TO EX. MH FIELD VERIFY INV(NE):46.0 PROVIDE FLEXIBLE JOINT AT CONNECTION
17" RCP @0.40%
15" RCP @ 0.40%
10.0' CB
20.0' CB
BUILDING HEIGHT=17.0 FEET
BRICK WALL
CONCRETE WALL
STONE WALL
CURB INLET
SAN MH
STM MH
HYD
TC
FF=935.23
FF=935.22
FF=935.19
FF=935.16
FF=935.13
FF=935.10
FF=934.91
FF=934.88
FF=934.85
FF=934.82
FF=934.79
FF=934.76
FF=934.73
FF=935.20
FF=935.17
FF=935.14
FF=935.11
FF=935.08
FF=935.05
FF=935.02
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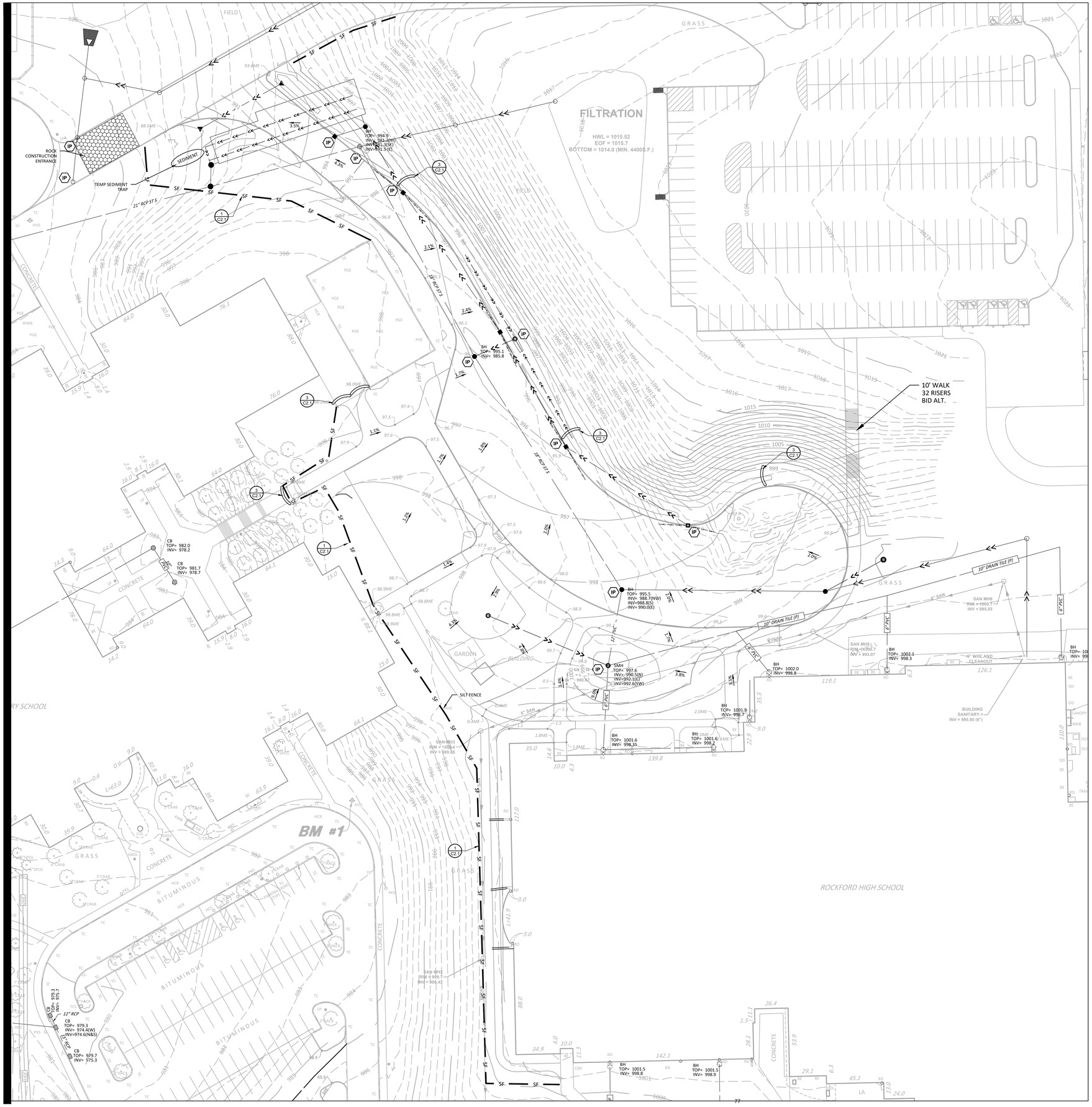

NOTES

1. REFER TO SHEET C1.32, GRADING AND DRAINAGE PLAN - NORTH, FOR GENERAL NOTES.
2. REFER TO STORMWATER POLLUTION PREVENTION PLAN NARRATIVE (SHEET C1.44) FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS. SECTION 31 00 00 SHALL BE RESPONSIBLE FOR FULL IMPLEMENTATION OF THE SWPPP.
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4. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
5. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND OTHER LOCAL REGULATIONS.
6. IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN DOWNSTREAM SEDIMENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING OUT DOWNSTREAM STORM SEWERS AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
7. INLET PROTECTION DEVICE AT STORM SEWER INLETS. AT THE INLETS TO ALL STORM SEWER STRUCTURES, PROVIDE A PRODUCT FROM THE FOLLOWING LIST. APPROVED PRODUCTS:
   a. ROAD DRAIN "TOP SLAB", MANUFACTURED BY WIMCO
   b. ROAD DRAIN "CURB & GUTTER", MANUFACTURED BY WIMCO
   c. INFRASAFE "SEDIMENT CONTROL BARRIER", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   d. INFRASAFE "DEBRIS COLLECTION DEVICE", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   e. INFRASAFE "CULVERT INLET PROTECTOR", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   f. DANDY SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
   g. DANDY CURB SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
   h. OR APPROVED EQUAL.
8. PRIOR TO CONSTRUCTION, DELINEATE TURF AND VEGETATED AREAS NOT TO BE DISTURBED WITH ORANGE SNOW FENCE. NO CONSTRUCTION TRAFFIC, EQUIPMENT OR MATERIALS SHALL BE PERMITTED TO UTILIZE, ACCESS, OR OTHERWISE ENTER THE AREAS DESIGNATED NOT TO BE DISTURBED. MINIMIZE SOIL COMPACTION AND DISRUPTION OF TOPSOIL IN AREAS OUTSIDE THE CONSTRUCTION LIMITS TO COMPLY WITH MN CONSTRUCTION STORMWATER GENERAL PERMIT.

LEGEND

- REFERENCE KEY TO SITE DETAILS — DETAIL I.D NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM)
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION — ME = MATCH EXISTING, EOF = EMERGENCY OVERFLOW
- PROPOSED GRADING LIMITS
- PROPOSED CATCH BASIN (CB)
- PROPOSED STORM MANHOLE/OUTLET CONTROL STRUCTURE (OCS)
- PROPOSED FLARED END SECTION
- PROPOSED SILT FENCE
- PROPOSED SEDIMENT CONTROL LOG
- PROPOSED ROCK CONSTRUCTION ENTRANCE
- INLET PROTECTION DEVICE AT STORM SEWER INLET
- SEDIMENT CONTROL LOG
- PROPERTY LINE

HORZ. SCALE 0 30 60 FEET

95% PLANS

Project No. V1.126474
Date 05/05/2022
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Revisions

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ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

SEDIMENT CONTROL AND EROSION PREVENTION PLAN - NORTH

Sheet C1.42

95% PLANS

SEDIMENT CONTROL AND EROSION PREVENTION PLAN - SOUTH

Sheet C1.43

NO.	DATE	REVISION DESCRIPTION

ROCKFORD SCHOOLS SITE IMPROVEMENTS

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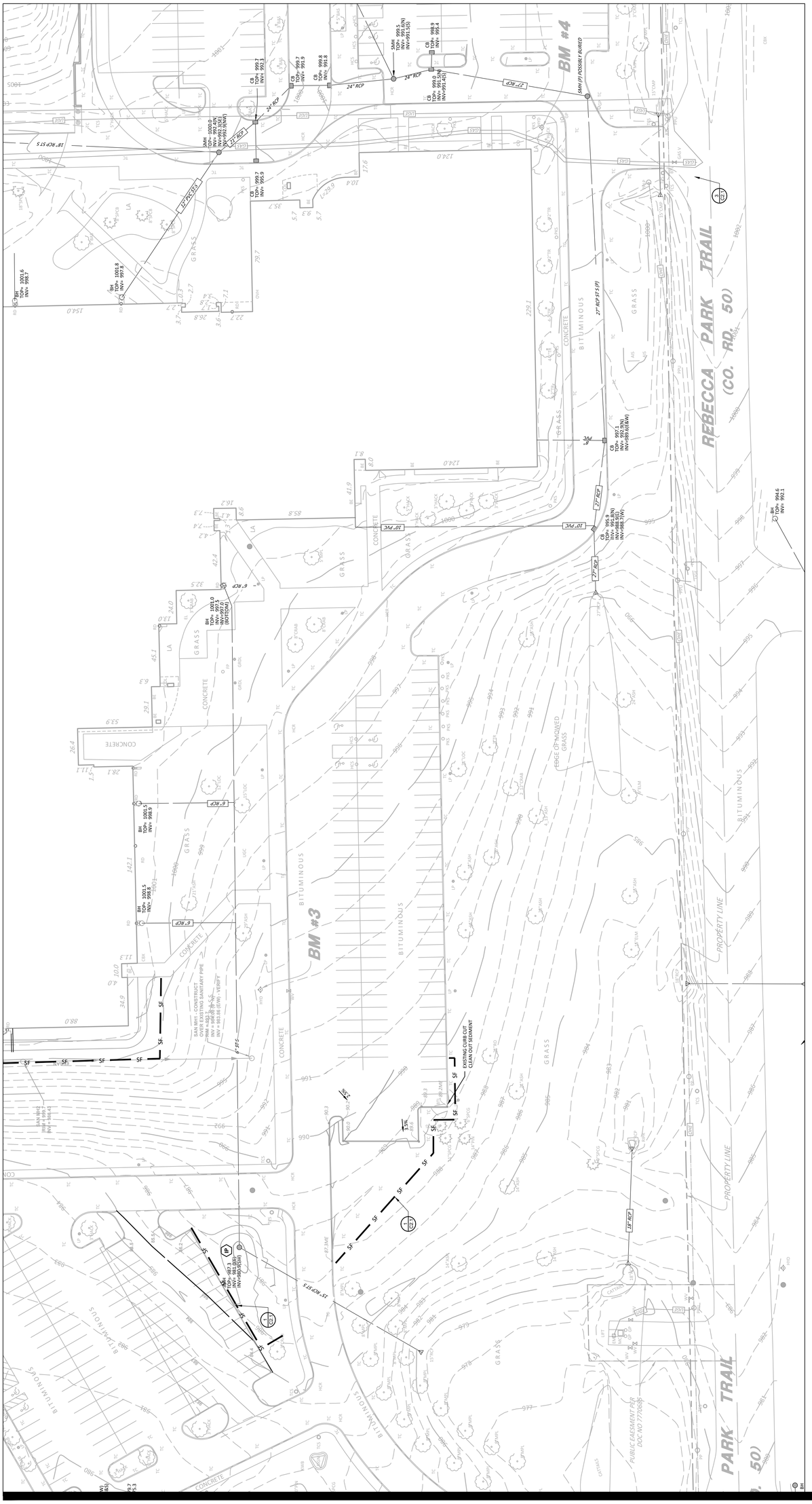

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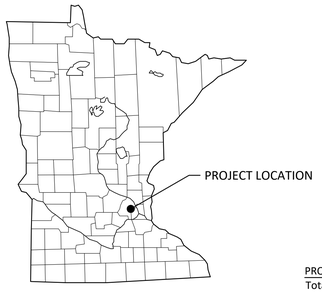
- PROPOSED SEDIMENT CONTROL LOG
- PROPOSED ROCK CONSTRUCTION ENTRANCE
- INLET PROTECTION DEVICE AT STORM SEWER INLET
- SEDIMENT CONTROL LOG
- RIP RAP
- PROPERTY LINE

HORZ. SCALE 0 30 60 FEET

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

ROCKFORD ES-HS BUS CORRAL - 2022

CITY OF ROCKFORD
HENNEPIN COUNTY, MINNESOTA



LEGEND

- 1-MILE BOUNDARY
- PROJECT BOUNDARY
- OR SPECIAL OR PROTECTED WATERS
- OR IMPAIRED WATERS
- NATIONAL WETLANDS INVENTORY
- RECEIVING WATERS

RESPONSIBLE PARTIES:
The Contractor and Owner will be joint applicants under the MPCA's General Stormwater Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program.

The Contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs.

A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

	COMPANY	CONTACT PERSON	PHONE
OWNER:	XXXXX	XXXXX	XXX-XXX-XXXX
SWPPP DESIGNER:	Bolton & Menk, Inc.	Lanol Leichty	612-804-7230
CONTRACTOR:	TBD	TBD	TBD
CONSTRUCTION SWPPP MANAGER:	TBD	TBD	TBD
PARTY RESPONSIBLE FOR LONG TERM O&M:	XXXXX	XXXXX	XXX-XXX-XXXX

The SWPPP Designer, Construction SWPPP Manager, and BMP Installer must have appropriate training. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Training documentation for the SWPPP Designer is included on the Narrative sheet. The Contractor shall attach training documentation to this SWPPP for the Construction SWPPP Manager and BMP Installer prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

ADDITIONAL COMPENSATION
Payment for all work associated with Erosion and Sediment Control shall be as described in the Project Manual. Unless otherwise authorized by the Owner no additional payment shall be made for any work required to administer and maintain the site erosion and sediment control in compliance with the Minnesota Pollution Control Agency (MPCA) - General Stormwater Permit for Construction Activity (MN R100001) including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing.

DOCUMENT RETENTION
Permittees must make the SWPPP, including all inspection reports, maintenance records, training records and other information required by this permit, available to federal, state, and local officials within three (3) days upon request for the duration of the permit and for three (3) years following the NOT.

GENERAL STORMWATER DISCHARGE REQUIREMENTS
All requirements listed in Section 5.1 of the Permit for the design of the permanent stormwater management system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:

1. The expected amount, frequency, intensity, and duration of precipitation.
2. The nature of stormwater runoff and run-on at the site
3. Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
4. The range of soil particle sizes expected to be present on the site.

Permanent stormwater treatment systems for this project have been designed in accordance with the guidance in the MN Stormwater Manual in place at the time of bidding. Copies of the design information and calculations are part of this SWPPP and will be provided in digital format upon written request to the Engineer.

PROJECT AREAS:

Total Project Size (disturbed area) =	0.0	ACRES
Existing area of impervious surface =	0.0	ACRES
Post construction area of impervious surface =	0.0	ACRES
Total new impervious surface area created =	0.0	ACRES

Planned Construction Start Date:	06/15/2022
Estimated Construction Completion Date:	10/15/2022

PERMANENT STORMWATER MANAGEMENT SYSTEM:
Type of storm water management used if more than 1 acre of new impervious surface is created:

	Wet Sedimentation Basin
X	Infiltration/Filtration
	Regional Pond
	Permanent Stormwater Management Not Required

PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
HENNEPIN	T119N	R24W	28	45.0877°	-93.7218°

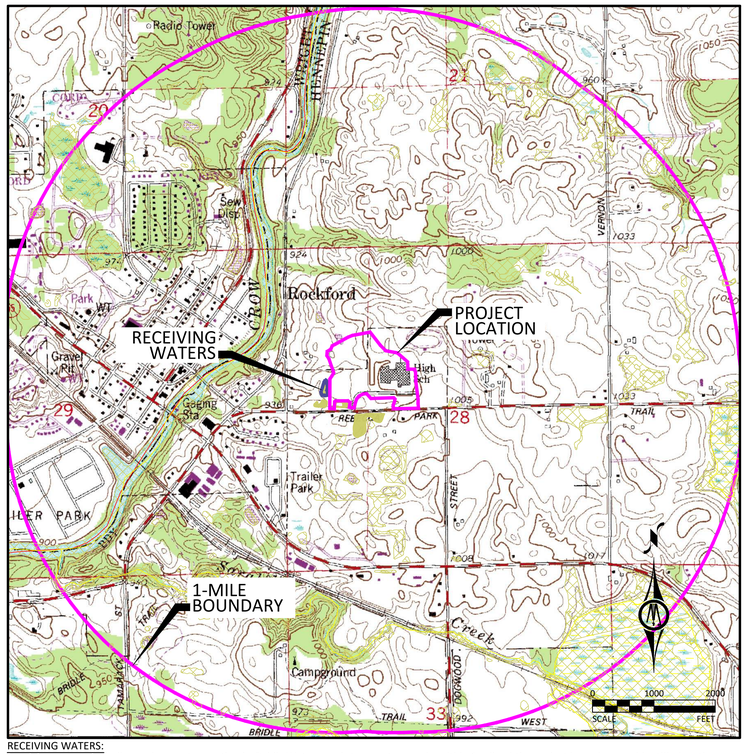
BMP SUMMARY	QUANTITY	UNIT
INLET PROTECTION	12	EA
SILT FENCE	548	LIN FT
ROCK CONSTRUCTION ENTRANCE	1	EA

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
Construction activities include: Rockford public school district is proposing to construct a new bus lot serving the elementary and high school over existing green space. Site improvements include storm sewer, underground detention basins, new sidewalks, access roads off County Road 50, and pavement reclamation.

Stormwater from the existing impervious lots within the site is collected into existing catch basins within the northeast parking lots. The runoff is piped to the southwest until it outlets into an existing stormwater pond.

After construction is complete stormwater runoff from the proposed bus lot will be collected into a new series of catch basins which discharge into an existing stormwater pond, just east of the existing tennis courts.

This project includes the following stormwater management BMPs: existing surface ponds, underground detention.



RECEIVING WATERS:
Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, within 1-mile of the project boundary are identified on the USGS 7.5 min quad map above. Receiving waters that are impaired, the impairment, and WLA are listed as follows. All specific BMPs relative to construction activities listed in the permit for special, prohibited, restricted, or impaired have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (ditch, pond, wetland, lake, etc.)	Special, Prohibited, Restricted Water [1]	Flows to Impaired Water Within 1-Mile [2]	USEPA Approved Construction Related TMDL [3]
CROW RIVER	RIVER	YES	YES	YES, BENTHIC MACROINVERTEBRATE BIOASSESSMENTS, FECAL COLIFORM, FISHES BIOASSESSMENTS, NUTRIENTS, TURBIDITY
SARAH CREEK	RIVER	NO	YES	NO
WEST SARAH LAKE	LAKE	YES	YES	YES, MERCURY IN FISH TISSUE, NUTRIENTS

[1] Special, prohibited, and restricted waters are listed in Section 23 of the MN Construction Stormwater General Permit (MNR100001).
[2] Identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.
[3] Construction Related TMDLs include those related to: phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.

IMPLEMENTATION SCHEDULE AND PHASING: The Contractor is required to provide an updated schedule and site management plan meeting the minimum requirements of Section 1717 of the Minnesota Standard Specifications for Construction.

1) Submit SWPPP Updates to Engineer. Submittal shall include any requested changes to the SWPPP, including but not limited to: Trained Personnel, Locations for Stockpiles, Concrete Washout, Sanitation Facilities, Types and Locations of Erosion & Sediment Control. Failure to submit updates shall be considered acceptance of the SWPPP as designed with no changes.
2) Install perimeter sediment control, inlet protection, and construction exit.
3) Site grading.
4) Construct underground permanent BMPs.
5) Complete utility improvements
6) Pave lots and sidewalks.
7) Add additional temporary BMPs as necessary during construction based on inspection reports.
8) Ensure final stabilization measures are complete.
9) Provide digital copy of all Field SWPPP Documentation including Inspection Reports and SWPPP Revisions to the Owner.
10) Submit Notice of Termination (NOT) to MPCA. NOTE: The NOT must be submitted to MPCA before Final Stabilization is considered complete.

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ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO. DATE DESCRIPTION

SWPPP PLAN
ES-HS

C1.52

95% PLANS

Information contained in this SWPPP narrative sheet summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN RI0000I (Permit) as they apply to this project. All provisions of the Permit including those not specifically cited herein shall apply to this project. The Contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the Permit is available at: https://www.pca.state.mn.us/sites/default/files/wq-strm2-80a.pdf

SWPPP AMENDMENTS AND SUBMITTALS

Contractor must prepare and submit to the Engineer a SWPPP amendment as necessary to include additional Best Management Practices (BMPs) to correct problems identified or address the following situations.

1. Contact information and training documentation for Construction SWPPP Manager and BMP Installer,
2. There is a change in construction method of phasing, operation, maintenance, weather or seasonal conditions not anticipated during the design of the SWPPP including but not limited to:
   a. Types and/or Locations of BMPs
   b. Material Storage and Spill Response
   c. Fueling Plans
   d. Locations for Stockpiles, Concrete Washout, and Sanitation Facilities and
   e. Project Phasing
3. It is determined that the SWPPP is not achieving objectives of minimizing pollutants in stormwater discharges associated with construction activity, or
4. The SWPPP is not consistent with the terms and conditions of the permit.

The Contractor may implement SWPPP amendments immediately and is not required to wait for Engineer review of the submittal. The responsibility for completeness of SWPPP amendments and compliance with the Permit lies with the Contractor. Review, comment, or lack of comment by the Engineer on a SWPPP amendment shall not absolve the responsibilities of the Contractor in any way.

If a change order is issued for a design change the SWPPP amendment will be prepared by the Engineer and included in the change order.

In addition to SWPPP amendments, the Contractor shall submit to the Engineer Weekly Erosion and Sediment Control Schedule meeting the requirements of MnDOT 1717.

The Contractor shall keep copies of all SWPPP amendments, Weekly Erosion and Sediment Control Schedules, inspection logs, and maintenance logs with the field copy of the SWPPP. A PDF copy of these documents will be provided along with a copy of the final Field Copy of the SWPPP to the Engineer along with the signed Notice of Termination when final stabilization is complete.

EROSION PREVENTION PRACTICES

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel.

The normal wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment.

Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of the wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than 2 percent.

Energy dissipation shall be installed at all temporary or permanent pipe outlets within 24 hours of connection to a surface water or permanent stormwater treatment system.

The Contractor shall phase construction and use construction methods to the extent practical to minimize exposed soils. The project phasing shall be documented in the Weekly Erosion and Sediment Control Schedule.

SEDIMENT CONTROL PRACTICES

Down gradient BMPs including perimeter BMPs must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization.

All BMPs that have been adjusted or removed to accommodate short-term activities shall be re-installed or replaced the earlier of the end of the work day or before the next precipitation event even if the activity is not complete.

Inlet BMPs may be removed for specific safety concerns. The BMPs shall be replaced as soon as the safety concern is resolved. The removal shall be documented in the SWPPP as a SWPPP amendment.

Temporary stockpiles must have sediment control BMPs. The Contractor shall prepare and submit to the Engineer a SWPPP amendment showing the location of temporary stockpiles and the BMPs for each stockpile. The SWPPP amendment must meet the minimum requirements of Section 9 of the Permit.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

The use of polymers, flocculants, or other sedimentation treatment chemicals are not proposed as part of this SWPPP as designed by the Engineer. If methods or phasing of construction require the use of any of these chemicals, the Contractor shall prepare and submit to the Engineer a SWPPP amendment that meets the minimum requirements of Section 9 of the Permit.

TEMPORARY SEDIMENTATION BASINS

A temporary sedimentation basin has not been included in this SWPPP as designed by the Engineer. If a basin is later determined to be desirable or necessary the Contractor shall prepare and submit to the Engineer a SWPPP amendment. Temporary sedimentation basins shall meet or exceed the minimum requirements of Section 14 of the Permit and shall include a basin draining plan meeting or exceeding the minimum requirements of Section 10 of the Permit. Where the site discharges to Special and/or Impaired Waters the SWPPP amendment shall also meet or exceed the minimum requirements of Section 23 of the permit.

DEWATERING

A dewatering plan has not been included in this SWPPP as designed by the Engineer. If dewatering is required for this project, the Contractor shall prepare and submit to the Engineer a SWPPP amendment. All dewatering shall meet or exceed the minimum requirements of Section 10 of the Permit.

POLLUTION PREVENTION

Products and materials that have the potential to leach pollutants that are stored on the site must be stored in a manner designed to minimize contact with stormwater. Materials that are not a source of potential contamination to stormwater or that are designed for exposure to stormwater are not required to be covered.

Hazardous materials including but not limited to pesticides, fertilizer, petroleum products, curing compounds and toxic waste must be properly stored and protected from stormwater exposure as recommended by the manufacturer in an access restricted area.

Solid waste must be stored, collected and disposed of in compliance with Minnesota Administrative Rules Chapter 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. No engine degreasing is allowed on site. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

The Contractor shall prepare and submit a SWPPP amendment detailing the location and BMPs proposed for storage of materials, solid waste, portable toilets, and exterior vehicle or equipment washing on the site. The SWPPP amendment shall include a spill prevention and response plan that is appropriate for the materials proposed to be on the site. The SWPPP amendment shall meet or exceed the minimum requirements of Section 12 of the Permit.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site at the time interval indicated on this sheet of the SWPPP during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted at the time interval indicated in the Receiving Waters Table found on the SITE PLAN AND INFORMATION SHEET of the SWPPP.

All inspections and maintenance conducted during construction must be recorded on the day it is completed and must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

The Contractor may request a change in inspection schedule for the following conditions:

a. Inspections of areas with permanent cover to be reduced to once per month,
b. Inspections of areas that have permanent cover and have had no construction activity for 12 months to be suspended until construction resumes,
c. Inspections of areas where construction is suspended due to frozen ground conditions, inspections to be suspended until the earlier of within 24 hours of runoff occurring, or upon resuming construction.

No change in inspection schedule shall occur until authorized by the Engineer.

Inspections must include:

1. All erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness.
2. Surface waters, including drainage ditches and conveyance systems for evidence of erosion and sediment deposition.
3. Construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles.
4. Infiltration areas to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

All non-functioning BMPs and those BMPs where sediment reaches one-half (1/2) of the depth of the BMP, or in the case of sediment basins one-half (1/2) of the storage volume, must be repaired, replaced, or supplemented by the end of the next business day after discovery, or as soon as field conditions allow.

Permittees must repair, replace or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow.

Any sediment that escapes the site must be removed and the area stabilized within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access in which case the work shall be completed within 7 calendar days of authorization. Paved surfaces such as streets shall have any escaped or tracked sediment removed by the end of the day that it is discovered. Sediment release, other than paved surfaces that can be cleaned up with street sweeping shall be reported immediately upon discovery to the Engineer.

PUBLIC WATER RESTRICTIONS:

For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period. MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by an Infested Waters Permit or written notification has been obtained from MN DNR stating that such permit is not required. There is no exception for pre-existing permits. If a MN DNR Permit has been issued for the project and the water is later designated as infested, the Contractor shall halt all work covered by the MN DNR Permit until an Infested Waters Permit is obtained or that written notification is obtained stating that such permit is not required.

FINAL STABILIZATION

Final Stabilization is not complete until all the following requirements have been met:

1. Substantial Completion has been reached and no ground disturbing activities are anticipated.
2. Permanent cover has been installed with an established minimum uniform perennial vegetation density of 70 percent of its expected final growth. Vegetation is not required in areas where no vegetation is proposed by this project such as impervious surfaces or the base of a sand filter.
3. Accumulated sediment has been removed from all permanent stormwater treatment systems as necessary to ensure the system is operating as designed.
4. All sediment has been removed from conveyance systems
5. All temporary synthetic erosion prevention and sediment control BMPs have been removed. BMPs designated on the SWPPP to remain to decompose on-site may remain.
6. For residential construction only, permit coverage terminates on individual lots if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, the residence sells to the homeowner, and the permittee distributes the MPCA's "Homeowner Fact Sheet" to the homeowner.
7. For agricultural land only (e.g., pipelines across cropland), the disturbed land must be returned to its preconstruction agricultural use prior to submitting the NOT.

SITE STABILIZATION COMPLETION:

Stabilization of exposed soils shall begin immediately and shall be completed after the construction activity has temporarily or permanently ceased no later than:	7 calendar days

SITE INSPECTION INTERVAL:

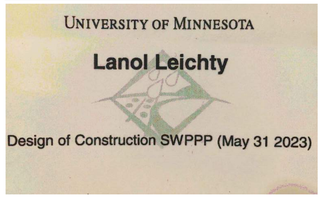
A trained person shall routinely inspect the entire construction site during active construction at an interval of no more than:	7 calendar days

SPECIAL ENVIRONMENTAL CONSIDERATIONS AND PERMITS:

1)	Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	NO
2)	Does any portion of the site have the potential to affect threatened or endangered species or their critical habitat?	NO
3)	Does any portion of this site discharge to a Calcareous fen.	NO
4)	Will any portion of the site potentially affect properties listed on the National Register of Historic Places or a known or discovered archeological site?	NO
5)	Have any Karst features have been identified in the project vicinity?	NO
6)	Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO
7)	Has the MN DNR promulgated "work in water restrictions" for any Public Water this site disharges to during fish spawning?	NO

TYPE OF PERMIT	PERMITTING AGENCY	PERMIT STATUS AND CONDITIONS
Construction Stormwater NPDES	MPCA	

SWPPP DESIGNER TRAINING DOCUMENTATION:



Project No. V1.126474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

Reg. No. _____

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

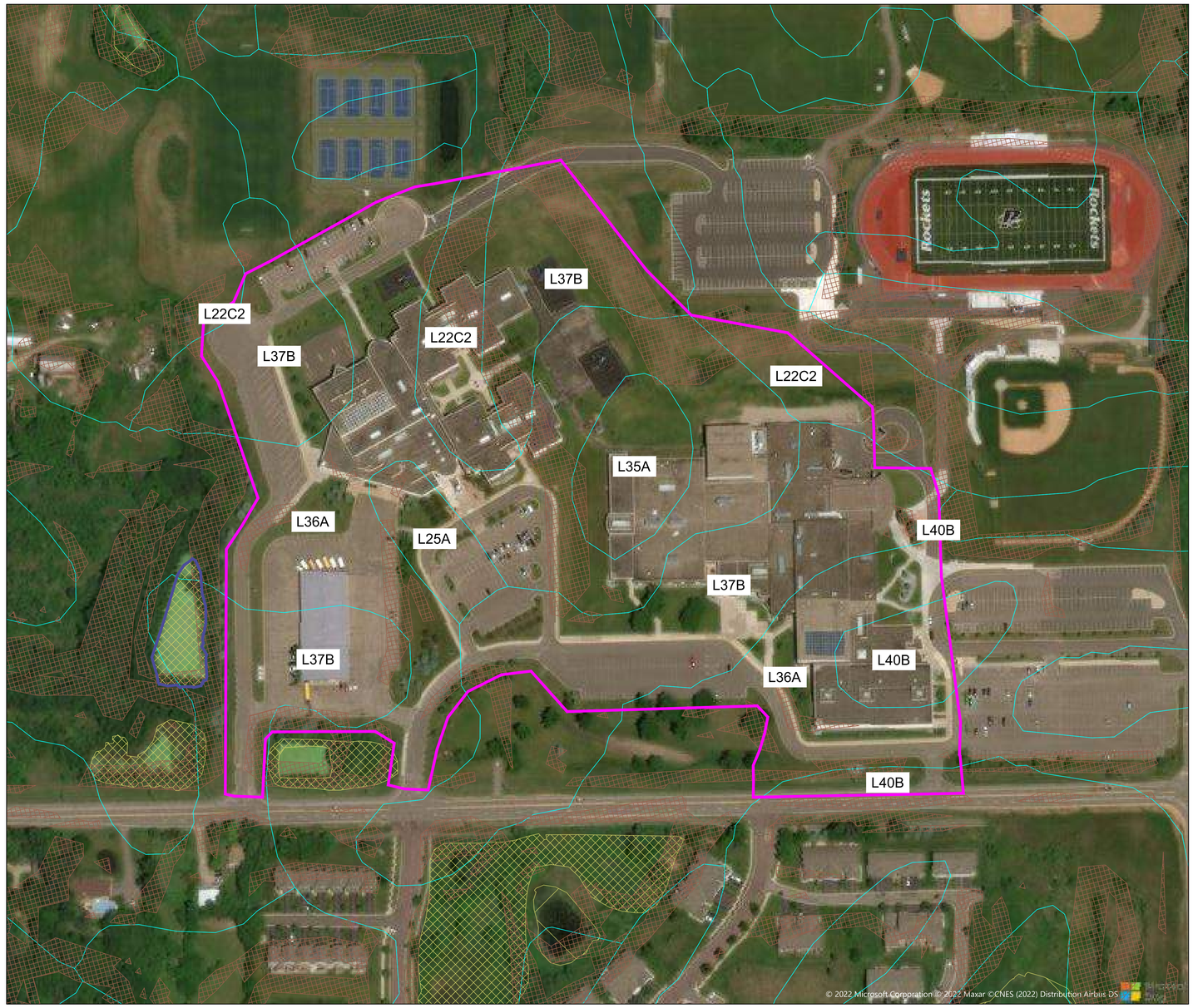
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

SWPPP
NARRATIVE
ES-HS

95% PLANS

Sheet C1.53



LEGEND

- PROJECT BOUNDARY
- SOIL TYPE
- IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- DWSMA, LOW VULNERABILITY
- STEEP SLOPES (>33.3%)
- RECEIVING WATERS

N

0 100 200
SCALE FEET

SOIL TYPE SUMMARY

Map Unit Symbol	Soil Name	Hyd. Soil Group	Erodibility
L22C2	Lester loam, morainic, 6 to 12 percent slopes, eroded	B	HEL
L25A	Le Sueur loam, 1 to 3 perfect slopes	B/D	NHEL
L35A	Lerdal loam, 1 to 3 percent slopes	C/D	NHEL
L36A	Hamel, overwash-Hamel complex, 1 to 4 percent slopes	C/D	NHEL
L37B	Angus loam, 2 to 6 percent slopes	C	NHEL
L40B	Angus-Kilkenny complex, 2 to 6 percent slopes	C/D	NHEL

NHEL - Not Highly Erodible Land
PHEL - Potentially Highly Erodible Land
HEL - Highly Erodible Land

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	SHEET NO.
SITE MAP	C2.01
DIRECTION OF FLOW	C2.XX
FINAL STABILIZATION	C2.XX
SOILS	C2.03
DRAINAGE STRUCTURES	C1.XX
DRAINAGE TABULATION	C1.XX
STORM SEWER PLAN & PROFILE SHEETS	C5.XX - C5.XX
EROSION & SEDIMENT CONTROL DETAILS	C2.04
EROSION CONTROL TABULATION	C2.XX
TURF ESTABLISHMENT TABULATION	C2.XX
NARRATIVE & NOTES	C2.01 - C2.02

Project No. V1.128474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

Reg. No.

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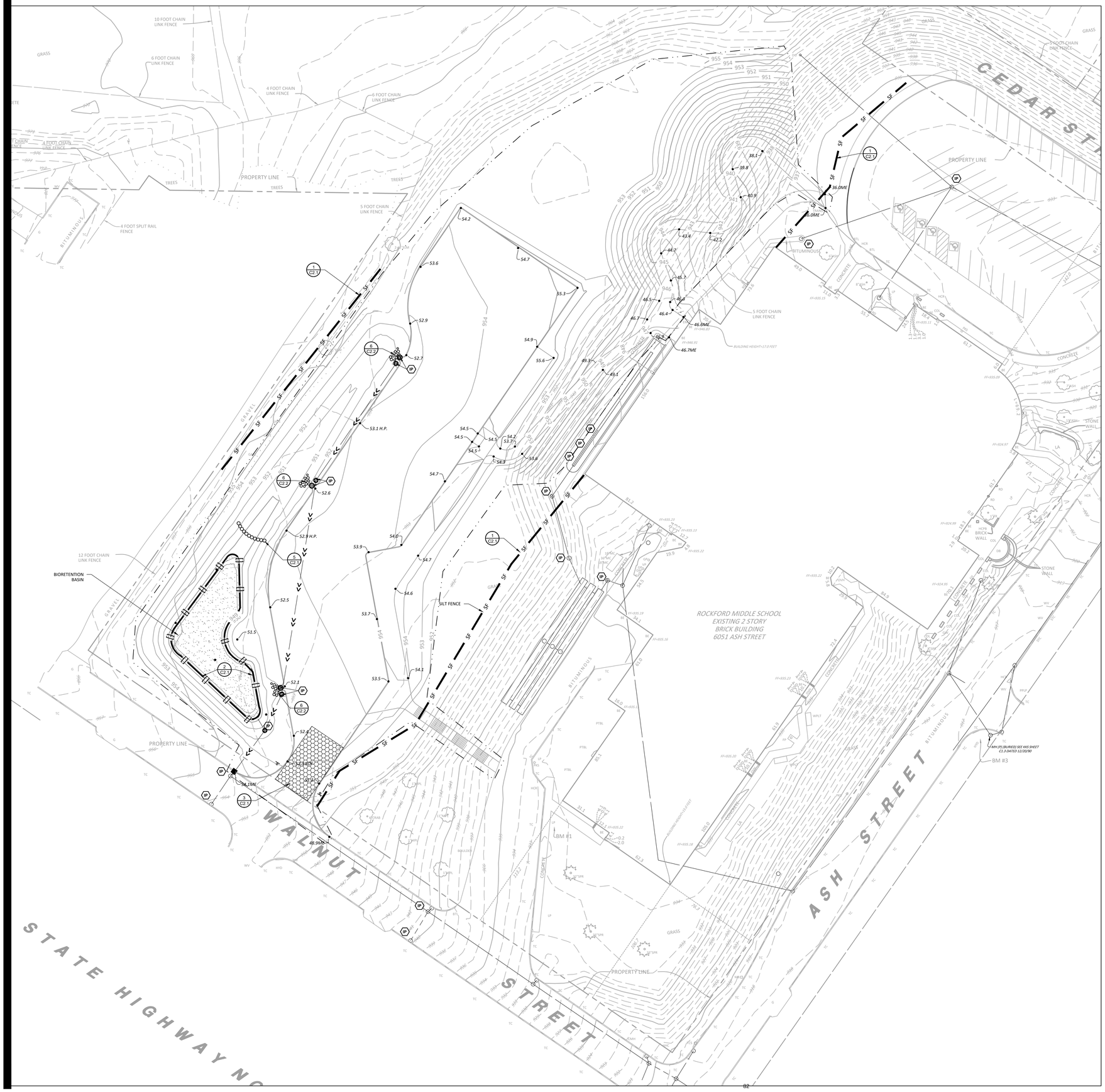
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

SWPPP SOILS
ES-HS

95% PLANS

Sheet C1.54



NOTES

1. REFER TO SHEET C1.31, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. REFER TO STORMWATER POLLUTION PREVENTION PLAN NARRATIVE (SHEET C1.43) FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS. SECTION 31 00 00 SHALL BE RESPONSIBLE FOR FULL IMPLEMENTATION OF THE SWPPP.
3. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
4. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
5. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND OTHER LOCAL REGULATIONS.
6. IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN DOWNSTREAM SEDIMENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING OUT DOWNSTREAM STORM SEWERS AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
7. INLET PROTECTION DEVICE AT STORM SEWER INLETS. AT THE INLETS TO ALL STORM SEWER STRUCTURES, PROVIDE A PRODUCT FROM THE FOLLOWING LIST. APPROVED PRODUCTS:
   a. ROAD DRAIN "TOP SLAB", MANUFACTURED BY WIMCO
   b. ROAD DRAIN "CURB & GUTTER", MANUFACTURED BY WIMCO
   c. INFRASAFE "SEDIMENT CONTROL BARRIER", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   d. INFRASAFE "DEBRIS COLLECTION DEVICE", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   e. INFRASAFE "CULVERT INLET PROTECTOR", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   f. DANDY SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
   g. DANDY CURB SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
   h. OR APPROVED EQUAL.
8. PRIOR TO CONSTRUCTION, DELINEATE TURF AND VEGETATED AREAS NOT TO BE DISTURBED WITH ORANGE SNOW FENCE. NO CONSTRUCTION TRAFFIC, EQUIPMENT OR MATERIALS SHALL BE PERMITTED TO UTILIZE, ACCESS, OR OTHERWISE ENTER THE AREAS DESIGNATED NOT TO BE DISTURBED. MINIMIZE SOIL COMPACTION AND DISRUPTION OF TOPSOIL IN AREAS OUTSIDE THE CONSTRUCTION LIMITS TO COMPLY WITH MN CONSTRUCTION STORMWATER GENERAL PERMIT.

LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL I.D NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM))
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION (ME = MATCH EXISTING, EOF = EMERGENCY OVERFLOW)
- PROPOSED GRADING LIMITS
- PROPOSED CATCH BASIN (CB)
- PROPOSED RAIN GUARDIAN STRUCTURE (4/C2.2, 6/C2.2)
- PROPOSED OUTLET CONTROL STRUCTURE (OCS)
- PROPOSED SILT FENCE (1/C2.1)
- PROPOSED SEDIMENT CONTROL LOG (2/C2.1)
- PROPOSED ROCK CONSTRUCTION ENTRANCE (3/C2.1)
- INLET PROTECTION DEVICE AT STORM SEWER INLET
- SWALE CHECK DAM (5/C2.1)
- PROPERTY LINE

HORZ. SCALE 0 30 60 FEET

95% PLANS

Project No. V1.126474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
Revisions

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Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Hoults, VA

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 49160 04/08/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

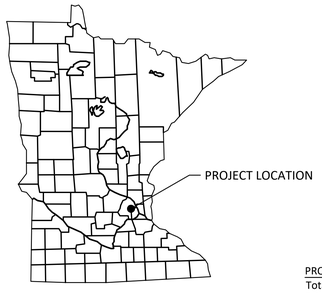
SEDIMENT CONTROL AND EROSION PREVENTION PLAN

Sheet C1.55

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

ROCKFORD MIDDLE SCHOOL BUS CORRAL - 2022

CITY OF ROCKFORD
WRIGHT COUNTY, MINNESOTA



LEGEND

- 1-MILE BOUNDARY
- PROJECT BOUNDARY
- OR — IMPAIRED WATERS
- OR — IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- RECEIVING WATERS

RESPONSIBLE PARTIES:
The Contractor and Owner will be joint applicants under the MPCA's General Stormwater Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program.

The Contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs.

A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

	COMPANY	CONTACT PERSON	PHONE
OWNER:	XXXXX	XXXXX	XXX-XXX-XXXX
SWPPP DESIGNER:	Bolton & Menk, Inc.	Lanol Leichty	612-804-7230
CONTRACTOR:	TBD	TBD	TBD
CONSTRUCTION SWPPP MANAGER:	TBD	TBD	TBD
PARTY RESPONSIBLE FOR LONG TERM O&M:	XXXXX	XXXXX	XXX-XXX-XXXX

The SWPPP Designer, Construction SWPPP Manager, and BMP Installer must have appropriate training. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Training documentation for the SWPPP Designer is included on the Narrative sheet. The Contractor shall attach training documentation to this SWPPP for the Construction SWPPP Manager and BMP Installer prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

ADDITIONAL COMPENSATION
Payment for all work associated with Erosion and Sediment Control shall be as described in the Project Manual. Unless otherwise authorized by the Owner no additional payment shall be made for any work required to administer and maintain the site erosion and sediment control in compliance with the Minnesota Pollution Control Agency (MPCA) - General Stormwater Permit for Construction Activity (MN R100001) including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing.

DOCUMENT RETENTION
Permittees must make the SWPPP, including all inspection reports, maintenance records, training records and other information required by this permit, available to federal, state, and local officials within three (3) days upon request for the duration of the permit and for three (3) years following the NOT.

GENERAL STORMWATER DISCHARGE REQUIREMENTS
All requirements listed in Section 5.1 of the Permit for the design of the permanent stormwater management system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:

1. The expected amount, frequency, intensity, and duration of precipitation.
2. The nature of stormwater runoff and run-on at the site
3. Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
4. The range of soil particle sizes expected to be present on the site.

Permanent stormwater treatment systems for this project have been designed in accordance with the guidance in the MN Stormwater Manual in place at the time of bidding. Copies of the design information and calculations are part of this SWPPP and will be provided in digital format upon written request to the Engineer.

PROJECT AREAS:

Total Project Size (disturbed area) =	2.9	ACRES
Existing area of impervious surface =	0.54	ACRES
Post construction area of impervious surface =	1.05	ACRES
Total new impervious surface area created =	0.5	ACRES
Planned Construction Start Date:	06/15/2022	
Estimated Construction Completion Date:	10/01/2022	

PERMANENT STORMWATER MANAGEMENT SYSTEM:
Type of storm water management used if more than 1 acre of new impervious surface is created:

	Wet Sedimentation Basin
X	Infiltration/Filtration
	Regional Pond
	Permanent Stormwater Management Not Required

PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
WRIGHT	T119N	R24W	29	45.0899°	-93.7370°

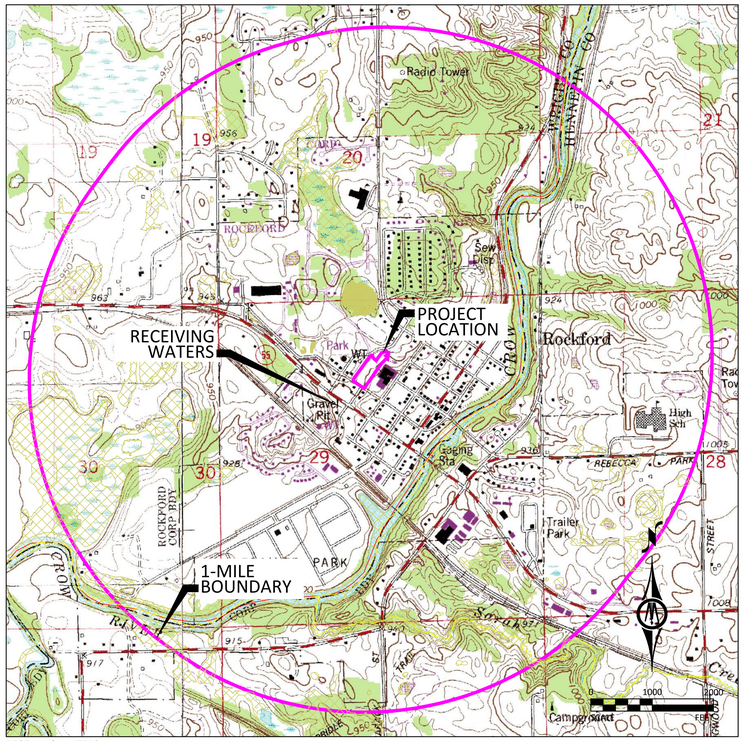
BMP SUMMARY	QUANTITY	UNIT
SILT FENCE	536	LIN FT
SEDIMENT CONTROL LOG	472	LIN FT
ROCK CONSTRUCTION ENTRANCE	1	EA
INLET PROTECTION	11	EA

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
Construction activities include: Rockford Public School District is proposing to construct a combined bus lot for the middle school over existing green space. Other site activities include new sidewalks, storm sewer, and a bioretention basin.

Stormwater currently flows from north to south, and is collected into an existing system of catch basins located along the middle school building.

After construction is complete stormwater from the proposed bus lot will be collected into new catch basins and discharge into a new bioretention basin for water quality treatment. Runoff from the other areas will be collected into the existing system of catch basins.

This project includes the following stormwater management BMPs: bioretention basins.



RECEIVING WATERS:
Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, within 1-mile of the project boundary are identified on the USGS 7.5 min quad map above. Receiving waters that are impaired, the impairment, and WLA are listed as follows. All specific BMPs relative to construction activities listed in the permit for special, prohibited, restricted, or impaired have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (ditch, pond, wetland, lake, etc.)	Special, Prohibited, Restricted Water [1]	Flows to Impaired Water Within 1-Mile [2]	USEPA Approved Construction Related TMDL [3]
CROW RIVER	RIVER	YES	YES	YES, BENTHIC MACROINVERTEBRATE BIOASSESSMENTS, FECAL COLIFORM, FISHED BIOASSESSMENTS, NUTRIENTS, TURBIDITY
SARAH CREEK	RIVER	YES	NO	NONE

[1] Special, prohibited, and restricted waters are listed in Section 23 of the MN Construction Stormwater General Permit (MNR100001).
[2] Identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.
[3] Construction Related TMDLs include those related to: phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.

IMPLEMENTATION SCHEDULE AND PHASING: The Contractor is required to provide an updated schedule and site management plan meeting the minimum requirements of Section 1717 of the Minnesota Standard Specifications for Construction.

1) Submit SWPPP Updates to Engineer. Submittal shall include any requested changes to the SWPPP, including but not limited to: Trained Personnel, Locations for Stockpiles, Concrete Washout, Sanitation Facilities, Types and Locations of Erosion & Sediment Control. Failure to submit updates shall be considered acceptance of the SWPPP as designed with no changes.
2) Install perimeter sediment control, inlet protection, and construction exit.
3) Site grading.
4) Construct bioretention basin.
5) Complete utility improvements.
6) Pave bus lot and sidewalks.
7) Add additional temporary BMPs as necessary during construction based on inspection reports.
8) Ensure final stabilization measures are complete.
9) Provide digital copy of all Field SWPPP Documentation including Inspection Reports and SWPPP Revisions to the Owner.
10) Submit Notice of Termination (NOT) to MPCA. NOTE: The NOT must be submitted to MPCA before Final Stabilization is considered complete.

Project No. V1.126474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

Reg. No. _____

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

SWPPP PLAN MS

95% PLANS

Sheet C1.56

Information contained in this SWPPP narrative sheet summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN Rl0000l (Permit) as they apply to this project. All provisions of the Permit including those not specifically cited herein shall apply to this project. The Contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the Permit is available at: https://www.pca.state.mn.us/sites/default/files/wq-strm2-80a.pdf

SWPPP AMENDMENTS AND SUBMITTALS

Contractor must prepare and submit to the Engineer a SWPPP amendment as necessary to include additional Best Management Practices (BMPs) to correct problems identified or address the following situations.

1. Contact information and training documentation for Construction SWPPP Manager and BMP Installer,
2. There is a change in construction method of phasing, operation, maintenance, weather or seasonal conditions not anticipated during the design of the SWPPP including but not limited to:
   a. Types and/or Locations of BMPs
   b. Material Storage and Spill Response
   c. Fueling Plans
   d. Locations for Stockpiles, Concrete Washout, and Sanitation Facilities and
   e. Project Phasing
3. It is determined that the SWPPP is not achieving objectives of minimizing pollutants in stormwater discharges associated with construction activity, or
4. The SWPPP is not consistent with the terms and conditions of the permit.

The Contractor may implement SWPPP amendments immediately and is not required to wait for Engineer review of the submittal. The responsibility for completeness of SWPPP amendments and compliance with the Permit lies with the Contractor. Review, comment, or lack of comment by the Engineer on a SWPPP amendment shall not absolve the responsibilities of the Contractor in any way.

If a change order is issued for a design change the SWPPP amendment will be prepared by the Engineer and included in the change order.

In addition to SWPPP amendments, the Contractor shall submit to the Engineer Weekly Erosion and Sediment Control Schedule meeting the requirements of MnDOT 1717.

The Contractor shall keep copies of all SWPPP amendments, Weekly Erosion and Sediment Control Schedules, inspection logs, and maintenance logs with the field copy of the SWPPP. A PDF copy of these documents will be provided along with a copy of the final Field Copy of the SWPPP to the Engineer along with the signed Notice of Termination when final stabilization is complete.

EROSION PREVENTION PRACTICES

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel.

The normal wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment.

Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of the wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than 2 percent.

Energy dissipation shall be installed at all temporary or permanent pipe outlets within 24 hours of connection to a surface water or permanent stormwater treatment system.

The Contractor shall phase construction and use construction methods to the extent practical to minimize exposed soils. The project phasing shall be documented in the Weekly Erosion and Sediment Control Schedule.

SEDIMENT CONTROL PRACTICES

Down gradient BMPs including perimeter BMPs must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization.

All BMPs that have been adjusted or removed to accommodate short-term activities shall be re-installed or replaced the earlier of the end of the work day or before the next precipitation event even if the activity is not complete.

Inlet BMPs may be removed for specific safety concerns. The BMPs shall be replaced as soon as the safety concern is resolved. The removal shall be documented in the SWPPP as a SWPPP amendment.

Temporary stockpiles must have sediment control BMPs. The Contractor shall prepare and submit to the Engineer a SWPPP amendment showing the location of temporary stockpiles and the BMPs for each stockpile. The SWPPP amendment must meet the minimum requirements of Section 9 of the Permit.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

The use of polymers, flocculants, or other sedimentation treatment chemicals are not proposed as part of this SWPPP as designed by the Engineer. If methods or phasing of construction require the use of any of these chemicals, the Contractor shall prepare and submit to the Engineer a SWPPP amendment that meets the minimum requirements of Section 9 of the Permit.

TEMPORARY SEDIMENTATION BASINS

A temporary sedimentation basin has not been included in this SWPPP as designed by the Engineer. If a basin is later determined to be desirable or necessary the Contractor shall prepare and submit to the Engineer a SWPPP amendment. Temporary sedimentation basins shall meet or exceed the minimum requirements of Section 14 of the Permit and shall include a basin draining plan meeting or exceeding the minimum requirements of Section 10 of the Permit. Where the site discharges to Special and/or Impaired Waters the SWPPP amendment shall also meet or exceed the minimum requirements of Section 23 of the permit.

DEWATERING

A dewatering plan has not been included in this SWPPP as designed by the Engineer. If dewatering is required for this project, the Contractor shall prepare and submit to the Engineer a SWPPP amendment. All dewatering shall meet or exceed the minimum requirements of Section 10 of the Permit.

POLLUTION PREVENTION

Products and materials that have the potential to leach pollutants that are stored on the site must be stored in a manner designed to minimize contact with stormwater. Materials that are not a source of potential contamination to stormwater or that are designed for exposure to stormwater are not required to be covered.

Hazardous materials including but not limited to pesticides, fertilizer, petroleum products, curing compounds and toxic waste must be properly stored and protected from stormwater exposure as recommended by the manufacturer in an access restricted area.

Solid waste must be stored, collected and disposed of in compliance with Minnesota Administrative Rules Chapter 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. No engine degreasing is allowed on site. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

The Contractor shall prepare and submit a SWPPP amendment detailing the location and BMPs proposed for storage of materials, solid waste, portable toilets, and exterior vehicle or equipment washing on the site. The SWPPP amendment shall include a spill prevention and response plan that is appropriate for the materials proposed to be on the site. The SWPPP amendment shall meet or exceed the minimum requirements of Section 12 of the Permit.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site at the time interval indicated on this sheet of the SWPPP during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted at the time interval indicated in the Receiving Waters Table found on the SITE PLAN AND INFORMATION SHEET of the SWPPP.

All inspections and maintenance conducted during construction must be recorded on the day it is completed and must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

The Contractor may request a change in inspection schedule for the following conditions:

a. Inspections of areas with permanent cover to be reduced to once per month,
b. Inspections of areas that have permanent cover and have had no construction activity for 12 months to be suspended until construction resumes,
c. Inspections of areas where construction is suspended due to frozen ground conditions, inspections to be suspended until the earlier of within 24 hours of runoff occurring, or upon resuming construction.

No change in inspection schedule shall occur until authorized by the Engineer.

Inspections must include:

1. All erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness.
2. Surface waters, including drainage ditches and conveyance systems for evidence of erosion and sediment deposition.
3. Construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles.
4. Infiltration areas to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

All non-functioning BMPs and those BMPs where sediment reaches one-half (1/2) of the depth of the BMP, or in the case of sediment basins one-half (1/2) of the storage volume, must be repaired, replaced, or supplemented by the end of the next business day after discovery, or as soon as field conditions allow.

Permittees must repair, replace or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow.

Any sediment that escapes the site must be removed and the area stabilized within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access in which case the work shall be completed within 7 calendar days of authorization. Paved surfaces such as streets shall have any escaped or tracked sediment removed by the end of the day that it is discovered. Sediment release, other than paved surfaces that can be cleaned up with street sweeping shall be reported immediately upon discovery to the Engineer.

PUBLIC WATER RESTRICTIONS:

For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period. MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by an Infested Waters Permit or written notification has been obtained from MN DNR stating that such permit is not required. There is no exception for pre-existing permits. If a MN DNR Permit has been issued for the project and the water is later designated as infested, the Contractor shall halt all work covered by the MN DNR Permit until an Infested Waters Permit is obtained or that written notification is obtained stating that such permit is not required.

FINAL STABILIZATION

Final Stabilization is not complete until all the following requirements have been met:

1. Substantial Completion has been reached and no ground disturbing activities are anticipated.
2. Permanent cover has been installed with an established minimum uniform perennial vegetation density of 70 percent of its expected final growth. Vegetation is not required in areas where no vegetation is proposed by this project such as impervious surfaces or the base of a sand filter.
3. Accumulated sediment has been removed from all permanent stormwater treatment systems as necessary to ensure the system is operating as designed.
4. All sediment has been removed from conveyance systems
5. All temporary synthetic erosion prevention and sediment control BMPs have been removed. BMPs designated on the SWPPP to remain to decompose on-site may remain.
6. For residential construction only, permit coverage terminates on individual lots if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, the residence sells to the homeowner, and the permittee distributes the MPCA's "Homeowner Fact Sheet" to the homeowner.
7. For agricultural land only (e.g., pipelines across cropland), the disturbed land must be returned to its preconstruction agricultural use prior to submitting the NOT.

SITE STABILIZATION COMPLETION:

Stabilization of exposed soils shall begin immediately and shall be completed after the construction activity has temporarily or permanently ceased no later than:	7 calendar days

SITE INSPECTION INTERVAL:

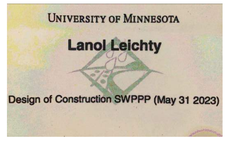
A trained person shall routinely inspect the entire construction site during active construction at an interval of no more than:	7 calendar days

SPECIAL ENVIRONMENTAL CONSIDERATIONS AND PERMITS:

1)	Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	NO
2)	Does any portion of the site have the potential to affect threatened or endangered species or their critical habitat?	NO
3)	Does any portion of this site discharge to a Calcareous fen.	NO
4)	Will any portion of the site potentially affect properties listed on the National Register of Historic Places or a known or discovered archeological site?	NO
5)	Have any Karst features have been identified in the project vicinity?	NO
6)	Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO
7)	Has the MN DNR promulgated "work in water restrictions" for any Public Water this site disharges to during fish spawning?	NO

TYPE OF PERMIT	PERMITTING AGENCY	PERMIT STATUS AND CONDITIONS
Construction Stormwater NPDES	MPCA	

SWPPP DESIGNER TRAINING DOCUMENTATION:



Project No. V1.126474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

Reg. No. _____

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

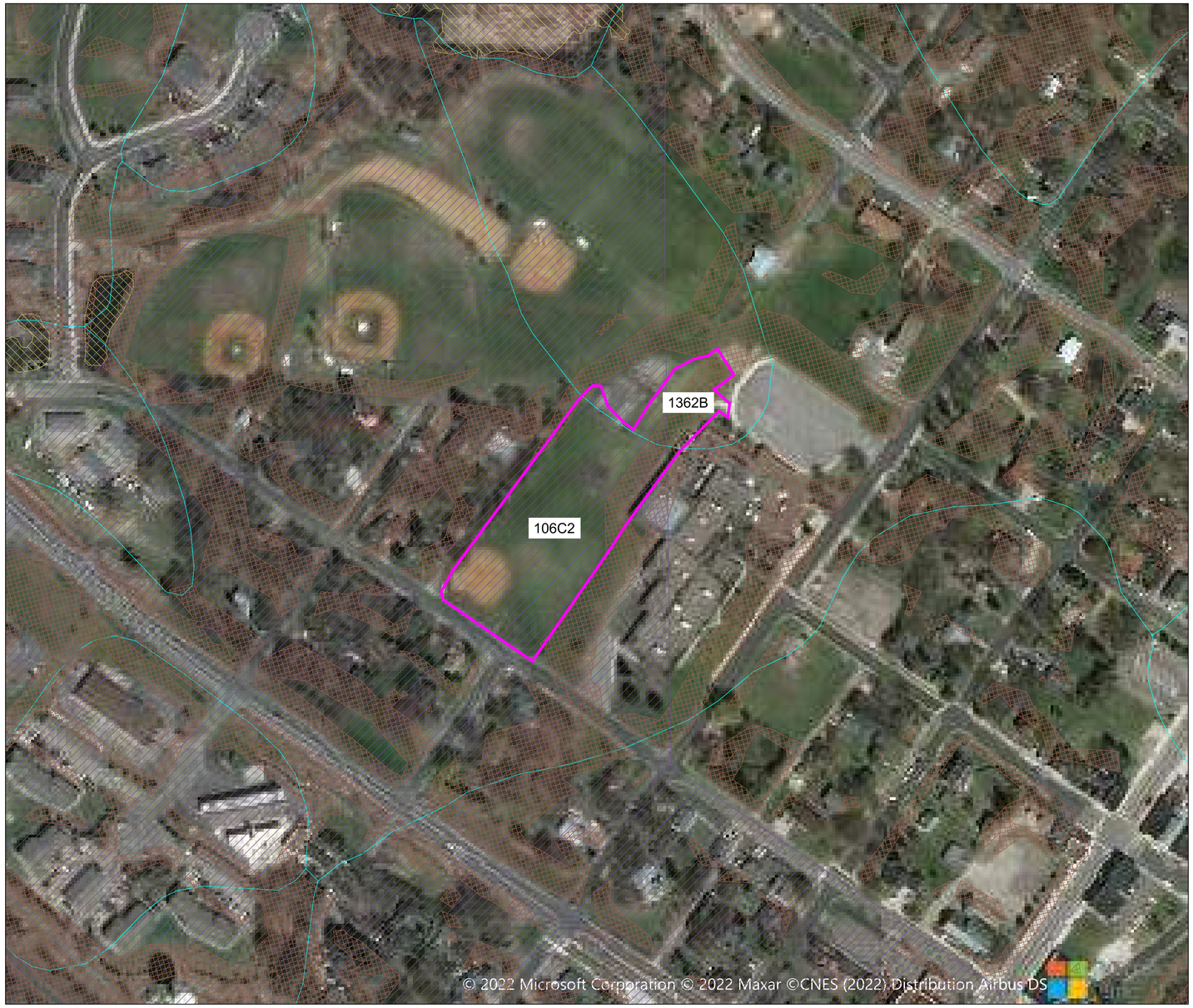
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

SWPPP
NARRATIVE MS

95% PLANS

Sheet C1.57



LEGEND

- PROJECT BOUNDARY
- SOIL TYPE
- IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- DWSMA, MODERATE VULNERABILITY
- STEEP SLOPES (>33.3%)
- RECEIVING WATERS

N

0 100 200
SCALE FEET

SOIL TYPE SUMMARY

Map Unit Symbol	Soil Name	Hyd. Soil Group	Erodibility
106C2	Lester	B	NHEL
1362B	Angus	C	NHEL

NHEL - Not Highly Erodible Land
PHEL - Potentially Highly Erodible Land
HEL - Highly Erodible Land

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	SHEET NO.
SITE MAP	C1.56
DIRECTION OF FLOW	C1.32
FINAL STABILIZATION	C1.23
SOILS	C1.58
DRAINAGE STRUCTURES	C1.41
EROSION & SEDIMENT CONTROL DETAILS	C2.1
EROSION CONTROL TABULATION	C1.55
TURF ESTABLISHMENT TABULATION	C1.23
NARRATIVE & NOTES	C1.57

Project No. V1.128474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

Reg. No.

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7575 GOLDEN VALLEY ROAD, SUITE 200
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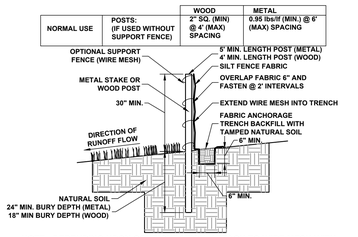
ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO	DATE	REVISION DESCRIPTION

SWPPP SOILS
MS

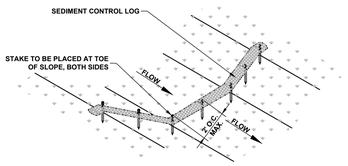
95% PLANS

Sheet C1.58

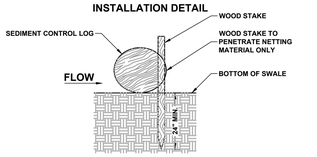


NOTE: DEPENDING UPON CONFIGURATION, ATTACH TO WIRE MESH WITH HOG RINGS, STEEL POSTS WITH TIE WIRES, OR WOOD POSTS WITH STAPLES

1 C2.1 SILT FENCE

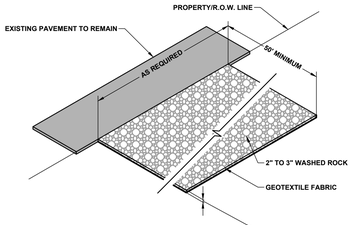


INSTALLATION DETAIL



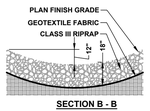
STAKE DETAIL

2 C2.1 SEDIMENT CONTROL LOG

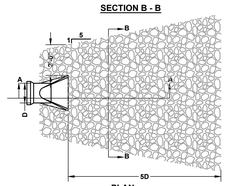


NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

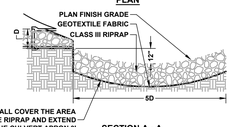
3 C2.1 ROCK CONSTRUCTION ENTRANCE



SECTION B - B



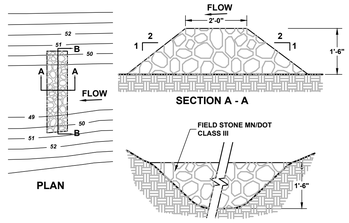
PLAN



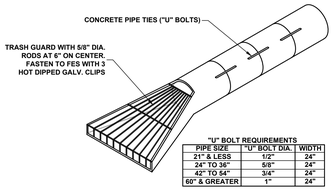
FABRIC SHALL COVER THE AREA OF THE RIPRAP AND EXTEND UNDER THE CULVERT APRON

SECTION A - A

4 C2.1 RIPRAP - FLARED END SECTION



5 C2.1 SWALE CHECK



"U" BOLT REQUIREMENTS		
PIPE SIZE	"U" BOLT DIA.	WIDTH
21" & LESS	1/2"	24"
24" TO 36"	5/8"	24"
42" TO 54"	3/4"	24"
60" & GREATER	1"	24"

NOTES:
2 -"U" BOLT FASTENERS TO BE INSTALLED ACROSS EACH JOINT, ONE EACH SIDE OF PIPE AT 60° FROM THE TOP OF THE PIPE. FASTEN FIRST THREE JOINTS AS SHOWN.

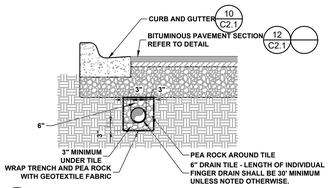
6 C2.1 RCP FLARED END SECTION (FES)

NOTES:

TRENCH SIDEWALLS TO MEET O.S.H.A REQUIREMENTS.

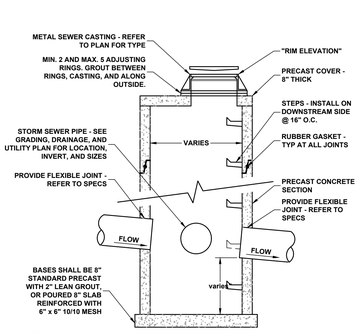
UPPER 3 FT. OF BACKFILL SHALL BE COMPACTED TO AT LEAST 100% STANDARD PROCTOR DRY DENSITY. BELOW THIS ELEVATION, BACKFILL SHALL BE COMPACTED TO AT LEAST 95% STANDARD PROCTOR DRY DENSITY.

7 C2.1 PIPE BEDDING - RCP & DIP

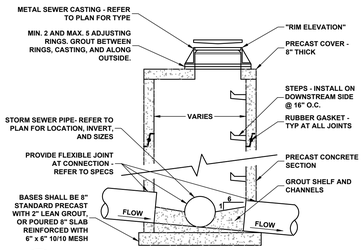


8 C2.1 FINGER DRAIN

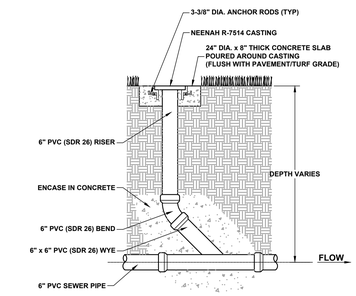
9 C2.1 BACKWATER VALVE



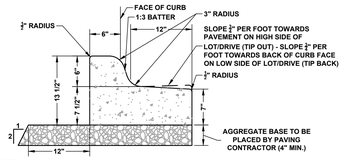
10 C2.1 CATCH BASIN (SUMP)



11 C2.1 CATCH BASIN

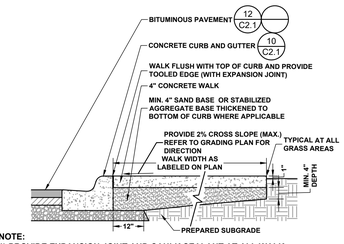


12 C2.1 CLEANOUT ASSEMBLY (C.O.)



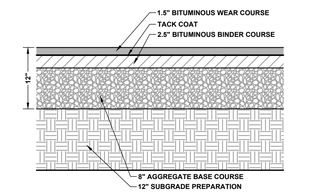
NOTE:
1. DIRECTION OF TRANSVERSE GUTTER SLOPE TO MATCH DIRECTION OF ADJACENT PAVEMENT SLOPE. CONSTRUCT WITH CURBING MACHINE.
2. AT CURB INLET CATCH BASINS, ADJUST CASTING TO BE 1" BELOW GUTTER GRADE. SLOPE GUTTER 5' EACH SIDE OF CATCH BASIN. PROVIDE POSITIVE DRAINAGE TO CATCH BASINS.

14 C2.1 B-612 CURB AND GUTTER

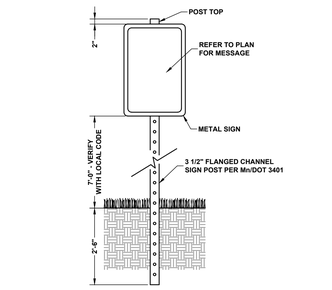


NOTE:
1) PROVIDE EXPANSION JOINT AND CAULK SEALANT AT ALL WALK, BUILDING, AND STOOP JOINTS. REFER TO SPECS.

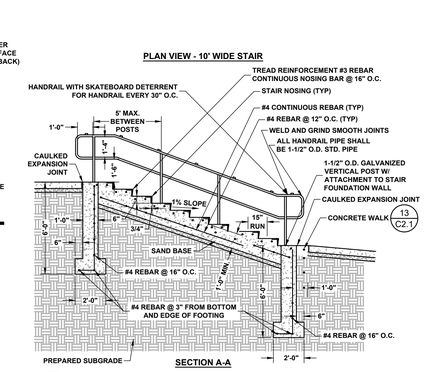
15 C2.1 CONCRETE WALK



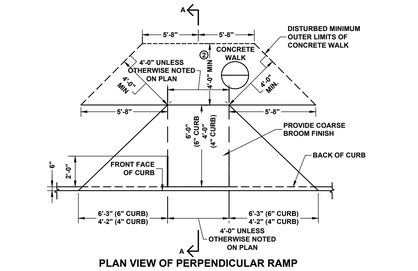
16 C2.1 BITUMINOUS PAVEMENT



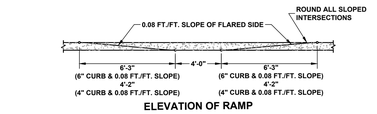
19 C2.1 TRAFFIC SIGN AND POST IN GRASS



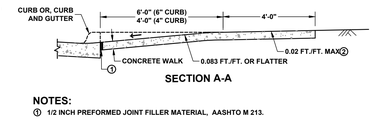
17 C2.1 CONCRETE STAIRS



PLAN VIEW OF PERPENDICULAR RAMP



ELEVATION OF RAMP

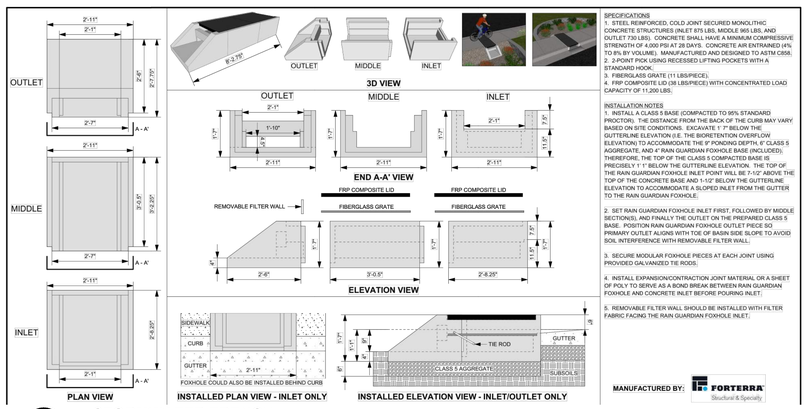


SECTION A-A

NOTES:
① 1/2 INCH PREFORMED JOINT FILLER MATERIAL, AASHTO M 213.

② PROVIDE A PATH OF TRAVEL 4' 0" WIDE BEHIND THE PEDESTRIAN RAMP. A RELATIVELY FLAT 4' X 4' LANDING WILL ALLOW WHEELCHAIRS TO NAVIGATE AROUND THE PEDESTRIAN RAMP.

18 C2.1 PEDESTRIAN CURB RAMP



SPECIFICATIONS
1. STEEL REINFORCED, COLD JOINT SECURED MONOLITHIC CONCRETE STRUCTURES (INLET 875 LBS, MIDDLE 965 LBS, AND OUTLET 730 LBS). CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS. CONCRETE AIR ENTRAINED (4% TO 8% BY VOLUME). MANUFACTURED AND DESIGNED TO ASTM C858.
2. 2-POINT PICK USING RECESSED LIFTING POCKETS WITH A STANDARD HOOK.
3. FIBERGLASS GRATE (11 LBS/PIECE).
4. FRP COMPOSITE LID (38 LBS/PIECE) WITH CONCENTRATED LOAD CAPACITY OF 11,200 LBS.

INSTALLATION NOTES
1. INSTALL A CLASS 5 BASE (COMPACTED TO 95% STANDARD PROCTOR). THE DISTANCE FROM THE BACK OF THE CURB MAY VARY BASED ON SITE CONDITIONS. EXCAVATE 1' 7" BELOW THE GUTTERLINE ELEVATION (I.E. THE BIORETENTION OVERFLOW ELEVATION) TO ACCOMMODATE THE 9" PONDING DEPTH, 6" CLASS 5 AGGREGATE, AND 4" RAIN GUARDIAN FOXHOLE BASE (INCLUDED). THEREFORE, THE TOP OF THE CLASS 5 COMPACTED BASE IS PRECISELY 1' 1" BELOW THE GUTTERLINE ELEVATION. THE TOP OF THE RAIN GUARDIAN FOXHOLE INLET POINT WILL BE 7-1/2" ABOVE THE TOP OF THE CONCRETE BASE AND 1-1/2" BELOW THE GUTTERLINE ELEVATION TO ACCOMMODATE A SLOPED INLET FROM THE GUTTER TO THE RAIN GUARDIAN FOXHOLE.

2. SET RAIN GUARDIAN FOXHOLE INLET FIRST, FOLLOWED BY MIDDLE SECTION(S), AND FINALLY THE OUTLET ON THE PREPARED CLASS 5 BASE. POSITION RAIN GUARDIAN FOXHOLE OUTLET PIECE SO PRIMARY OUTLET ALIGNS WITH TOE OF BASIN SIDE SLOPE TO AVOID SOIL INTERFERENCE WITH REMOVABLE FILTER WALL.

3. SECURE MODULAR FOXHOLE PIECES AT EACH JOINT USING PROVIDED GALVANIZED TIE RODS.

4. INSTALL EXPANSION/CONTRACTION JOINT MATERIAL OR A SHEET OF POLY TO SERVE AS A BOND BREAK BETWEEN RAIN GUARDIAN FOXHOLE AND CONCRETE INLET BEFORE POURING INLET.

5. REMOVABLE FILTER WALL SHOULD BE INSTALLED WITH FILTER FABRIC FACING THE RAIN GUARDIAN FOXHOLE INLET.

MANUFACTURED BY: FORTERRA Structural & Specialty

13 C2.1 STORMWATER TRENCH

Project No. V1.126474
Date 05/05/2022
Drawn By MJI
Ck. By DAR
Revisions

ICS
ICS-BUILDS.COM
Minneapolis, MN | Duluth, MN | Sauk Rapids, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Hoults, VA

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 47169 Date 04/08/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

SITE DETAILS

95% PLANS

Sheet C2.1

PROJECT SUMMARY

CALCULATION DETAILS
- LOADING = HS20/H20
- APPROX. LINEAR FOOTAGE = 379 LF

STORAGE SUMMARY
- PIPE STORAGE VOLUME REQUIRED = N/A
- PIPE STORAGE VOLUME = 7 AVC'D*
- BACKFILL STORAGE VOLUME = 3,070 CF
- TOTAL STORAGE PROVIDED = 10,018 CF

PIPE DETAILS
- DIAMETER = 60"
- CORRUGATION = 5x1
- GAGE = 16
- COATING = ALTC
- PIPE TYPE = PERFORATED
- BARREL SPACING = 6"

BACKFILL DETAILS
- WIDTH AT SIDES = 0"
- ABOVE PIPE = 0"
- WIDTH AT SIDES = 12"
- BELOW PIPE = 9"

NOTES
- ALL RISER AND STUB DIMENSIONS ARE TO CENTERLINE ALL ELEVATIONS, DIMENSIONS, AND LOCATIONS OF RISERS AND INLETS, SHALL BE VERIFIED BY CONTRACTOR AND RECORDED PRIOR TO RELEASING FOR FABRICATION.
- ALL FITTINGS AND REINFORCEMENT COMPLY WITH AASHTO M36.
- ALL RISERS AND STUBS ARE 2⅔ x ½ CORRUGATION AND 16 GAGE UNLESS OTHERWISE NOTED.
- ALL RISERS AND STUBS ARE PERFORATED.
- QUANTITY OF PIPE SHOWN DOES NOT PROVIDE EXTRA PIPE FOR CONNECTING THE SYSTEM TO STRUCTURES. CONTRACTOR SHALL PROVIDE FOR SYSTEM AS DETAILED PROVIDED NORMAL INLET, OUTLET, AND MANHOLE OPENINGS ARE ALIGNED WITH EXISTING DRAINAGE FACILITIES. IF ADDITIONAL PIPE IS REQUIRED, IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- BAND TYPE TO BE DETERMINED UPON FINAL DESIGN. ALL BANDS SHOWN ON DRAWINGS ARE FOR SYSTEM DESIGN. QUANTITIES ARE APPROX. AND SHOULD BE VERIFIED UPON FINAL DESIGN AND ORDERING. CONTECH ENGINEERED SOLUTIONS LLC DOES NOT CONSIDER ALL VARIABLES SUCH AS SHORING AND ONLY ACCOUNTS FOR MATERIAL WITHIN THE PIPE WHEN CALCULATING QUANTITIES.
- THESE DRAWINGS ARE FOR CONCEPTUAL PURPOSES ONLY AND ARE NOT INTENDED TO BE USED FOR CONSTRUCTION PURPOSES OR REGULATIONS. PLEASE CONTACT YOUR LOCAL CONTECH REP FOR MODIFICATIONS.

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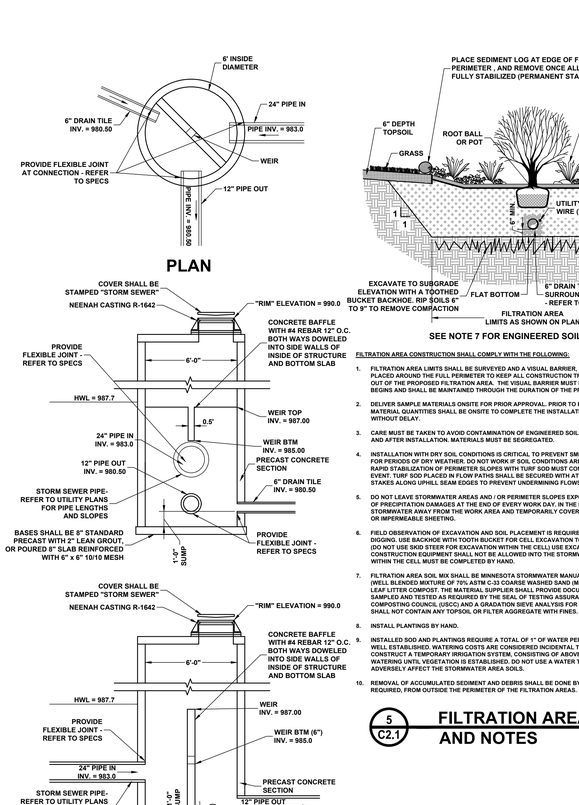
CONTECH ENGINEERED SOLUTIONS LLC
www.ContechES.com
9025 Centre Pointe Dr., Suite 400, West Chester, OH 45069
800-338-1122 513-645-7000 513-645-7993 FAX

CONTECH CMP DETENTION SYSTEMS
DRAWING

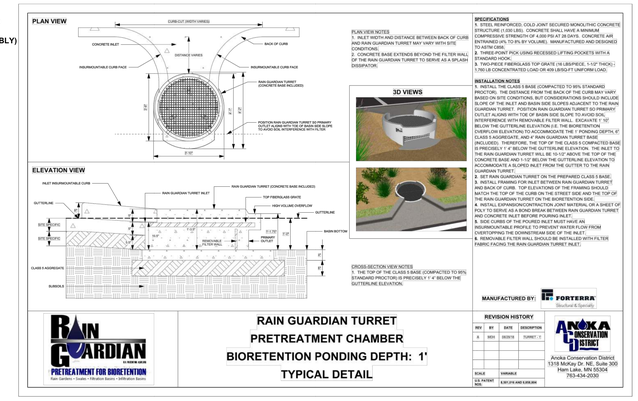
DYO16081 rockford high school
bus lot bmp
Rockford, MN
DETENTION SYSTEM

PROJECT No. 1000 | DRG. No. 16081 | DATE 4/20/2022
DESIGNED BY: (in) | APPROVED BY: (in)
DRAWN BY: (in) | APPROVED BY: (in)
SHEET NO. 1



ASSEMBLY
SCALE: 1" = 20'

2 C2.2 SECTION THROUGH UNDERGROUND STORAGE (UGS) 1A

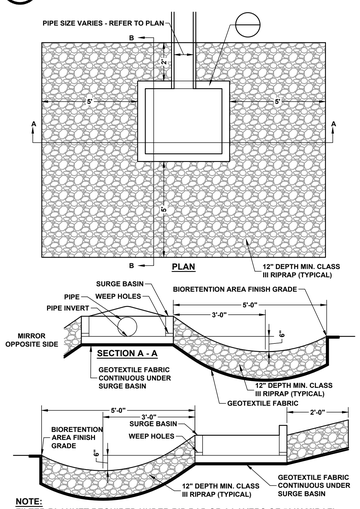


RAIN GUARDIAN PRETREATMENT FOR BIORETENTION
Rain Gardens • Swales • Infiltration Basins • Infiltration Basins

RAIN GUARDIAN TURRET PRETREATMENT CHAMBER BIORETENTION PONDING DEPTH: 1' TYPICAL DETAIL

Anoka Conservation District
1318 McKay Dr. NE, Suite 300
Ham Lake, MN 55304
763-434-2030

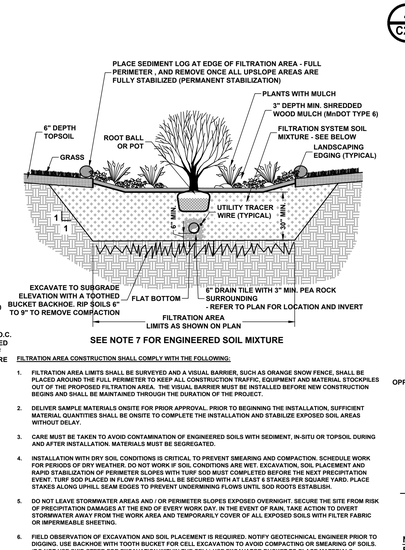
4 C2.2 RAIN GUARDIAN



NOTE:
FILTER BLANKET REQUIRED UNDER RIP RAP OR 2 LAYERS OF 500X MIRAFI FABRIC OR EQUAL.

6 C2.2 RIPRAP AT RAIN GUARDIAN

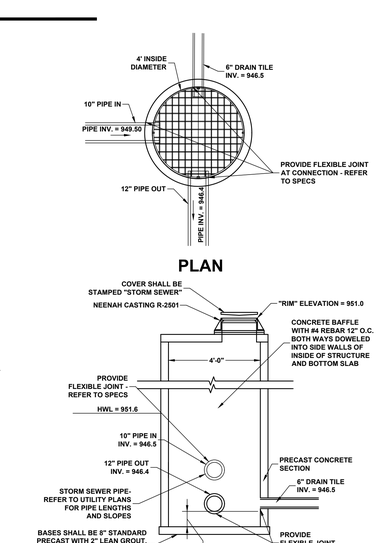
3 C2.2 OUTLET CONTROL STRUCTURE (OCS 1)



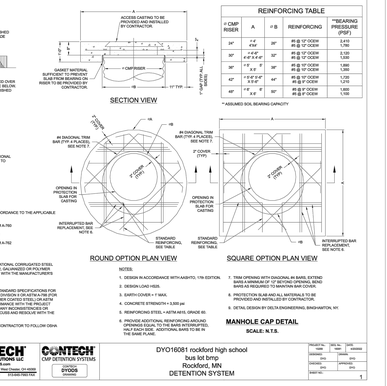
FILTRATION AREA CONSTRUCTION SHALL COMPLY WITH THE FOLLOWING:

1. FILTRATION AREA LIMITS SHALL BE SURVEYED AND A VISUAL BARRIER, SUCH AS ORANGE SNOW FENCE, SHALL BE PLACED AROUND THE FULL PERIMETER TO KEEP ALL CONSTRUCTION TRAFFIC, EQUIPMENT AND MATERIAL STOCKPILES OUT OF THE PROPOSED FILTRATION AREA. THE VISUAL BARRIER MUST BE INSTALLED BEFORE NEW CONSTRUCTION BEGINS AND SHALL BE MAINTAINED THROUGH THE DURATION OF THE PROJECT.
2. DELIVER SAMPLE MATERIALS ONSITE FOR PRIOR APPROVAL. PRIOR TO BEGINNING THE INSTALLATION, SUFFICIENT MATERIAL QUANTITIES SHALL BE ONSITE TO COMPLETE THE INSTALLATION AND STABILIZE EXPOSED SOIL AREAS WITHOUT DELAY.
3. CARE MUST BE TAKEN TO AVOID CONTAMINATION OF ENGINEERED SOILS WITH SEDIMENT, IN-SITU OR TOPSOIL DURING AND AFTER INSTALLATION. MATERIALS MUST BE SEGREGATED.
4. INSTALLATION WITH DRY SOIL CONDITIONS IS CRITICAL TO PREVENT SMEARING AND COMPACTION. SCHEDULE WORK FOR PERIODS OF DRY WEATHER. DO NOT WORK IF SOIL CONDITIONS ARE WET. EXCAVATION, SOIL PLACEMENT AND RAPID STABILIZATION OF PERIMETER SLOPES WITH TURF SOD MUST COMPLETED BEFORE THE NEXT PRECIPITATION EVENT. TURF SOD PLACED IN FLOW PATHS SHALL BE SECURED WITH AT LEAST 6 STAKES PER SQUARE YARD. PLACE STAKES ALONG UPHILL SEAM EDGES TO PREVENT UNDERMINING FLOWS UNTIL SOD ROOTS ESTABLISH.
5. DO NOT LEAVE STORMWATER AREAS AND / OR PERIMETER SLOPES EXPOSED OVERNIGHT. SECURE THE SITE FROM RISK OF PRECIPITATION DAMAGES AT THE END OF EVERY WORK DAY. IN THE EVENT OF RAIN, TAKE ACTION TO DIVERT STORMWATER AWAY FROM THE WORK AREA AND TEMPORARILY COVER OF ALL EXPOSED SOILS WITH FILTER FABRIC OR IMPERMEABLE SHEETING.
6. FIELD OBSERVATION OF EXCAVATION AND SOIL PLACEMENT IS REQUIRED. NOTIFY GEOTECHNICAL ENGINEER PRIOR TO DIGGING. USE BACKHOE WITH TOOTH BUCKET FOR CELL EXCAVATION TO AVOID COMPACTING OR SMEARING OF SOILS. (DO NOT USE SKID STEER FOR EXCAVATION WITHIN THE CELL) USE EXCAVATOR BUCKET TO PLACE MATERIALS. CONSTRUCTION EQUIPMENT SHALL NOT BE ALLOWED INTO THE STORMWATER AREAS. LEVELING AND FINAL GRADING WITHIN THE CELL MUST BE COMPLETED BY HAND.
7. FILTRATION AREA SOIL MIX SHALL BE MINNESOTA STORMWATER MANUAL 4.1.2 MIX B: ENHANCED FILTRATION BLEND (WELL BLENDED MIXTURE OF 70% ASTM C-33 COARSE WASHED SAND (MN/DOT 3126) AND 30% MN/DOT 3890 GRADE 2 LEAF LITTER COMPOST. THE MATERIAL SUPPLIER SHALL PROVIDE DOCUMENTATION THAT THE COMPOST HAS BEEN SAMPLED AND TESTED AS REQUIRED BY THE SEAL OF TESTING ASSURANCE (STA) PROGRAM OF THE UNITED STATES COMPOSTING COUNCIL (USCC) AND A GRADATION SIEVE ANALYSIS FOR THE WASHED SAND. THE ENGINEERED SOIL SHALL NOT CONTAIN ANY TOPSOIL OR FILTER AGGREGATE WITH FINES.
8. INSTALL PLANTINGS BY HAND.
9. INSTALLED SOD AND PLANTINGS REQUIRE A TOTAL OF 1" OF WATER PER WEEK AND ACTIVE WEED MANAGEMENT UNTIL WELL ESTABLISHED. WATERING COSTS ARE CONSIDERED INCIDENTAL TO SOD AND PLANTING INSTALLATION. CONSTRUCT A TEMPORARY IRRIGATION SYSTEM, CONSISTING OF ABOVE GROUND HEADS, PIPING, VALVES, ETC., FOR WATERING UNTIL VEGETATION IS ESTABLISHED. DO NOT USE A WATER TRUCK AS THE FORCE OF THE WATER WILL ADVERSELY AFFECT THE STORMWATER AREA SOILS.
10. REMOVAL OF ACCUMULATED SEDIMENT AND DEBRIS SHALL BE DONE BY HAND OR, IF SELF-PROPELLED EQUIPMENT IS REQUIRED, FROM OUTSIDE THE PERIMETER OF THE FILTRATION AREAS.

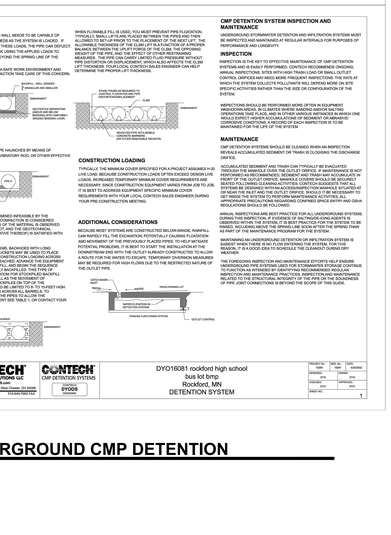
5 C2.1 FILTRATION AREA SECTION AND NOTES

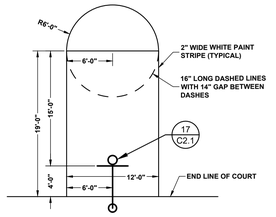


7 C2.2 OUTLET CONTROL STRUCTURE (OCS 1)

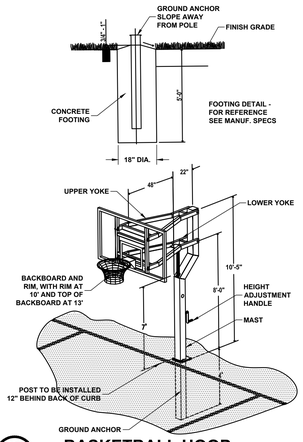


1 C2.2 UNDERGROUND CMP DETENTION

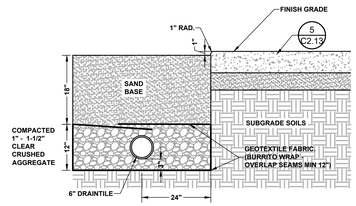

Infiltration Systems - CMP Infiltration & CMP Perforated Drainage Pipe
Material Location | Description | Material Designation | Designation
Pipe or Flexible Pavement
Road Base (if applicable)
Geotextile Layer | Non-Woven Geotextile | CONTECH C-45 or CW | Engineer Geotech for overlap/seam to prevent soil migration into varying soil types. Wrap the trench only.
Backfill | Infiltration plus systems have AASHTO #1 OR #2 stone (3/4" diameter or larger) wrapped in geotextile with a particle size of 10" - 2." If diameter is recommended.
Bedding Stone | Well graded granular bedding stone per AASHTO M43 size #3
AASHTO M43 size #3, #357, #4, #467
Geotextile Layer | None | None | Engineer Geotech for overlap/seam to prevent soil migration into varying soil types. Wrap the trench only.
NOTE: MANWAY DETAIL APPLICABLE FOR CMP INFILTRATION SYSTEMS ONLY. CMP PERFORATED MANWAYS MAY BE REQUIRED ON SMALLER SYSTEMS DEPENDING ON ACTUAL SITE SPECIFIC CONDITIONS.
CMP
TRENCH ZONE
INITIAL FILL ENVELOPE
MINIMUM WIDTH DEPENDS ON SITE CONDITIONS AND ENGINEERING JUDGEMENT.
FOUNDATION/BEDDING PREPARATION
PRIOR TO PLACING THE BEDDING, THE FOUNDATION MUST BE CONSTRUCTED TO PROVIDE UNIFORM SUPPORT FOR THE PIPE. IF UNSUITABLE SOILS ARE ENCOUNTERED, UNSUITABLE MATERIALS ARE EXCAVATED DURING EXCAVATION, THEY SHALL BE REMOVED AND BROUGHT BACK TO THE GRADE WITH A FILL MATERIAL AS APPROVED BY ENGINEER.
TRENCH ZONE MATERIAL SHALL BE PLACED AND UNIFORMLY COMPACTED WITHOUT SOFT SPOTS.
BACKFILL
MATERIAL SHALL BE PLACED IN 8"-0" MAXIMUM LIFTS. INADEQUATE COMPACTION CAN RESULT IN SETTLEMENT OF THE BACKFILL AND OVERLYING PAVEMENT OR STRUCTURE. SOILS EVEN THE SYSTEM. BACKFILL SHALL BE PLACED SUCH THAT THERE IS NO MORE THAN A TWO LIFT DIFFERENTIAL BETWEEN THE SIDES OF ANY PIPE IN THE SYSTEM AT ANY GIVEN TIME. THIS WILL HELP PREVENT THE PIPE FROM BECOMING OUT OF ROUND OVER THE LENGTH OF THE SYSTEM AT THE SAME RATE TO AVOID DIFFERENTIAL LOADING ON ANY PIPES IN THE SYSTEM.
EQUIPMENT USED TO PLACE AND COMPACT THE BACKFILL SHALL BE OF A SIZE AND WEIGHT THAT WILL NOT DAMAGE THE PIPE. ATTENTION MUST BE GIVEN TO PROVIDING ADEQUATE MINIMUM COVER FOR SUCH EQUIPMENT. ALLOW EQUIPMENT TO TRAVEL OR OPERATE DIRECTLY ON ALL PIPES IN THE SYSTEM DURING ALL SUCH OPERATIONS.
OTHER ALTERNATE BACKFILL MATERIAL MAY BE ALLOWED DEPENDING ON SITE SPECIFIC CONDITIONS. REFER TO TYPICAL BACKFILL DETAIL FOR MATERIAL REQUIRED.
3" x 1" CORRUGATION - STEEL AND ALUMINUM CMP, PUNCH PROVIDED FROM CONTECH LAYRAIL PLANT)
3" x 1" CORRUGATION - STEEL ONLY EDGE SPACING EQUAL ON BOTH SIDES
OPEN AREA = 3.76 SQ IN/SQ FT
COIL WIDTH
LINER OVER ROVING
SCALE: N.T.S.
20 MIL HDPE MEMBRANE LINER OVER TOP OF PIPE (3" REQUIRED)
SYSTEM DIMENSIONS VARIES
LIMITS OF REQUIRED BACKFILL
TYPICAL SECTION VIEW
SCALE: N.T.S.
NOTES:
1. PERFORATIONS MEET AASHTO AND ASTM SPECIFICATIONS.
2. PERFORATION OPEN AREA PER SQUARE FOOT OF PIPE IS BASED ON THE NOMINAL DIAMETER AND LENGTH OF PIPE.
3. PERFORATIONS ARE NOT SUBJECT TO MANUFACTURING TOLERANCES.
4. ALL ROLES CMP.
TYPICAL PERFORATION DETAIL
SCALE: N.T.S.
FOUNDATION
CONSTRUCT A FOUNDATION THAT CAN SUPPORT THE DESIGN LOADING APPLIED BY THE PIPE AND ADJACENT BACKFILL WEIGHT AS WELL AS MAINTAIN LONG TERM STRUCTURAL STABILITY.
IF SOFT OR UNSUITABLE SOILS ARE ENCOUNTERED, REMOVE THE POOR SOILS DOWN TO A SUITABLE DEPTH AND THEN BUILD UP TO THE APPROPRIATE FOUNDATION GRADE WITH A GRANULAR MATERIAL. USE OF A WOVEN GEOTEXTILE MATERIAL GRADATION SHOULD NOT ALLOW THE MIGRATION OF FINES, WHICH CAN CAUSE SETTLEMENT OF THE DETENTION SYSTEM OR PAVEMENT ABOVE. CONTECH'S RANGE OF NONWOVEN GEOTEXTILES MEET THESE CRITERIA (WOVEN FINE SOILS IN ENGINEERED FABRIC SHOULD BE USED AS A SEPARATOR. IN SOME CASES, USING A STIFF REINFORCING GEOGRID REDUCES OVER EXCAVATION AND REPLACEMENT TILL QUANTITIES.
THE AMOUNT OF UNDERCUT DEPENDS ON THE SITE SOILS AND THE DESIGN LOADING
GEOGRID
GEOTEXTILE
GRADE THE FOUNDATION SUBGRADE TO A UNIFORM OR SLIGHTLY SLOPING GRADE. IF THE SUBGRADE IS CLAY OR RELATIVELY NON-POROUS AND THE GROUNDWATER LEVEL IS BELOW THE BOTTOM OF THE FOUNDATION, IT IS BEST TO DO NOTHING SO AS TO ENCOURAGE THE SYSTEM TO FILL WITH WATER. THIS WILL HELP PREVENT FLOTATION WHEN THE SYSTEM IS EMPTY AND ALLOW EXCESS WATER TO DRAIN QUICKLY, PREVENTING SATURATION OF THE SUBGRADE.
GEOMEMBRANE BARRIER
A SITE'S RESISTIVITY MAY CHANGE OVER TIME WHEN VARIOUS TYPES OF SALTING AGENTS ARE USED. SUCH AS ROAD SALTS FOR DEICING AGENTS. IF SALTING AGENTS ARE USED ON THE PROJECT SITE, THE USE OF A GEOMEMBRANE BARRIER IS RECOMMENDED WITH THE SYSTEM. THE GEOMEMBRANE LINER IS INTENDED TO HELP PROTECT THE SYSTEM FROM THE POTENTIAL ADVERSE EFFECTS OF SALTING AGENTS, SUCH AS INCREASED CORROSION (INCLUDING FERROUS CORROSION AND REDUCED ACTUAL SERVICE LIFE.
THE PROJECT'S ENGINEER OF RECORD IS TO EVALUATE WHETHER SALTING AGENTS WILL BE USED ON OR NEAR THE PROJECT SITE, AND USE HIS/HER BEST JUDGEMENT TO DETERMINE IF ANY ADDITIONAL PROTECTIVE MEASURES ARE REQUIRED FOR THE SYSTEM. CONTECH DOES NOT RECOMMEND PLACEMENT OF A GEOMEMBRANE BARRIER FOR PROJECTS WHERE SALTING AGENTS ARE USED ON OR NEAR THE PROJECT SITE.
GEOMEMBRANE
GEOTEXTILE
IN-SITU TRENCH WALL
IF EXCAVATION IS REQUIRED, THE TRENCH WALL NEEDS TO BE CAPABLE OF ALLOWING TO BE LAID UP PRIOR TO THE PLACEMENT OF THE NEXT LIFT. THE ALLOWABLE THICKNESS OF THE CLOSE LIFT IS A FUNCTION OF A PROPER SOILS ARE NOT CAPABLE OF SUPPORTING THESE LOADS. THE PIPE CAN DEFLECT WEIGHT OF THE PIPE, AND THE EFFECT OF OTHER RESTRAINING MECHANISMS (SOIL COHESION, FRICTION BETWEEN THE PIPE AND SOIL) MAY PIPE DEFLECTION OR OVERLAPMENT, WHICH ALSO AFFECTS THE CLOW LIFT THICKNESS. CONTACT YOUR LOCAL CONTECH SALES ENGINEER CAN HELP DETERMINE THE PROPER LIFT THICKNESS.
BACKFILL PLACEMENT
MATERIAL SHALL BE WORKED INTO THE PIPE HAUNCHES BY MEANS OF HOVEL SLICING, RODDING, AIR TAMPER, VIBRATORY ROD, OR OTHER EFFECTIVE METHODS.
BACKFILL MATERIAL
MINIMUM COMPACTION REQUIREMENT
LIFT 1
LIFT 2
LIFT 3
LIFT 4
LIFT 5
LIFT 6
1ST LIFT PLACED
2ND LIFT PLACED
3RD LIFT PLACED
4TH LIFT PLACED
5TH LIFT PLACED
6TH LIFT PLACED
IF AASHTO T99 PROCEDURES ARE DETERMINED INFEASIBLE BY THE GEOTECHNICAL ENGINEER, THE FOLLOWING METHOD MAY BE USED TO ENSURE ADEQUATE WHEN NO FURTHER YIELDING OF THE MATERIAL IS OBSERVED UNDER THE COMPACTOR, OR UNDER FOOT, AND THE GEOTECHNICAL ENGINEER IS SATISFIED THAT A REPRESENTATIVE THICKNESS IS SATISFIED WITH THE LEVEL OF COMPACTION.
FOR LARGE SYSTEMS, CONVEYOR SYSTEMS, BACKHOES WITH LONG REACHES OR SMALLINER WITH STONE BUCKETS MAY BE USED TO PLACE BACKFILL. ONCE MINIMUM COVER FOR CONSTRUCTION LOADING ACHIEVED, THE REMAINING BACKFILL MAY BE PLACED IN LAYERS NOT EXCEEDING 12" TO THE END OF THE RECENTLY PLACED FILL, AND BEGIN THE SEQUENCE AGAIN UNTIL THE SYSTEM IS COMPLETELY BACKFILLED. THIS TYPE OF PLACEMENT MAY REQUIRE SPECIAL CONSIDERATIONS FOR PROPER INSTALL DIRECTLY BEHIND THE BACKHOE, AS WELL AS THE MOVEMENT OF CONSTRUCTION TRAFFIC MATERIAL STOCKPILES ON TOP OF THE SYSTEM. IF THE CONTRACTOR CHOOSES TO USE THIS METHOD, THE FIRST HIGH LIFT MUST PROVIDE BALANCED LOADING ACROSS ALL BARRELS TO MINIMIZE DIFFERENTIAL LOADING AND PIPE DEFLECTION. FOR MORE INFO ON MOVEMENT OF CONSTRUCTION EQUIPMENT SEE TABLE 1, OR CONTACT YOUR LOCAL CONTECH SALES ENGINEER.
TYPICAL BACKFILL SEQUENCE
CMP DETENTION SYSTEM INSPECTION AND MAINTENANCE
UNDERGROUND STORMWATER DETENTION AND INFILTRATION SYSTEMS MUST BE INSPECTED AND MAINTAINED AT REGULAR INTERVALS FOR PURPOSES OF PERFORMANCE AND LONGEVITY.
INSPECTION
INSPECTION IS THE KEY TO EFFECTIVE MAINTENANCE OF CMP DET



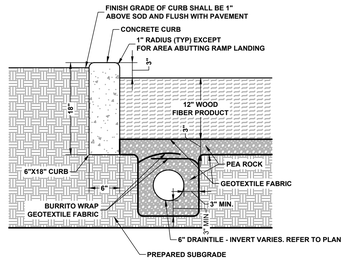
16 C2.1 **BASKETBALL COURT STRIPING**



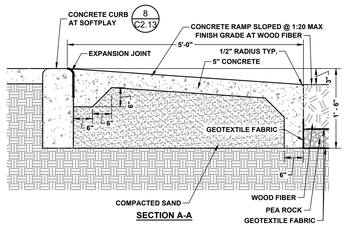
17 C2.1 **BASKETBALL HOOP**

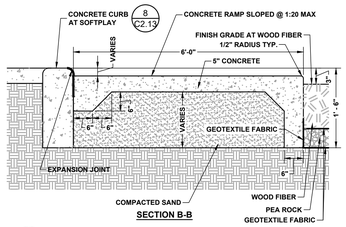


20 C2.13 **SAND PLAY AREA SECTION**

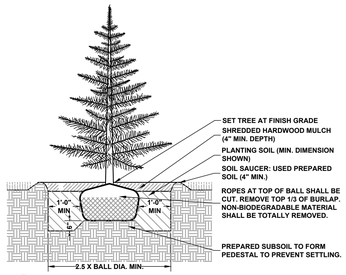


8 C2.13 **SOFTPLAY CURB**

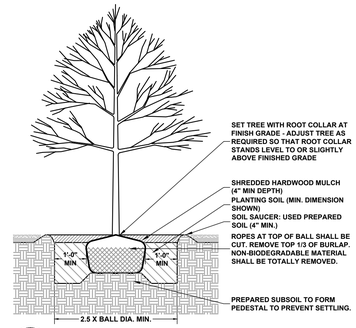




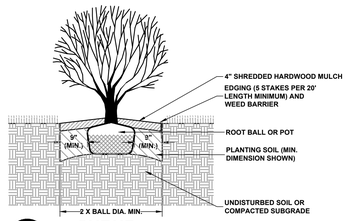
9 C2.13 **SOFT PLAY AREA ACCESSIBLE RAMP**



11 C2.14 **CONIFEROUS TREE**



10 C2.14 **DECIDUOUS TREE**



14 C2.14 **SHRUB**

Project No. V1.126474
Date 05/05/2022
Drawn By MJE
Ck. By DAR
Revisions

ICS
ICS-BUILDS.COM
Minneapolis, MN | Duluth, MN | Sauk Rapids, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Hurdle, VA

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 47160 04/08/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ROCKFORD SCHOOLS
SITE IMPROVEMENTS

NO.	DATE	REVISION DESCRIPTION

SITE DETAILS

Sheet C2.3

95% PLANS

ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: May 16, 2022

Prepared by: Business Office

Date Prepared: May 11, 2022

	Information		Briefing	X	Action		Enclosure Item(s)

RESOLUTION

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

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

Donor	***Amount***	***Fund***
Rockford Lions	$1,350.00	RMS Gift--DARE Program T-shirts
Rocket Boosters	$40.00	Girls Soccer Activity Fund
Rockford Lions	$1,700.00	DECA Activity Fund
Marlene Socher	$100.00	Girls Track Activity Fund
Rockford Education Foundation	$780.00	General Fund (REAMS Kindergarten Children's Museum Field Trip)
Rockford Education Foundation	$79.92	General Fund (RHS Special Education Large Digit Calculators)
Anonymous Donation	$4,000.00	Senior Outstanding Lunch Account Fees, Senior Outstanding Student Fees, Graduation Fund

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Series 2022A Bond Ratifying Resolution

Meeting Date: May 16, 2022

Prepared by: Michael Hart, PMA Securities

Date Prepared: May 11

☐ Information ☐ Briefing ■ Action ■ Enclosure Item(s)

Enclosed is a summary of the bond sale along with a Resolution Ratifying the sale of the bonds for board action.

Extract of Minutes of Meeting of the
Board of Education of
Independent School District No. 883
(Rockford Area Schools)
Wright and Hennepin Counties, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the Board of Education of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, was duly held in the District offices in the City of Rockford, Minnesota on Monday, May 16, 2022, commencing at 6:30 P.M.

The following members were present:

and the following were absent:

* * * * * * * * *

The Chair announced that the next order of business was consideration of the ratification of the sale of the District's General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A, to be issued in the original aggregate principal amount of $6,915,000.

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

A RESOLUTION RATIFYING THE SALE OF GENERAL OBLIGATION FACILITIES MAINTENANCE AND TAX ABATEMENT BONDS, SERIES 2022A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF $6,915,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED By the Board of Education (the "Board") of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the "District"), as follows:

Section 1. Sale of Bonds.

1.01. Background.

(a) On March 21, 2022, the Board of the District adopted a resolution (the "Parameters Resolution"), providing for the issuance and sale of General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A (the "Bonds"), subject to certain parameters, for the following purposes:

(i) to finance certain facilities maintenance projects which are included in the District's ten-year facilities maintenance plan approved by the Commissioner of the Department of Education (collectively, the "Facilities Maintenance Project"), pursuant to Minnesota Statutes, Chapter 475, as amended (the "Municipal Debt Act"), and Section 123B.595. as amended (the "Facilities Maintenance Act"); and

(ii) to finance certain infrastructure improvements primarily consisting of district-wide parking lot improvements, including at the District's Elementary School, Middle School, and High School facilities (collectively, the "Abatement Project"), pursuant to the Municipal Debt Act and Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Abatement Act"), and a resolution adopted by the Board on that same date following a duly noticed public hearing, approving a property tax abatement (the "Abatements") for certain property in the District (the "Abatement Parcels") over a period of fifteen (15) years, in an amount sufficient to pay the principal amount of and interest on bonds issued to finance the Abatement Project.

(b) The Parameters Resolution authorized the Bonds to be sold at a maximum principal amount of $7,100,000 and a true interest cost not to exceed 4.00%.

(c) Pursuant to the Parameters Resolution, the District has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation. The District understands that as a result of its covenant to be bound by said provisions, these provisions shall be binding as long as the Bonds remain outstanding.

(d) The Parameters Resolution authorized the Superintendent and a Board Officer designated by the Superintendent, with the advice of PMA Securities, LLC, the District's municipal advisor (the "Municipal Advisor"), to review the proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser on or about May 11, 2022, based on the recommendation of the Municipal Advisor, and take any other appropriate action

with respect to the Bonds, including but not limited to the execution and delivery of a purchase agreement with respect to the Bonds.

(e) It being thus determined that the District has retained an independent municipal advisor in connection with such sale, the District is authorized by Minnesota Statues, Section 475.60, subdivision 2(9), as amended, to negotiate the sale of the Bonds. The actions of the District staff in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

(f) On May 11, 2022, the Superintendent and a Board Officer designated by the Superintendent, reviewed the proposals, a list of which is set forth in EXHIBIT A attached hereto, and accepted the offer of FHN Financial Capital Markets, Memphis, Tennessee (the "Purchaser"), to purchase the Bonds in the original aggregate principal amount of $6,915,000, as described herein, subject to ratification by the Board.

1.02. Award to the Purchaser and Interest Rates. The proposal by the Purchaser to purchase the Bonds in the aggregate principal amount of $6,915,000 is determined to be a reasonable offer and the Board hereby ratifies the acceptance of the proposal of the Purchaser to purchase the Bonds, at a price of $7,011,543.80 (par amount of the Bonds of $6,915,000.00, plus original issue premium of $166,247.00, less underwriter's discount of $69,703.20), plus accrued interest to date of delivery, if any, for Bonds bearing interest as follows:

Year	Interest Rate	Year	Interest Rate
2023	4.000%	2030	3.000%
2024	4.000	2031	5.000
2025	4.000	2032	3.000
2026	4.000	2033	3.050
2027	4.000	2034	3.100
2028	3.000	2038*	3.200
2029	3.000		

**Term Bond*

True interest cost: 3.1382869%

1.03. Purchase Contract. The amount proposed by the Purchaser in excess of the minimum bid, if any, shall be credited to the Debt Service Fund hereinafter created or deposited in the Construction Fund hereinafter created, as determined by the District Treasurer in consultation with the Municipal Advisor. The execution and delivery of the purchase contract with the Purchaser is hereby ratified and confirmed.

1.04. Terms and Principal Amounts of the Bonds. The District will forthwith issue and sell the Bonds pursuant to the Municipal Debt Act, the Facilities Maintenance Act, and the Abatement Act (collectively, the "Act"), in the total principal amount of $6,915,000, originally dated June 9, 2022, in the denomination of $5,000 each or any integral multiple thereof, numbered No. R-1 upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

Year	Amount	Year	Amount
2023	$245,000	2030	$445,000
2024	360,000	2031	465,000
2025	375,000	2032	480,000
2026	390,000	2033	500,000
2027	405,000	2034	515,000
2028	420,000	2038*	1,880,000
2029	435,000		

**Term Bond*

(a) $3,915,000 in principal amount of the Bonds (the "Facilities Maintenance Bonds"), maturing on February 1 of the years and in the amounts set forth below, are being used to finance the construction of the Facility Maintenance Projects:

Year	Amount	Year	Amount
2023	$245,000	2030	$255,000
2024	205,000	2031	265,000
2025	215,000	2032	275,000
2026	225,000	2033	285,000
2027	230,000	2034	295,000
2028	240,000	2038[1]	930,000
2029	250,000		

[1] *This payment comprises a portion of the mandatory sinking fund payment for the Term Bond maturing on February 1, 2038.*

(b) $3,000,000 in principal amount of the Bonds (the "Abatement Bonds"), maturing on February 1 of the years and in the amounts set forth below, are being used to finance the construction of the Abatement Project:

Year	Amount	Year	Amount
2024	$155,000	2030	$190,000
2025	160,000	2031	200,000
2026	165,000	2032	205,000
2027	175,000	2033	215,000
2028	180,000	2034	220,000
2029	185,000	2038[1]	950,000

[1] *This payment comprises a portion of the mandatory sinking fund payment for the Term Bond maturing on February 1, 2038.*

1.05. Optional Redemption. The District may elect on February 1, 2031, and any date thereafter to prepay Bonds due on or after February 1, 2032. Redemption may be in whole or in part and if in part, at the option of the District and in such manner as the District will determine. If less than all Bonds of a maturity are called for redemption, the District will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the

beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

1.06. Mandatory Redemption; Term Bond. The Bond maturing on February 1, 2038 shall hereinafter be referred to as the "Term Bond." The principal amounts of the Term Bond subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bond credited against future mandatory sinking fund redemptions of such Term Bond in such order as the District shall determine. The Term Bond is subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date	
February 1, 2038 Term Bonds	Principal Amount
2035	$525,000
2036	545,000
2037	560,000
2038*	250,000

* *Maturity*

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2023, to the registered owners of record as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The District will appoint a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the District and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred, or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for

registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the District.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The District and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the District and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of the cancellation must be given to the District. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The District appoints U.S. Bank Trust Company National Association, Saint Paul, Minnesota as the initial Registrar. The Chair and the District Clerk are authorized to execute and deliver, on behalf of the District, a contract with said Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the Board, the District Treasurer must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the District Clerk and executed on behalf of the District by the signatures of the Chair and the District Clerk, provided that all signatures may be printed, engraved, or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the District Clerk will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

2.06. Temporary Bonds. The District may elect to deliver in lieu of printed definitive Bonds one or more typewritten temporary Bonds in substantially the form set forth in EXHIBIT B attached hereto with such changes as may be necessary to reflect more than one maturity in a single temporary bond. Upon the execution and delivery of definitive Bonds the temporary Bonds will be exchanged therefor and cancelled.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form set forth in EXHIBIT B attached hereto.

3.02. Approving Legal Opinion. The District Clerk is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which is to be complete except as to dating thereof and to cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Funds; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds are payable from the General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the District as a

bookkeeping fund separate and apart from all other funds maintained in the official financial records of the District. The District will maintain the following accounts in the Debt Service Fund: the "Facilities Maintenance Bonds Account" and the "Abatement Bonds Account." Amounts in the Facilities Maintenance Bonds Account are irrevocably pledged to the Facilities Maintenance Bonds and amounts in the Abatement Bonds Account are irrevocably pledged to the Abatement Bonds.

(a) Facilities Maintenance Bonds Account. Ad valorem taxes herein levied for the payment of the principal of, premium, if any, and interest on the Facilities Maintenance Bonds are hereby pledged to the Facilities Maintenance Bonds Account of the Debt Service Fund. There is appropriated to the Facilities Maintenance Bonds Account of the Debt Service Fund a pro rata portion of (i) capitalized interest financed from Bond proceeds, if any; (ii) amounts over the minimum purchase price of the Bonds, if any, paid by the Purchase, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof; and (iii) accrued interest, if any.

(b) Abatement Bonds Account. Abatements from the Abatement Parcels and ad valorem taxes levied for the payment of interest on the Abatement Bonds are hereby pledged to the Abatement Bonds Account of the Debt Service Fund. A portion of the proceeds of the Abatement Bonds shall be deposited in the Abatement Bonds Account of the Debt Service Fund and shall be applied to the payment of the first interest payment due on the Abatement Bonds on February 1, 2023. There is appropriated to the Abatement Bonds Account of the Debt Service Fund a pro rata portion of (i) capitalized interest financed from Bond proceeds, if any; (ii) amounts over the minimum purchase price of the Bonds, if any, paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof; and (iii) accrued interest, if any.

4.02. Construction Fund. The District hereby creates the General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A Construction Fund (the "Construction Fund"). The District will maintain the following accounts in the Construction Fund: the "Facilities Maintenance Project Account" and the "Abatement Project Account." Amounts in the Facilities Maintenance Bonds Account are irrevocably pledged to the Facilities Maintenance Bonds and amounts in the Abatement Bonds Account are irrevocably pledged to the Abatement Bonds.

(a) Facilities Maintenance Project Account. Proceeds of the Facilities Maintenance Bonds, less the appropriations made in Section 4.01(a), together with any other funds appropriated for the Facilities Maintenance Project and ad valorem taxes collected during the construction of the Facilities Maintenance Project, will be deposited in the Facilities Maintenance Project Account of the Construction Fund to be used solely to defray expenses of the Facilities Maintenance Project. When the Facilities Maintenance Project is completed and the costs thereof paid, the Facilities Maintenance Project Account of the Construction Fund is to be closed and any balance therein is to be deposited in the Facilities Maintenance Bonds Account of the Debt Service Fund.

(b) Abatement Project Account. Proceeds of the Abatement Bonds, less the appropriations made in Section 4.01(b), together with any other funds appropriated for the Abatement Project, Abatements and ad valorem taxes collected during the construction of the Abatement Project, will be deposited in the Abatement Project Account of the Construction Fund to be used solely to defray expenses of the Abatement Project. When the Abatement Project is completed and the costs thereof paid, the Abatement Project Account of the Construction Fund is to be closed and any balance therein is to be deposited in the Abatement Bonds Account of the Debt Service Fund.

4.03. Pledge of Taxes. For the purpose of paying the principal of and interest on the Bonds, there is hereby levied a direct annual irrepealable ad valorem tax upon all of the taxable property in the District, which is to be spread upon the tax rolls and collected with and as part of other general taxes of the District. The Taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as set forth in EXHIBIT C attached hereto.

4.04. General Obligation Pledge. If a payment of principal of or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the District Treasurer must pay such principal or interest from the general fund of the District, and the general fund will be reimbursed for those advances out of the proceeds of the Taxes levied herein, when collected.

4.05. Certification to County Auditors as to Debt Service Fund Amount. It is determined that the estimated collection of the foregoing Taxes and Abatements will produce at least five percent (5%) in excess of the amount needed to meet when due, the principal and interest payments on the Bonds. The tax levy herein provided is irrepealable until all of the Bonds are paid, provided that at the time the District makes its annual tax levies the District Treasurer may certify to the County Auditor/Treasurer of Wright County, Minnesota, and the Taxpayer Services Division Manager of Hennepin County, Minnesota (together, the "County Auditors"), the amount available in the Debt Service Fund to pay principal and interest due during the ensuring year, and the County Auditors will thereupon reduce the levy collectible during such year by the amount so certified.

4.06. Registration of Resolution. The District Clerk is authorized and directed to file a certified copy of this resolution with the County Auditors and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. District Proceedings and Records. The officers of the District are hereby authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the District relating to the Bonds and to the financial condition and affairs of the District, and such other affidavits, certificates and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds and such instruments, including any heretofore furnished, may be deemed representations of the District to the facts stated therein.

5.02. Certification as to Official Statement. The Chair, District Clerk, and District Treasurer are hereby authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date thereof.

5.03. Other Certificates. The Chair, the District Clerk, and the District Treasurer are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the District or incumbency of its officers, at the closing the Chair, the District Clerk, and the District Treasurer shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the District Treasurer shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The District covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take, or cause its officers, employees or agents to take, all affirmative actions within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. No Rebate Required.

(a) The District will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States, if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2022) exceed the small-issuer exception amount of $15,000,000 for capital expenditures pursuant to Section 148(f)(4)(D)(vii).

(b) For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements, the District finds, determines and declares that the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the District (and all subordinate entities of the District) during the calendar year in which the Bonds are issued and outstanding at one time is not reasonably expected to exceed $15,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

6.03. Not Private Activity Bonds. The District further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the District makes the following factual statements and representations:

(a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(b) the District hereby designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than any private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the District during calendar year 2022 will not exceed $10,000,000; and

(d) not more than $10,000,000 of obligations issued by the District during calendar year 2022 have been designated for purposes of Section 265(b)(3) of the Code.

6.04. Procedural Requirements. The District will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of District.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns ("DTC"). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the District, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the "Participants") or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The District, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the District's obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the District Clerk of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words "Cede & Co." will refer to such new nominee of DTC; and upon receipt of such a notice, the District Clerk will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The District has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the District with respect to the Bonds will agree to take all action necessary for all representations of the District in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the District, by resolution of the Board, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the District will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the District will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the District and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the District will issue and the Registrar will authenticate Bond certificates in

accordance with this resolution and the provisions hereof will apply to the transfer, exchange, and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Chair and District Clerk and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. District Compliance with Provisions of Continuing Disclosure Certificate. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the District to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants, and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the District for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The District may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

(The remainder of this page is intentionally left blank.)

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

PROPOSALS

Rockford ISD #883
$6,890,000 General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A (Minnesota School District Credit Enhancement Program)

The following bids were submitted using *PARITY*® and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
☑ Reoffering	FHN Financial Capital Markets	3.139234
☐	Piper Sandler & Co	3.158370
☐	Northland Securities, Inc.	3.239617
☐	Robert W. Baird & Co., Inc.	3.244911
☐	BOK Financial Securities, Inc.	3.332825
☐	KeyBanc Capital Markets	3.730876

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

EXHIBIT B

FORM OF BOND

No. R-___ UNITED STATES OF AMERICA $_____
STATE OF MINNESOTA
COUNTIES OF WRIGHT AND HENNEPIN
INDEPENDENT SCHOOL DISTRICT NO. 883
(ROCKFORD AREA SCHOOLS)

GENERAL OBLIGATION FACILITIES MAINTENANCE AND TAX ABATEMENT BONDS
SERIES 2022A

Rate	Maturity	Date of Original Issue	CUSIP
____%	February 1, 20__	June 9, 2022	___

Registered Owner: Cede & Co.

Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, a duly organized and existing school district in Minnesota (the "District"), acknowledges itself to be indebted and for value received promises to pay to the Registered Owner specified above or registered assigns, the principal sum of $_____ on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360 day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing February 1, 2023, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by U.S. Bank Trust Company National Association, as Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the District have been and are hereby irrevocably pledged.

The District may elect on February 1, 2031, and any date thereafter to prepay Bonds due on or after February 1, 2032. Redemption may be in whole or in part and if in part, at the option of the District and in such manner as the District will determine. If less than all Bonds of a maturity are called for redemption, the District will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

The Bond maturing on February 1, 2038 shall hereinafter be referred to as the "Term Bond." The principal amounts of the Term Bond subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bond credited against future mandatory sinking fund redemptions of such Term Bond in such order as the District shall determine. The Term Bond is subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date	
February 1, 2038 Term Bonds	Principal Amount
2035	$525,000
2036	545,000
2037	560,000
2038	250,000

* *Maturity*

This Bond is one of an issue in the aggregate principal amount of $6,915,000, all of like original issue date and tenor, except as to number, maturity date, redemption privilege, and interest rate, all issued pursuant to a resolution adopted by the Board of Education of the District (the "Board") on March 21, 2022, as ratified by a resolution adopted by the Board on May 16, 2022 (the "Resolution"), for the purpose of providing money to aid in financing certain facilities maintenance projects which are included in the District's ten-year facilities maintenance plan and certain infrastructure improvements primarily consisting of district-wide parking lot improvements, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 123B.595, as amended, and Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, and the principal hereof and interest hereon are payable in part from ad valorem taxes and in part from tax abatement revenues, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the District are irrevocably pledged for payment of the Bonds, and the Board has obligated itself to levy additional ad valorem taxes on all taxable property in the District in the event of any deficiency in taxes levied, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of $5,000 or any integral multiple thereof of single maturities.

The District has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, as amended, and to guarantee the payment of the principal of and interest on this Bond when due.

The Board has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") relating to disallowance of interest expense for financial institutions and within the $10 million limit allowed by the Code for the calendar year of issue.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the District at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the District will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The District and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the District nor the Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the District in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the District to exceed any constitutional or statutory limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by the manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, by its Board of Education, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Chair and District Clerk and has caused this Bond to be dated as of the date set forth below.

Dated: June 9, 2022

INDEPENDENT SCHOOL DISTRICT NO. 883 (ROCKFORD AREA SCHOOLS), WRIGHT AND HENNEPIN COUNTIES, MINNESOTA

(Facsimile)
Chair

(Facsimile)
District Clerk

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

U.S. BANK TRUST COMPANY NATIONAL ASSOCIATION

By _____
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common	UNIF GIFT MIN ACT _____ Custodian _____ (Cust) (Minor)
TEN ENT -- as tenants by entireties	under Uniform Gifts or Transfers to Minors Act, State of _____
JT TEN -- as joint tenants with right of survivorship and not as tenants in common	

Additional abbreviations may also be used though not in the above list.

_____

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____ _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

_____

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _____

_____

(Include information for all joint owners if this Bond is held by joint account.)

Please insert social security or other identifying number of assignee

_____

_____

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration	Registered Owner	Signature of Officer of Registrar
	Cede & Co. Federal ID #13-2555119	

EXHIBIT C

TAX LEVY SCHEDULES

ISD No. 883 (Rockford)
$6,915,000 - Final
General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A
Dated: June 9, 2022

Levy Computation Sheet

Assessment Year	Collection Year	LTFM	Abatement	Total Amount
2021	2022	$ 349,444.14	$ -	$ 349,444.14
2022	2023	$ 348,019.88	$ 270,666.38	$ 618,686.25
2023	2024	$ 349,909.88	$ 269,406.38	$ 619,316.25
2024	2025	$ 351,379.88	$ 267,936.38	$ 619,316.25
2025	2026	$ 347,179.88	$ 271,506.38	$ 618,686.25
2026	2027	$ 348,019.88	$ 269,406.38	$ 617,426.25
2027	2028	$ 350,959.88	$ 268,986.38	$ 619,946.25
2028	2029	$ 348,334.88	$ 268,408.88	$ 616,743.75
2029	2030	$ 350,802.38	$ 272,923.88	$ 623,726.25
2030	2031	$ 347,389.88	$ 267,673.88	$ 615,063.75
2031	2032	$ 349,227.38	$ 271,716.38	$ 620,943.75
2032	2033	$ 350,600.25	$ 270,081.00	$ 620,681.25
2033	2034	$ 346,248.00	$ 268,170.00	$ 614,418.00
2034	2035	$ 346,668.00	$ 271,110.00	$ 617,778.00
2035	2036	$ 346,752.00	$ 268,464.00	$ 615,216.00
2036	2037	$ -	$ 270,900.00	$ 270,900.00

STATE OF MINNESOTA)
)
COUNTIES OF) SS
HENNEPIN AND WRIGHT)

I, the undersigned, being the duly qualified and acting District Clerk of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the "District"), hereby certify that I have carefully compared the attached and foregoing extract of minutes of the regular meeting of the Board of Education of the District held on Monday, May 16, 2022, with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to the issuance and sale of the District's General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A, in the original aggregate principal amount of $6,915,000.

WITNESS My hand officially as such District Clerk this _____ day of _____, 2022.

_____
School District Clerk
Independent School District No. 883
(Rockford Area Schools)
Wright and Hennepin Counties, Minnesota

May 16, 2022

G.O. Facilities Maintenance and Tax Abatement Bonds, Series 2022A

ISD 883 Rockford Area Schools

Sale Summary

Michael Hart
Director, Public Finance
mhart@pmanetwork.com
612-509-2569

Steve Pumper
Vice President
spumper@pmanetwork.com
612-509-2565

Bid Results

G.O. Facilities Maintenance and Tax Abatement Bonds, Series 2022A

Bid Summary

Independent School District No. 883 (Rockford)

$6,890,000

General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A

Date of Sale: May 11, 2022

Award: FHN Financial Capital Markets

Bidder	True Interest Cost (TIC)
FHN Financial Capital Markets	3.1392%
Piper Sandler & Co.	3.1584%
Northland Securities, Inc.	3.2396%
Robert W. Baird & Co., Inc.	3.2449%
BOK Financial Securities, Inc.	3.3328%
KeyBanc Capital Markets	3.7309%

Authorizing Resolution vs. Actual Sale

G.O. Facilities Maintenance and Tax Abatement Bonds, Series 2022A

Authorizing Resolution – March 21, 2022	Sale Results
Hold Public Hearing and Approve Abatement	☑
Commissioner approval of LTFM Plan	☑
Publish Notice of Bonds	☑
Par amount of $7,100,000	$6,915,000
True Interest Cost does not exceed 4.00%	3.138%
PMA Securities, LLC acting as Municipal Advisor	☑
Minnesota State Credit Enhancement Program	☑

Sources and Uses

	LTFM - Deferred Maintenance	Tax Abatement	Issue Summary
Sources Of Funds			
Par Amount of Bonds	$3,915,000.00	$3,000,000.00	$6,915,000.00
Reoffering Premium	96,271.45	69,975.55	166,247.00
Total Sources	**$4,011,271.45**	**$3,069,975.55**	**$7,081,247.00**
Uses Of Funds			
Deposit to Project Construction Fund	3,935,000.00	2,950,000.00	6,885,000.00
Total Underwriter's Discount (1.008%)	39,463.20	30,240.00	69,703.20
Deposit to Capitalized Interest (CIF) Fund	-	66,234.39	66,234.39
Financial Advisor (PMA Securities)	18,786.80	14,396.01	33,182.81
Rating Agency Fee (S&P)	8,280.10	6,344.90	14,625.00
Bond Counsel (Kennedy & Graven)	5,944.69	4,555.31	10,500.00
Paying Agent (US Bank)	481.24	368.76	850.00
Deposit to Debt Service Fund (Rounding Amount)	3,044.17	(2,371.69)	672.48
Auditor Certificate Fee (Hennepin County)	155.69	119.31	275.00
Auditor Certificate Fee (Wright County)	84.92	65.08	150.00
Parcel Data Files (Wright County)	30.64	23.48	54.12
Total Uses	**$4,011,271.45**	**$3,069,975.55**	**$7,081,247.00**

Abatement Bonds Estimated Tax Impact

	Abatement Bonds
Project Amount	$2,950,000
Term of Bond	15
Payment	$257,778
Levy Increase at 105%	$270,666
District NTC Value (Pay 22)	14,738,641
Additional Tax Rate	1.84%

Property Type	Est. Market Value	Estimated Annual Tax Increase
Residential Homestead	$200,000	$33
	300,000	53
	350,000	63
	400,000	73
	500,000	92
	600,000	115
	700,000	138
Commercial - Industrial	$100,000	$28
	250,000	78
	500,000	170
	1,000,000	354

Long Term Facilities Maintenance Bonding

	LTFM Bonds
Bond Funded Project Amount	$3,935,000
Term of Bonds	15 years
Estimated Payment @ 105%	$348,729
% Usage of Existing LTFM Funding	54%

*Assumes annual LTFM revenues of $641,370

Proposed Timeline

Date	Action Item
February 23, 2022	Review of project scope and board resolution to call for public hearing on abatement
By March 10, 2022	Publish notice of public hearing on abatement
March 21, 2022	Hold abatement hearing, approval of abatement resolution, approval of LTFM Plan, approval of reimbursement and parameters resolution declaring intent to issue bonds
Week of March 21, 2022	Updated LTFM plan submitted to MDE for approval
Late March 2022	Publication of notice of intent to issue LTFM bonds
March 31, 2022	Rating call
April 2022	MDE approval LTFM plan, rating received & POS released to market
May 11, 2022	Bond sale @ 10am
May 16, 2022	Board considers ratifying resolution
June 9, 2022	Funds available for project (bond closing)

District Bond Rating

Summary:

Rockford Independent School District No. 883, Minnesota; School State Program

Credit Profile		
US$7.05 mil GO facs maintenance and tax abatement bnds ser 2022A dtd 06/09/2022 due 02/01/2037		
Long Term Rating	AAA/Stable	New
Underlying Rating for Credit Program	AA-/Stable	New

Rating Action

S&P Global Ratings assigned its 'AAA' long-term rating and 'AA-' underlying rating to Rockford Independent School District No. 883 (Rockford Area Schools), Minn.'s $7.055 million series 2022A general obligation (GO) facilities maintenance and tax abatement bonds. The outlook is stable.

Contact Us

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Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Approve ICS Consulting Contracts B132, C132 and G802.

Meeting Date: May 16, 2022

Prepared by: Tanley Lego

Date Prepared: May 11, 2022

[X] Information [ ] Briefing [X] Action [X] Enclosure Item(s)

We recommend to approve the following contracts for Construction Management Services with ICS Consulting LLC for our upcoming Construction projects related to the Abatement Bonds.

- Master Service Agreement for District Wide Improvement Projects related to long term planning (B132-2019)
- ICS Consulting LLC as our Construction Manager advisor (C132-2019)
- Professional Service Agreement related to the Rockford Elementary and Middle School Parking Lot Improvement Projects (G802-2017).

AIA® Document B132™ – 2019

Standard Form of Agreement Between Owner and Architect, *Construction Manager as Adviser Edition*

AGREEMENT made as of the First day of May in the year Two Thousand Twenty-Two
(Paragraph deleted)
BETWEEN ICS Consulting, LLC's ("ICS") client identified as the Owner:

Rockford Area Schools,Independent School District 883
6051 Ash Street
Rockford, MN 55373

and ICS:

ICS Consulting, LLC
1331 Tyler Street N.E., Suite 101
Minneapolis, MN 55413

for the following Project:

Master Service Agreement for District Wide Improvement Projects related to long range planning.
Rockford High School, 7600 County Road 50, Rockford, MN 55373
Rockford Middle School, 6051 Ash Street, Rockford, MN 55373
(Paragraphs deleted)
Rockford Elementary School, 7650 County Road 50, Rockford, MN 55373

The Owner and ICS agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and C132™–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser. AIA Document A232™–2019 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is entered into between Owner and ICS, a professional Owner's Representative and Construction Management firm and is based on the Initial Information set forth in this Section 1.1 and Exhibit A to this Agreement, entitled AIA Document C132™ - 2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser. Exhibit A is expressly incorporated into this Agreement as if fully set forth herein.

All references to "Architect" shall mean ICS and its consultants. The term "Architect of Record" shall mean the architectural firm serving as a consultant to ICS for the Project.

§ 1.1.1 The Owner's program for the Project:
(Paragraph deleted)
Owner will require documentation of funding, Department of Education submittals and project accounting per State of Minnesota Statutes.

§ 1.1.2 The Project's physical characteristics:
(Paragraph deleted)
Various improvement projects at all current and potential future sites.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Paragraph deleted)
TBD – Each individual project will have a fee letter detailing project budget, ICS services and fee.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Varies

.2 Construction commencement date:

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.3 Substantial Completion date or dates:

.4 Other milestone dates:

§ 1.1.5 The Owner intends the following procurement method for the Project:

Varies depending on project

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below:

N/A

(Paragraphs deleted)

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.4:

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

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review ICS's submittals to the Owner are as follows:

(Paragraph deleted)

The Owner's representative identified in Section 1.1.8 shall obtain any necessary approvals of the Owner's School Board to the extent specifically required by law. ICS and Owner will develop a protocol to ensure that any expenditure or other item that must be approved by the School Board under Minnesota law is promptly presented to the School Board for approval without causing unnecessary or avoidable delays. Owner will be responsible for ensuring that any legally required School Board approvals are obtained.

§ 1.1.10 The Owner shall retain the following consultants and Contractors:

(Paragraph deleted)

.1 Construction Manager:

ICS

.2 Land Surveyor:

.3 Geotechnical Engineer:

.4 Civil Engineer:

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.5 Other consultants and Contractors:

§ 1.1.11 ICS identifies the following representative in accordance with Section 2.4:

Ryan Hoffman, Project Development Manager
ICS
1331 Tyler Street N.E., Suite 101
Minneapolis, MN 55413

§ 1.1.12 ICS shall retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Civil Engineer:

Bolton Menk
7575 Golden Valley Road, Suite 200
Minneapolis, MN 55427

.2 Mechanical Engineer:

CMTA
1331 Tyler Street N.E., Suite 201
Minneapolis, MN 55413

.3 Electrical Engineer:

CMTA
1331 Tyler Street N.E., Suite 201
Minneapolis, MN 55413

.4 Architect:
TBD

§ 1.1.12.2 Consultants retained under Supplemental Services:

N/A

§ 1.1.13 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and ICS may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and ICS shall appropriately adjust ICS's services, schedule for ICS's services, and ICS's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. Unless otherwise stated in the Agreement, the parties will use AIA

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Document E203-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.4 The term "Contractors" refers to persons or entities who perform Work under contracts with the Owner that are administered by ICS. The term "Contractors" is used to refer to such persons or entities, whether singular or plural. The term does not include the Owner's own forces, or Separate Contractors, which are persons or entities who perform construction under separate contracts with the Owner not administered by ICS.

ARTICLE 2 ICS'S RESPONSIBILITIES

§ 2.1 ICS shall provide professional services as set forth in this Agreement and in Exhibit A. The parties understand and agree that ICS and its consultants will provide design, engineering and construction management services for the Project. The parties understand and agree that the architect and engineers of record for the Project are consultants to ICS and that ICS shall not perform architectural or engineering services for which it is not licensed.

§ 2.2 ICS shall perform its services consistent with the professional skill and care ordinarily provided by engineers practicing in the same or similar locality under the same or similar circumstances. ICS shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 ICS shall provide its services in conjunction with the services described in AIA Document C132™–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser, as amended for the Project.

§ 2.4 ICS shall identify a representative authorized to act on behalf of ICS with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, ICS shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise ICS's professional judgment with respect to this Project.

§ 2.6 ICS shall purchase and maintain such insurance including professional liability insurance as will protect ICS from all claims which may arise from ICS's performance of its services under this Agreement. Prior to commencing the work, ICS shall provide a certificate of insurance to the Owner showing its insurance coverages, and ICS shall maintain such insurance in full force and effect at all times until the Work has been completed, in the following amounts:

COVERAGES	LIMITS OF LIABILITY
Workers' Compensation, including Employer's Liability Insurance	Statutory
Comprehensive General Bodily Injury Liability Insurance, including Contractual	$1,000,000
Comprehensive General Property Damage Liability Insurance, including Contractual	$1,000,000 Per Claim $2,000,000 Aggregate
Comprehensive Automobile Injury Liability Insurance	$500,000 Per Claim $500,000 Aggregate
Comprehensive Automobile Property Damage Liability Insurance	$500,000
Professional Liability Insurance	$5,000,000 Per Claim $5,000,000 Aggregate
Umbrella Liability Coverage	$5,000,000

(Paragraphs deleted)

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ARTICLE 3 SCOPE OF ICS'S BASIC SERVICES

§ 3.1 ICS shall provide design services through licensed consultants, including customary architectural, structural, mechanical, civil and electrical engineering services, and other services necessary to produce a complete set of Construction Documents. The parties agree and understand that all other architectural and engineering services shall be provided by the Architect of Record or engineer of record as a consultant to ICS. It is expressly understood by the Owner and ICS that contracts for such professional services are not subject to competitive bidding requirements. All professionals providing such services whether directly by ICS or under a consultant contract with ICS shall be qualified, and where required, properly licensed and/or certified to perform these services. Upon the Owner's request, ICS shall furnish copies of the scope of consulting services in the contract between ICS and ICS's consultants.

§ 3.1.1 ICS shall manage ICS's professional services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 ICS shall coordinate its services with those services provided by the Owner, the Construction Manager, and the Owner's other consultants. ICS shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner, and the Owner's other consultants. ICS shall provide prompt written notice to the Owner if ICS becomes aware of any error, omission or inconsistency, in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, ICS shall submit, for the Owner's approval, a schedule for the performance of ICS's services. The schedule shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. This schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by ICS or Owner. With the Owner's approval, ICS shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 ICS shall participate in developing and revising the Project schedule as it relates to ICS's services. ICS shall review and approve, or take other appropriate action upon, the portion of the Project schedule relating to the performance of ICS's services.

§ 3.1.5 ICS shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without ICS's written pre-approval.

§ 3.1.6 ICS shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. ICS, through its consultants, shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.7 ICS shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 ICS shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to ICS's services.

§ 3.2.2 ICS shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. ICS shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 ICS shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. ICS shall reach an understanding with the Owner regarding the requirements of the Project.

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§ 3.2.4 Based on the Project requirements agreed upon with the Owner, ICS, through its consultants, shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, ICS, through its consultants, shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 ICS, through its consultants, shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.5.2 ICS shall consider with the Owner the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 ICS, through its consultants, shall submit the Schematic Design Documents to the Owner.

§ 3.2.7 Upon receipt of review comments and cost estimate at the conclusion of the Schematic Design Phase, ICS shall take action as required under Section 6.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, ICS shall incorporate such revisions in the Design Development Phase.

§ 3.2.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, ICS shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, ICS, through its consultants, shall prepare Design Development Documents for the Owner's approval illustrating and describing the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 Prior to the conclusion of the Design Development Phase, ICS, through its consultants, shall submit the Design Development Documents to the Owner, take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

(Paragraph deleted)

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, ICS, through its consultants, shall prepare Construction Documents for the Construction Manager's review and the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and ICS acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which ICS shall review in accordance with Section 3.6.4.

§ 3.4.2 ICS shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

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§ 3.4.3 During the development of the Construction Documents, if requested by the Owner, ICS shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreements between the Owner and Contractors; and (3) the Conditions of the Contracts for Construction (General, Supplementary and other Conditions); and (4) a project manual that includes the Conditions of the Contracts for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 Prior to the conclusion of the Construction Documents Phase, ICS shall submit the Construction Documents to the Owner, take action as required under Section 6.5, and request the Owner's approval of the Construction Documents.

(Paragraph deleted)

§ 3.5 Procurement Phase Services

§ 3.5.1 General

ICS shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, ICS shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and (4) awarding and preparing Contracts for Construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 ICS shall assist the Owner in bidding the Project by

.1 facilitating the distribution of Bidding Documents to prospective bidders;

.2 organizing and conducting a pre-bid conference for prospective bidders;

.3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and

.4 organizing and conducting the opening of bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, ICS shall, as an Additional Service, consider requests for substitutions, and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements, and proposed Contract Documents.

§ 3.5.3.2 ICS shall assist the Owner in obtaining proposals by:

.1 facilitating the distribution of Proposal Documents for distribution to prospective Contractors, and requesting their return upon completion of the negotiation process;

.2 organizing and participating in selection interviews with prospective Contractors;

.3 preparing responses to questions from prospective Contractors and providing clarifications and interpretations of the Proposal Documents to the prospective Contractors in the form of addenda; and

.4 participating in negotiations with prospective Contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, ICS shall, as an Additional Service, consider requests for substitutions, and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 ICS shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, as amended for the Project.

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§ 3.6.1.2 ICS shall advise and consult with the Owner during the Construction Phase Services. ICS shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. ICS shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall ICS be responsible for the Contractors' failure to perform the Work in accordance with the requirements of the Contract Documents. ICS shall be responsible for its negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for acts or omissions of the Contractors or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2, and except as provided in Section 3.6.6.5, ICS's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect of Record issues the final Certificate for Payment.

§ 3.6.2 Observations of the Work

§ 3.6.2.1 ICS, through its consultants, shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, ICS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, ICS shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 ICS has the authority to reject Work that does not conform to the Contract Documents and shall notify the Owner about the rejection. Whenever ICS considers it necessary or advisable, ICS, upon written authorization from the Owner, shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of ICS nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of ICS to the Contractors, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 ICS, through its consultants, shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Owner or Contractors. ICS's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of ICS shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, ICS shall endeavor to secure faithful performance by the Owner and Contractors, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. ICS's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 ICS shall render Initial Decisions on Claims between the Owner and Contractors as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 Not more frequently than monthly, the Architect of Record, as a consultant to ICS, shall review and certify an application for payment. Within seven days after the Architect of Record receives an application for payment the Architect of Record shall review and certify the application as follows:

.1 Where there is only one Contractor responsible for performing the Work, the Architect of Record shall review the Contractor's Application and Certificate for Payment and certify the amount due the Contractor and issue a Certificate for Payment in such amount.

.2 Where there is more than one Contractor responsible for performing different portions of the Project, the Architect of Record shall review the Project Application and Project Certificate for Payment, with the Summary of Contractors' Applications for Payment, and shall certify the total amount due all Contractors collectively and shall issue a Project Certificate for Payment in the total of such amounts.

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§ 3.6.3.2 The Architect of Record's certification for payment shall constitute a representation to the Owner, based on (1) the Architect of Record's evaluation of the Work as provided in Section 3.6.2, (2) the data comprising the Contractor's Application for Payment or the data comprising the Project Application for Payment, and (3) that, to the best of the Architect of Record's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractors are entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect of Record.

§ 3.6.3.3 The issuance of a Certificate for Payment or a Project Certificate for Payment shall not be a representation that the Architect of Record has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate each Contractor's right to payment, or (4) ascertained how or for what purpose that Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.4 The Architect of Record shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 ICS shall review the Contractor's Project submittal schedule and shall not unreasonably delay or withhold approval of the schedule. ICS's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in ICS's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect of Record, as a consultant to ICS, shall review and approve, or take other appropriate action upon, the Contractors' submittals such as Shop Drawings, Product Data and Samples, transmitted to the Architect of Record. The Architect of Record's review of the submittals shall only be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractors' responsibilities. The Architect of Record's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect of Record's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractors to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect of Record shall specify the appropriate performance and design criteria that such services must satisfy. The Architect of Record shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractors' design professionals, provided the submittals bear such professionals' seal and signature when submitted to the Architect of Record. The Architect of Record's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. ICS and the Architect of Record shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.2, ICS shall review and respond to requests for information about the Contract Documents. ICS shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. ICS's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect of Record shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 ICS shall maintain a record of submittals and copies of submittals transmitted by the Construction Manager in accordance with the requirements of the Contract Documents.

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§ 3.6.5 Changes in the Work

§ 3.6.5.1 ICS shall prepare, review and sign, or take other appropriate action, on Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 ICS may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such changes shall be effected by written order issued by ICS.

§ 3.6.5.3 ICS shall maintain records relative to changes in the Work.

§ 3.6.5.4 If ICS determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, ICS shall make a recommendation to the Owner, who may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the Contractor, if any, ICS shall estimate the additional cost and time that might result from such change, including any additional costs attributable to a Change in Services of ICS. With the Owner's approval, ICS shall incorporate those estimates into a Change Order or other appropriate documentation for the Owner's execution or negotiation with the Contractor

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect of Record, as a consultant to ICS, shall:

.1 conduct inspections to determine the date of Substantial Completion and the date of final completion;

.2 issue a Certificate of Substantial Completion;

.3 review written warranties and related documents required by the Contract Documents and received from the Contractors; and

.4 after receipt of a final Contractor's Application and Certificate for Payment or a final Project Application and Project Certificate for Payment, issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect of Record's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 ICS's observations shall be conducted to (1) check conformance of the Work with the requirements of the Contract Documents and (2) verify the accuracy and completeness of the lists submitted by the Contractors of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, ICS shall inform the Owner about the balance of the Contract Sum remaining to be paid each of the Contractors, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 ICS shall forward to the Owner the following information received from the Contractors: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractors under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, ICS shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 The Additional Services listed below are included in ICS's Basic Services if identified as ICS's responsibility. Other additional services may be required for the Project that are not being provided as part of ICS's Basic Services. ICS shall provide the other listed Additional Services (list as Not Provided) in the table below as ICS's responsibility, if mutually agreed upon in writing, and the Owner shall compensate ICS for such Additional Services as provided in this Agreement. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor ICS is designated, the parties agree that the listed Additional Service is not being provided for the Project.

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Additional Services		Responsibility *(ICS, Owner or Not Provided)*
§ 4.1.1.1	Assistance with selection of Construction Manager	ICS
§ 4.1.1.2	Programming	ICS
§ 4.1.1.3	Multiple preliminary designs	ICS
§ 4.1.1.4	Measured drawings	ICS
§ 4.1.1.5	Existing facilities surveys	Owner
§ 4.1.1.6	Site evaluation and planning	ICS
§ 4.1.1.7	Building Information Model management responsibilities	Not Provided
§ 4.1.1.8	Development of Building Information Models for post construction use	Not Provided
§ 4.1.1.9	Civil engineering	ICS
§ 4.1.1.10	Landscape design	ICS
§ 4.1.1.11	Architectural interior design	ICS
§ 4.1.1.12	Value analysis	ICS
§ 4.1.1.13	Cost estimating	ICS
§ 4.1.1.14	On-site project representation	ICS
§ 4.1.1.15	Conformed documents for construction	Not Provided
§ 4.1.1.16	As-designed record drawings	ICS
§ 4.1.1.17	As-constructed record drawings	Contractor
§ 4.1.1.18	Post-occupancy evaluation	Not Provided
§ 4.1.1.19	Facility support services	Not Provided
§ 4.1.1.20	Tenant-related services	Not Provided
§ 4.1.1.21	ICS's coordination of the Owner's consultants	ICS
§ 4.1.1.22	Telecommunications/data design	ICS
§ 4.1.1.23	Security evaluation and planning	Not Provided
§ 4.1.1.24	Commissioning	ICS
§ 4.1.1.25	Sustainable Project Services pursuant to Section 4.1.3	Not Provided
§ 4.1.1.26	Historic preservation	Not Provided
§ 4.1.1.27	Furniture, furnishings, and equipment design	ICS
§ 4.1.1.28	Other services provided by specialty Consultants	Not Provided
§ 4.1.1.29	Other Supplemental Services	Not Provided

(Paragraphs deleted)
(Table deleted)
(Paragraphs deleted)

§ 4.2 Additional Services may be provided after execution of this Agreement, if mutually agreed upon in writing, without invalidating the Agreement. ICS shall notify the Owner in writing of the need for the Additional Services prior to providing such services. If the Owner deems that all or a part of such Additional Services are not required, the Owner shall give prompt written notice to ICS, and ICS shall have no obligation to provide those services. Except for services required due to the sole fault of ICS, any Additional Services provided in accordance with this Section 4.2 shall entitle ICS to compensation pursuant to this Agreement.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, ICS shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. ICS shall not proceed to provide the following Additional Services until ICS receives the Owner's written authorization:

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.1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;

.2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;

.3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;

.4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;

.5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;

.6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;

.7 Preparation for, and attendance at, a public presentation, meeting or hearing;

.8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where ICS is party thereto;

.9 Evaluation of the qualifications of entities providing bids or proposals;

.10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,

.11 Assistance to the Initial Decision Maker, if other than ICS.

§ 4.2.2 To avoid delay in the Construction Phase, ICS shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of ICS's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to ICS of the Owner's determination. The Owner shall compensate ICS for the services provided prior to ICS's receipt of the Owner's notice.

.1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by ICS;

.2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

.3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;

.4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,

.5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 ICS shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, ICS shall notify the Owner:

.1 Thirty (30) visits to the site by the design team over the duration of the Project during construction

.2 Reasonable observations for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents

.3 Reasonable observations for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent ICS incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed by Varies , through no fault of ICS, extension of ICS's services beyond that time shall be compensated as Additional Services.

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ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties and responsibilities as described in AIA Document C132–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser.

§ 5.3 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify ICS. The Owner and ICS shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for ICS to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractors to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve ICS's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of ICS's services.

§ 5.5 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.6 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.7 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement.

§ 5.9 The Owner shall coordinate the services of its own consultants with those services provided by ICS. Upon ICS's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of ICS in this Agreement, or authorize ICS to furnish them as an Additional Service, when ICS requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.10 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

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§ 5.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.12 The Owner shall provide prompt written notice to ICS if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in ICS's Instruments of Service.

§ 5.13 The Owner shall communicate with the Contractors and ICS about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify ICS of the substance of any direct communications between the Owner and the Contractors otherwise relating to the Project. Communications by and with ICS's consultants shall be through ICS.

§ 5.14 Before executing the Contracts for Construction, the Owner shall coordinate ICS's duties and responsibilities set forth in the Contracts for Construction with ICS's services set forth in this Agreement. The Owner shall provide ICS a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

§ 5.15 The Owner shall provide ICS access to the Project site prior to commencement of the Work and shall obligate the Contractors to provide ICS access to the Work wherever it is in preparation or progress.

§ 5.16 Within 15 days after receipt of a written request from ICS, the Owner shall furnish the requested information as necessary and relevant for ICS to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by ICS and shall include the Contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of ICS; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.3 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent ICS's judgment as a professional engineer. It is recognized, however, that neither ICS nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, ICS cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by ICS.

(Paragraph deleted)

§ 6.3.1 In preparing estimates of the Cost of Work, ICS shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. ICS's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, ICS shall provide and be compensated for such an estimate as an Additional Service under this Agreement.

§ 6.4 If, through no fault of ICS, the Procurement Phase has not commenced within 90 days after ICS submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time ICS's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work,
(Paragraphs deleted)
ICS shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with ICS in making such adjustments.

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§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

.1 give written approval of an increase in the budget for the Cost of the Work;
.2 authorize rebidding or renegotiating of the Project within a reasonable time;
.3 terminate in accordance with this Agreement;
.4 in consultation with ICS, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
.5 implement any other mutually acceptable alternative.

(Paragraph deleted)

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 ICS and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 ICS and its consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of ICS and its consultants.

§ 7.3 ICS grants to the Owner a nonexclusive license to use ICS's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. ICS shall obtain similar nonexclusive licenses from ICS's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractors, Construction Manager, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and Separate Contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If ICS rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases ICS and its consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless ICS and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of ICS. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to ICS and ICS's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and ICS shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case, not more than 10 years after the date of Substantial Completion of the Work. The Owner and ICS waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and ICS waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may

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have to the proceeds of such insurance as set forth in AIA Document A232–2019, General Conditions of the Contract for Construction, as amended for the Project. The Owner or ICS, as appropriate, shall require of contractors, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner under this Section 8.1.3 shall be limited to the available proceeds of the insurance coverage required by this Agreement.

§ 8.1.4 ICS and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation. The parties agree that mediation through a private mediator shall be held within six (6) months after notice of the claim, dispute or other matter in question is provided to the other party, or within thirty (30) days before the hearing date for any dispositive motion, whichever is earlier, The parties shall mutually select the mediator within seven (7) days of the delivery of a mediation demand to the other party to this Agreement, or if the parties do not agree the mediator shall be appointed by the district court in the jurisdiction where the Project is located.

(Paragraph deleted)

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Paragraph deleted)

[X] Litigation in a court of competent jurisdiction

If the Owner and ICS do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

(Paragraphs deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to ICS in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at ICS's option, cause for suspension of performance of services under this Agreement. If ICS elects to suspend services, ICS shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, ICS shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay ICS all sums due prior to suspension and any expenses incurred in the interruption and resumption of ICS's services. ICS's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, ICS shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, ICS shall be compensated for expenses incurred in the interruption and resumption of ICS's services. ICS's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the proven fault of ICS, ICS may terminate this Agreement by giving not less than seven days' written notice.

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§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to ICS for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or terminates this Agreement through no fault of ICS, or if ICS terminates this Agreement pursuant to Section 9.1, 9.3 or 9.4, the Owner shall compensate ICS for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to ICS's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or ICS terminates this Agreement pursuant to Section
(Paragraphs deleted)
9.1, 9.3 or 9.4, the Owner shall pay to ICS the following Termination Fee: Twenty-Five percent (25%), of total unbilled fees.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use ICS's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, as amended for the Project, except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Architect and Construction Manager.

§ 10.3 The Owner and ICS, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor ICS shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, and including any payments due to ICS by the Owner prior to the assignment.

§ 10.4 If the Owner requests ICS to execute certificates, the proposed language of such certificates shall be submitted to ICS for review at least 14 days prior to the requested dates of execution. If the Owner requests ICS to execute consents reasonably required to facilitate assignment to a lender, ICS shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to ICS for review at least 14 days prior to execution. ICS shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or ICS. There shall be no third-party beneficiaries of, from arising out of or relating to this Agreement.

§ 10.6 ICS shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 ICS shall have the right to include photographic or artistic representations of the design of the Project among ICS's promotional and professional materials. ICS shall be given reasonable access to the completed Project to make such representations. However, ICS's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised ICS in writing of the specific information considered by the Owner to be

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confidential or proprietary. The Owner shall provide professional credit for ICS in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If ICS or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 ICS and the Owner each acknowledge that they have reviewed and familiarized themselves with this Agreement, including Exhibit A and all attachments, that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or by anyone acting on behalf of any party which are not embodied in this Agreement, that any agreement, statement or promise that is not contained in this Agreement shall not be valid or binding on any party and shall not have any force or effect, and that ICS and Owner agree to be bound by the terms and conditions contained therein.

§ 10.11 ICS and the Owner specifically understand and agree that at all times pertinent to this Agreement ICS and ICS's consultants shall be independent professionals and shall not be considered employees of the Owner.

§ 10.12 Notice Pursuant to Minnesota Statute 13.05

(a) If a government entity enters into a contract with a private person to perform any of its functions, all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions, is subject to the requirements of this chapter and the private person must comply with those requirements as if it were a government entity. All contracts entered into by a government entity must include a notice that the requirements of this subdivision apply to the contract. Failure to include the notice in the contract does not invalidate the application of this subdivision. The remedies in Section 13.08 apply to the private person under this subdivision.

(b) This subdivision does not create a duty on the part of the private person to provide access to public data to the public if the public data are available from the government entity, except as required by the terms of the contract.

§ 10.13 Notice Pursuant to Minnesota Statute, Section 16C.05

The books, records, documents, and accounting procedures and practices of ICS that are relevant to the Agreement are subject to examination by the Owner and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the Owner requests that the state auditor examine the books, records, documents, and accounting procedures and practices of ICS, the Owner shall be liable for the cost of the examination.

§ 10.14 This Agreement can only be amended or modified by a writing signed by authorized representatives of the Owner and ICS.

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§ 10.15 No Waiver Unless otherwise specified in the Agreement, any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.

ARTICLE 11 COMPENSATION

§ 11.1 For ICS's Basic Services described under Article 3, the Owner shall compensate ICS as follows:

.1 Stipulated Sum

Fees will be determined on a per project basis and within the AIA G802 provided by ICS for Owner review and approval prior to commencement of the project

.2 Percentage Basis

( ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other

(Paragraphs deleted)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.1 and 4.2, the Owner shall compensate ICS as follows:

The amount invoiced to ICS plus Ten percent (10%)

§ 11.4 Compensation for Supplemental and Additional Services of ICS's consultants when not included in Section 11.3, shall be the amount invoiced to ICS plus ten percent (10%), or as follows:

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

AIA G802 Execution	Ten	percent (	10	%)
Schematic Design	Fifteen	percent (	15	%)
Design Development Phase	Fifteen	percent (	15	%)
Construction Documents Phase	Thirty-Five	percent (	35	%)
Bidding / Procurement Phase	Five	percent (	5	%)
Construction Phase	Twenty	percent (	20	%)

(Row deleted)

Total Basic Compensation	One Hundred	percent (	100	%)

The Owner acknowledges that with an accelerated Project delivery or multiple bid package process, ICS may be providing its services in multiple Phases simultaneously. Therefore, ICS shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent

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budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. ICS shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The 2022 hourly billing rates for services of ICS and ICS's consultants are set forth below. The rates shall be adjusted in accordance with ICS's and ICS's consultants' normal review practices on an annual basis.

Personnel Description	**Rate / Hour**
Construction Executive	$180.00
Project Director	$150.00
Safety Director	$125.00
Senior Project Manager	$120.00
Project Manager	$115.00
General Superintendent	$120.00
Site Superintendent	$110.00
Project Engineer	$90.00
Clerical / Accounting	$65.00

Flat Rates for Reimbursable Items	**Rate Monthly / Weekly**
(Row deleted)	
Site Trailer	$900.00 per month
Office Supplies / Equipment	$300.00 per month
Phones / Internet / Technology	$550.00 per month
Superintendent Truck	$1,000.00 per month
Project Construction Mileage	$1,000.00 per month
Pre-Construction Mileage	$250.00 per month
Superintendent Lodging / Meals	$1,000.00 per week

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by ICS and ICS's consultants directly related to the Project, as follows:

.1

(Paragraphs deleted)

Fees paid for securing approval of authorities having jurisdiction over the Project;

(Paragraphs deleted)

.2 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

.3 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;

.4 ICS Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by ICS Consultant's;

.5 All taxes levied on professional services and on reimbursable expenses;

.6 Professional services of consultants other than architecture, mechanical, electrical, civil and structural.

.7 All site related services including project manager, site superintendent, general superintendent, trailer, office supplies and equipment, etc.;

.8 Transportation and authorized out-of-town travel and subsistence;

.9 Long distance services, dedicated data and communication services, teleconferences, Project web sites and extranets;

.10 Printing, reproduction, plots, standard form documents; and

.11 Postage, handling and delivery.

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§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by ICS and ICS's consultants plus ten percent (10%) of the expenses incurred.

§ 11.8.3 General Conditions are in addition to the compensation for ICS professional services under Article 3 and include expenses incurred by ICS and ICS's sub consultants directly related to the Project, as follows:

.1 All site related contracted services including temporary sanitation, temporary utilities, construction cleaning/waste management, testing, fencing/security, temporary enclosures, snow plowing, temporary roads, winter conditions, etc.

§ 11.8.4 For General Conditions, the compensation shall be out of pocket expenses incurred by ICS and ICS's consultants plus an administrative fee of ten percent (10%) of the expenses incurred.

§ 11.9 ICS's Insurance

If the types and limits of coverage required in Section 2.6 are in addition to the types and limits ICS normally maintains, the Owner shall pay ICS for the additional costs incurred by ICS for the additional coverages as set forth below:

§ 11.10 Payments to ICS

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of Varies ($) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

(Paragraph deleted)

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the ICS's invoice. Amounts unpaid forty-five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of ICS.

5 % Five percent

§ 11.10.2.2 The Owner shall not withhold amounts from ICS's compensation to impose a penalty or liquidated damages on ICS, or to offset sums requested by or paid to Contractors for the cost of changes in the Work, unless ICS agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times. Reimbursable and General Conditions expenses will be estimated during Schematic Design, Design Development and Construction Documents phases.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

N/A

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and ICS and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and ICS.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B132™–2019, Standard Form Agreement Between Owner and ICS, Construction Manager as Adviser Edition, as amended for the Project.

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.2 AIA Document G802™–2017, Amendment to the Professional Services Agreement, as amended for the Project.

.3

(Paragraphs deleted)

AIA Document C132™–2019, Standard Form Agreement Between Owner and ICS, where ICS provides Construction Manager Services as an Adviser to the Owner, as amended for the Project.

(Paragraphs deleted)

.4 Exhibit B – COVID-19 Addendum

This Agreement is entered into as of the day and year first written above.

OWNER *(Signature)*	**ICS** *(Signature)*
Rhonda Dean, Superintendent	Andy Faulkner, Executive Vice President
(Printed name and title)	*(Printed name, title, and license number, if applicable)*

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AIA® Document C132™ – 2019

Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the First day of May in the year Two Thousand Twenty-Two
(Paragraph deleted)
BETWEEN the Owner:

Rockford Area Schools,Independent School District 883
6051 Ash Street
Rockford, MN 55373

and ICS Consulting, LLC ("ICS"), the Construction Manager:

ICS Consulting, LLC
1331 Tyler Street N.E., Suite 101
Minneapolis, MN 55413

for the following Project:

Master Service Agreement for District Wide Improvement Projects related to long range planning.
Rockford High School, 7600 County Road 50, Rockford, MN 55373
Rockford Middle School, 6051 Ash Street, Rockford, MN 55373
(Paragraphs deleted)
Rockford Elementary School, 7650 County Road 50, Rockford, MN 55373

The Owner and ICS agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. AIA Document A232™–2019 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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11 COMPENSATION

12 SPECIAL TERMS AND CONDITIONS

13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1. All references to "Construction Manager" shall mean ICS and its consultants. The term "Architect" shall mean the architectural firm serving as a consultant to ICS for the Project.

§ 1.1.1 The Owner's program for the Project:
(Paragraph deleted)
Owner will require documentation of funding, Department of Education submittals and project accounting per State of Minnesota Statues.

§ 1.1.2 The Project's physical characteristics:
(Paragraph deleted)
Various improvement projects at all current and potential future sites.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Paragraph deleted)
TBD – Each individual project will have a fee letter detailing project budget, ICS services and fee.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Provided by AIA G802

.2 Construction commencement date:

Provided by AIA G802

.3 Substantial Completion date or dates:

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.4 Other milestone dates:

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§ 1.1.5 The Owner intends the following procurement method for the Project:

Varies depending on project

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below:

N/A

(Paragraphs deleted)

§ 1.1.8 Other Project information:

N/A

§ 1.1.9 The Owner identifies the following representative in accordance with Section 5.5:

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

§ 1.1.10 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:

(Paragraph deleted)

The Owner's representative identified in Article 1.1.9 shall obtain any necessary approvals of the Owner's School Board to the extent specifically required by law. ICS and Owner will develop a protocol to ensure that any expenditure or other item that must be approved by the School Board under Minnesota law is promptly presented to the School Board for approval without causing unnecessary or avoidable delays. Owner will be responsible for ensuring that any legally required School Board approvals are obtained.

§ 1.1.11 The Owner shall retain the following consultants and Contractors:

(Paragraph deleted)

.1 Land Surveyor:

.2 Geotechnical Engineer:

.3 Civil Engineer:

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.4 Contractors, as defined in Section 1.4:

.5 Separate Contractors, as defined in Section 1.4:

.6 Other, if any:
(List any other consultants retained by the Owner.)

§ 1.1.12 The Construction Manager identifies the following representative in accordance with Section 2.5:

Brett Baldry, Vice President of Construction
ICS
1331 Tyler Street, Suite 101
Minneapolis, MN 55413

(Paragraphs deleted)
§ 1.1.14 The Construction Manager's consultants retained under Basic Services, if any:

N/A

(Paragraphs deleted)
§ 1.1.16 Other Initial Information on which this Agreement is based:

N/A

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the Construction Manager's services, schedule for the Construction Manager's services, and the Construction Manager's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall develop protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.4 The term "Contractors" refers to persons or entities who perform Work under contracts with the Owner that are administered by the Construction Manager. The term "Contractors" is used to refer to such persons or entities, whether singular or plural. The term does not include the Owner's own forces, or Separate Contractors, which are persons or entities who perform construction under separate contracts with the Owner not administered by the Construction Manager.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

§ 2.1 The Construction Manager shall provide the services as set forth in this Agreement.

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§ 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by skilled and experienced construction managers practicing in the same or similar locality under the same or similar circumstances. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project. The Construction Manager shall use reasonable efforts to complete its duties in a timely manner. The Construction Manager shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Agreement.

§ 2.3 The Construction Manager shall provide its services in conjunction with the services as described in AIA Document B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition, as amended for the Project.

§ 2.4 The Construction Manager shall coordinate its services with those services provided by the Owner, the Architect, the Contractors, and the Owner's other consultants and Separate Contractors. The Construction Manager shall be entitled to rely on, and shall not be responsible for, the accuracy and completeness of services and information furnished by the Owner, the Architect, and the Owner's other consultants and Separate Contractors. The Construction Manager shall provide prompt written notice to the Owner if the Construction Manager becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.5 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.6 The Construction Manager, as soon as practicable after execution of the Agreement, shall notify the Owner in writing of the names and qualifications of its proposed key staff members. Within 14 days of receipt of the names and qualifications of the Construction Manager's proposed key staff members, the Owner may reply to the Construction Manager in writing, stating (1) whether the Owner has reasonable objection to a proposed key staff member or (2) that the Owner requires additional time to review. Failure of the Owner to reply within the 14-day period shall constitute notice of no reasonable objection. The Construction Manager shall not staff any employees on the Project to whom the Owner has made reasonable and timely objection. The Construction Manager shall not change its key staff members without the Owner's consent, which shall not be unreasonably withheld or delayed.

§ 2.7 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.

§ 2.8 The Construction Manager shall maintain the following insurance until termination of this Agreement as will protect ICS from all claims which may arise from ICS's performance of its services under this Agreement. Prior to commencing the work, ICS shall provide a certificate of insurance to the Owner showing its insurance coverages and ICS shall maintain such insurance in full force and effect at all times until the Work has been completed. If any of the requirements set forth below are in addition to the types and limits the Construction Manager normally maintains, the Owner shall pay the Construction Manager as set forth in section 11.1.

COVERAGES	LIMITS OF LIABILITY
Workers' Compensation, including Employer's Liability Insurance	Statutory
Comprehensive General Bodily Injury Liability Insurance, including Contractual	$1,000,000
Comprehensive General Property Damage Liability Insurance, including Contractual	$1,000,000 Per Claim $2,000,000 Aggregate
Comprehensive Automobile Injury Liability Insurance	$500,000 Per Claim $500,000 Aggregate
Comprehensive Automobile Property Damage Liability Insurance	$500,000
Professional Liability Insurance	$5,000,000 Per Claim $5,000,000 Aggregate
Umbrella Liability Coverage	$5,000,000

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(Paragraphs deleted)

§ 2.8.6 Additional Insured Obligations. To the fullest extent permitted by law, the Construction Manager shall cause the polices for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions.

(Paragraphs deleted)

§ 2.11 The Construction Manager shall retain all Project related documents and information it receives, and the Owner and Architect shall have access to the documents and information. The Construction Manager shall transmit the documents and information to the Owner at final completion.

ARTICLE 3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

§ 3.1 Definition

The Construction Manager's Basic Services consist of those described in this Article 3, and include usual and customary Preconstruction and Construction Phase Services. Services not set forth in this Article 3 are Supplemental or Additional Services. The Owner, Construction Manager, and Contractors may agree, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently.

§ 3.2 Preconstruction Phase

§ 3.2.1 The Construction Manager shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

§ 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.2.3 The Construction Manager shall prepare: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work. The Construction Manager shall periodically update the information over the course of the Project.

§ 3.2.4 The Construction Manager shall prepare and periodically update the Project schedule for the Owner's acceptance. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and highlight items that affect the Project's timely completion.

§ 3.2.5 The Construction Manager shall update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered in advance of construction, obtaining the required reviews and approvals of authorities having jurisdiction over the Project, and the occupancy requirements of the Owner.

§ 3.2.6 Based on the preliminary design and information prepared or provided by the Architect and other Owner consultants, the Construction Manager shall prepare, for the Owner's approval, preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques, including the establishment of sufficient contingency to reasonably anticipate the development of the Project's design documents.

§ 3.2.7 The Construction Manager shall review design documents during their development and advise the Owner on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner, consistent with the Project requirements, on constructability; availability of materials and labor; sequencing for phased construction; time requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 3.2.8 The Construction Manager shall review recommendations for systems, materials, or equipment for the impact upon cost, schedule, sequencing, constructability, and coordination among the Contractors. The Construction Manager shall discuss its findings with the Owner, and coordinate resolution, as necessary, of any such impacts.

§ 3.2.9 As the preparation of the Schematic Design, Design Development and Construction Documents progresses, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner and the

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Construction Manager, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for further development of the design, bidding or negotiating, price escalation, and market conditions. The estimate shall be provided for the Owner's approval. The Construction Manager shall inform the Owner in the event that the estimate of Cost of the Work exceeds the latest approved Project budget, and make recommendations for corrective action.

§ 3.2.10 As the preparation of the Schematic Design, Design Development and Construction Documents progresses, the Construction Manager shall consult with the Owner and make recommendations whenever the Construction Manager determines that the design, or details, adversely affect cost, scope, schedule, constructability, or quality of the Project.

§ 3.2.11 The Construction Manager shall provide recommendations and information to the Owner regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 3.2.12 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.

§ 3.2.13 The Construction Manager shall coordinate the division of the Project into individual contracts for the construction of various categories of Work. Because multiple contracts are to be awarded where possible, the Construction Manager shall review the Drawings and Specifications and prepare scopes of Work to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction. The Construction Manager shall keep the Owner apprised of Construction Manager proposed Work scopes prior to finalizing the divisions of Work with the Prime Contractors.

§ 3.2.14 The Construction Manager shall make recommendations about, and coordinate the ordering and delivery of, materials in support of the schedule, including those that must be ordered in advance of construction.

§ 3.2.15 The Construction Manager shall assist the Owner in selecting, retaining, and coordinating the professional services of surveyors, geotechnical engineers, special consultants, and construction materials testing required for the Project.

§ 3.2.16 The Construction Manager shall determine the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to assist in minimizing the adverse effects of labor shortages.

§ 3.2.17 The Construction Manager shall assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities for inclusion in the Contract Documents.

§ 3.2.18 Following the Owner's approval of the Drawings and Specifications, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Owner's approval.

§ 3.2.19 The Construction Manager, in consultation with the Owner, shall develop bidders' interest in the Project and establish bidding schedules in accordance with applicable law. The Construction Manager shall assist the Owner with the development of the Bidding Documents, which consist of bidding requirements and proposed Contract Documents. The Construction Manager shall issue Bidding Documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of Bidding Documents, and shall assist the Owner with regard to questions from bidders and with the issuance of addenda.

§ 3.2.20 The Construction Manager shall submit a list of prospective bidders for the Owner's approval.

§ 3.2.21 The Construction Manager shall review bids, and prepare bid analyses, and make recommendations to the Owner for the Owner's award of Contracts for Construction or rejection of bids.

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§ 3.2.22 The Construction Manager shall assist the Owner in preparing Contracts for Construction. The Construction Manager shall advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Contractors.

§ 3.2.23 The Construction Manager shall assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

§ 3.2.24 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall fulfill its Preconstruction Phase responsibilities as required in AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement.

§ 3.3 Construction Phase

§ 3.3.1 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, as amended for the Project.

§ 3.3.2 Subject to Section 4.2 and except as provided in Section 3.3.30, the Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.3.3 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed.

§ 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Contractors in accordance with the latest approved Project schedule and the Contract Documents.

§ 3.3.5 The Construction Manager shall review and analyze the construction schedules provided by the Contractors to update the Project schedule, incorporating the activities of the Owner, Architect, and Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action to the Owner.

§ 3.3.6 The Construction Manager shall schedule and conduct meetings to discuss matters such as procedures, progress, coordination, and scheduling of the Work, and to develop solutions to issues identified. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Contractors.

§ 3.3.7 In accordance with the Contract Documents and the latest approved Project schedule, and utilizing information from the Contractors, the Construction Manager shall review, analyze, schedule and coordinate the overall sequence of construction and assignment of space in areas where the Contractors are performing Work.

§ 3.3.8 The Construction Manager shall assist the Owner in coordinating all tests and inspections required by the Contract Documents or governmental authorities, observe the on-site testing and inspections, and arrange for the delivery of test and inspection reports to the Owner.

§ 3.3.9 The Construction Manager shall endeavor to obtain satisfactory performance from each of the Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.

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§ 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner as to variances between actual costs and budgeted or estimated costs. If a Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.

§ 3.3.11 The Construction Manager shall develop cash flow reports and forecasts for the Project and include them in the Construction Manager's progress reports.

§ 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.

§ 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Contractors for progress and final payments.

§ 3.3.12.2 Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:

.1 Where there is only one Contractor responsible for performing the Work, the Construction Manager shall, within seven days after the Construction Manager receives the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.

.2 Where there is more than one Contractor responsible for performing different portions of the Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor; (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment; (3) prepare a Project Application and Certificate for Payment; (4) certify the total amount the Construction Manager determines is due all Contractors collectively; and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion; (2) results of subsequent tests and inspections; (3) correction of minor deviations from the Contract Documents prior to completion; and (4) specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to the Owner that the Contractor be paid the amount certified.

§ 3.3.12.4 The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, procedures, or sequences for a Contractor's own Work; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate each Contractor's right to payment; or (4) ascertained how or for what purpose that Contractor has used money previously paid on account of the Contract Sum. The certification of an application for payment shall constitute the Construction Manager's representation to the Owner that the Construction Manager has reported to the Owner all defects in the Work or deviations from the Contract Documents that have been observed by or reported to the Construction Manager.

§ 3.3.13 The Construction Manager shall obtain and review the safety programs developed by each Contractor solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations for any additional safety measures to be considered in the Work of the Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or

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charge of the acts or omissions of the Contractors, Subcontractors, agents or employees of the Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

§ 3.3.14 The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.22.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures.

§ 3.3.15 The Construction Manager shall advise and consult with the Owner during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Construction Manager shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractors, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 3.3.16 The Construction Manager shall transmit to the Architect requests for interpretations, and requests for information of the meaning and intent of the Drawings and Specifications, and provide its written recommendation. The Construction Manager shall assist in the resolution of questions that may arise.

§ 3.3.17 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if the proposed changes are accepted or required by the Owner, prepare Change Orders or Construction Change Directives that incorporate the Architect's modifications to the Contract Documents.

§ 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims, subject to Section 4.2.2.7.

§ 3.3.19 Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from the Owner, Owner's consultants, Owner's Separate Contractors and vendors, governmental agencies, and participants in the Project under the management of the Construction Manager.

§ 3.3.20 The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples, and other submittals from the Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Architect those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractors, the Owner, or the Architect.

§ 3.3.20.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractors by the Contract Documents, the Construction Manager shall review those submittals for sequencing, constructability, and coordination impacts on the other Contractors. The Construction Manager shall discuss its findings with the Owner and the Architect, and coordinate resolution, as necessary, of any such impacts.

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§ 3.3.21 The Construction Manager shall keep a log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require.

§ 3.3.21.1 The Construction Manager shall collect, review for accuracy, and compile the Contractors' daily logs; and include them in the Construction Manager's reports prepared and submitted in accordance with section 3.3.21.2.

§ 3.3.21.2 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:

.1 Work completed for the period;
.2 Project schedule status;
.3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
.4 Request for information, Change Order, and Construction Change Directive status reports;
.5 Tests and inspection reports;
.6 Status report of nonconforming and rejected Work;
.7 Daily logs;
.8 Summary of all Contractors' Applications for Payment;
.9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
.10 Cash-flow and forecast reports;
.11 Photographs to document the progress of the Project;
.12 Status reports on permits and approvals of authorities having jurisdiction; and
.13 Any other items the Owner may require:

§ 3.3.21.3 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its updates:

.1 Contractors' work force reports;
.2 Equipment utilization report;
.3 Cost summary, comparing actual costs to updated cost estimates; and
.4 Any other items as the Owner may require:

§ 3.3.22 Utilizing the documents provided by the Contractors, the Construction Manager shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Owner, Architect, and Contractors. Upon completion of the Project, the Construction Manager shall deliver them to the Owner.

§ 3.3.23 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.

§ 3.3.24 With the Owner's maintenance personnel, the Construction Manager shall observe the Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

§ 3.3.25 When the Construction Manager considers each Contractor's Work or a designated portion thereof substantially complete, the Construction Manager shall, jointly with that Contractor, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.

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§ 3.3.26 When the Work of all of the Contractors, or designated portion thereof, is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to the Owner and Contractors. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall perform an inspection to confirm the completion of the Work of the Contractors and make recommendations to the Architect when the Work of all of the Contractors is ready for final inspection. The Construction Manager shall assist the Architect in conducting the final inspection.

§ 3.3.27 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractors: (1) certificates of insurance ; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (4) any other documentation required of the Contractors under the Contract Documents, including warranties and similar submittals.

§ 3.3.28 The Construction Manager shall coordinate receipt, and delivery to the Owner, of other items provided by the Contractors, such as keys, manuals, and record drawings. The Construction Manager shall forward to the Architect a final Project Application for Payment and Project Certificate for Payment, or a final Application for Payment and final Certificate for Payment, upon the Contractors' compliance with the requirements of the Contract Documents.

§ 3.3.29 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner and Construction Manager. Consent shall not be unreasonably withheld.

§ 3.3.30 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner and Architect to review the facility operations and performance.

§ 3.3.31 To the extent not addressed in the foregoing, the following shall be included as Basic Services by the Construction Manager. To the extent these address the same item described in the foregoing provisions, the duties will be read in combination. If they cannot be ready consistently, the more specific provision will prevail. If an ambiguity or inconsistency remains, the following provisions shall prevail. Construction Manager shall:

1. Interact with the Owner and Architect during the course of the design process to provide advice regarding constructability, value engineering, and evaluation of design options.
2. Provide periodic updates of detailed construction estimate as design progresses to the Owner and Architect.
3. Develop construction phasing schedule and detailed construction schedule.
4. Determine the bid package organization for the Project.
5. Prepare a detailed scope of Work document to clarify the Work required for each individual bid package.
6. Perform final review of and assemble all the necessary bid package documents. Make bid packages available for bidders.
7. Handle pre-bid conferences, questions, site visits, etc. during the bid process.
8. Assist Owner in bid opening process and bid evaluation. Construction Manager shall review bids and make recommendations to the Owner. The Owner, in its discretion, may accept or reject any or all bids.
9. Manage, coordinate and oversee all construction activity and construction scheduling.
10. Administrate the Project Contracts, including the review and certification of all Applications for Payment.
11. Have a qualified Project Superintendent present on job site during all construction activity.
12. Collect and compile maintenance and operation manuals and information sheets for all as-installed equipment and fixtures.
13. Provide written status reports to Owner and Architect on a mutually agreed schedule.
14. Interact and meet frequently with Owner and Architect representatives during both pre-construction and construction phases.
15. Attend meetings to assist Owner, if requested by Owner.
16. Manage, coordinate, apply for, and arrange for Owner to purchase all applicable construction permitting except any permits which the contractors are required to obtain directly.

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ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Construction Manager shall provide the listed Supplemental Services only if specifically designated in the table below as the Construction Manager's responsibility, and the Owner shall compensate the Construction Manager as provided in Section 11.1. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Construction Manager is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

Supplemental Services	Responsibility *(Construction Manager, Owner or not provided)*
§ 4.1.1.1 Measured drawings	ICS
§ 4.1.1.2 Tenant-related services	Not Provided
§ 4.1.1.3 Commissioning	ICS
§ 4.1.1.4 Development of a commissioning plan	ICS
§ 4.1.1.5 Sustainable Project Services pursuant to Section 4.1.3	Not Provided
§ 4.1.1.6 Furniture, furnishings and equipment delivery, and installation coordination	Not Provided
§ 4.1.1.7 Furniture, furnishings and equipment procurement assistance	ICS
§ 4.1.1.8 Assistance with site selection	Not Provided
§ 4.1.1.9 Assistance with selection of the Architect	ICS
§ 4.1.1.10 Furnish land survey	Owner
§ 4.1.1.11 Furnish geotechnical engineering services	Owner
§ 4.1.1.12 Provide insurance advice	ICS
§ 4.1.1.13 Provide supplemental Project risk analysis and mitigation strategies	Not Provided
§ 4.1.1.14 Stakeholder relationships management	Not Provided
§ 4.1.1.15 Owner moving coordination	ICS
§ 4.1.1.16 Coordination of Owner's Separate Contractors	Owner
§ 4.1.1.17 Other Supplemental Services	Not Provided

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Construction Manager's responsibility is provided below.

TBD

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

TBD

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement. The Owner shall compensate the Construction Manager as provided in Section 11.1.

§ 4.2 Construction Manager's Additional Services

§ 4.2.1 The Construction Manager may provide Additional Services after execution of this Agreement, without invalidating this Agreement. Except for services required due to the fault of the Construction Manager, any Additional Services provided in accordance with this Section 4.2 shall entitle the Construction Manager to compensation pursuant to Section 11.1.

§ 4.2.2 Upon recognizing the need to perform the following Additional Services, the Construction Manager shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The

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Construction Manager shall not proceed to provide the following Additional Services until the Construction Manager receives the Owner's written authorization:

.1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6. Services necessitated by sections 6.4 and 6.6 shall not be considered additional services;

.2 Services necessitated by the enactment or revision of codes, laws, regulations or official interpretations after the date of this Agreement;

.3 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's other consultants or contractors;

.4 Preparation of documentation for alternate bid or proposal requests proposed by the Owner;

.5 Preparation for, and attendance at, a public presentation, meeting or hearing;

.6 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Construction Manager is party thereto;

.7 Consultation concerning replacement of Work resulting from fire or other cause during construction and furnishing services required in connection with the replacement of such Work; or

.8 Assistance to the Initial Decision Maker.

§ 4.2.3 To avoid delay in the Construction Phase, the Construction Manager shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Construction Manager's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Construction Manager of the Owner's determination. The Owner shall compensate the Construction Manager for the services provided prior to the Construction Manager's receipt of the Owner's notice:

.1 Initial Decision Maker services in evaluating an extensive number of Claims submitted by a Contractor or others in connection with the Work.

.2 Services required in an emergency to coordinate the activities of a Contractor or Contractors in the event of risk of personal injury or serious property damage, consistent with Section 3.3.15.

§ 4.2.4 Except for services required under Section 3.3.30, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work, or (2) the anticipated date of Substantial Completion identified in the Initial Information, whichever is earlier, shall be compensated as Additional Services to the extent the Construction Manager incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed by Varies , through no fault of the Construction Manager, extension of the Construction Manager's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager. The Owner and the Construction Manager shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner acknowledges that accelerated, phased, or fast-track design and construction provide a benefit, but also carries with it the risk of additional costs. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B132–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as

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Adviser Edition. The Owner shall provide the Construction Manager with a copy of the scope of services in the agreement executed between the Owner and Architect, and any further modifications to the Architect's scope of services in the agreement.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. In no event shall the Owner's representative have authority to agree to any adjustments in the Contract Sum or Contract Time. All adjustments to the Contract Sum or Contract Time require approval by the Owner's Board unless the Board expressly delegates in writing to the representative, defined authority to approve specified sums or times. The Owner shall render decisions pertaining to documents the Construction Manager submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Construction Manager's services.

§ 5.6 Unless provided by the Construction Manager, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.7 Unless provided by the Construction Manager, the Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.8 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.9 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement.

§ 5.10 The Owner shall coordinate the services of its own consultants with those services provided by the Construction Manager. Upon the Construction Manager's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Construction Manager in this Agreement, or authorize the Construction Manager to furnish them as an Additional Service, when the Construction Manager requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.11 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.12 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.13 The Owner shall provide prompt written notice to the Construction Manager and Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service or any fault or defect in the Construction Manager's services.

§ 5.14 The Owner reserves the right to perform construction and operations related to the Project with the Owner's own forces, and to award contracts in connection with the Project which are not part of the Construction Manager's responsibilities under this Agreement. The Construction Manager shall notify the Owner if any such independent action will interfere with the Construction Manager's ability to perform the Construction Manager's responsibilities under this Agreement. When performing construction or operations related to the Project, the Owner agrees to be subject to the same obligations and to have the same rights as the Contractors.

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§ 5.15 The Owner shall communicate with the Contractors and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents.

§ 5.16 Before executing the Contracts for Construction, the Owner shall coordinate the Construction Manager's duties and responsibilities set forth in the Contracts for Construction with the Construction Manager's services set forth in this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

§ 5.17 The Owner shall provide the Construction Manager access to the Project site prior to commencement of the Work and shall obligate the Contractors to provide the Construction Manager access to the Work wherever it is in preparation or progress.

§ 5.18 Within 15 days after receipt of a written request from the Construction Manager, the Owner shall furnish the requested information as necessary and relevant for the Construction Manager to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's Consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2 and 6.4. Evaluations of the Owner's budget for the Cost of the Work, and the estimates of the Cost of the Work prepared by the Construction Manager, represent the Construction Manager's judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the Construction Manager nor the Owner has control over the cost of labor, materials; or equipment; the Contractors' methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Construction Manager cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Construction Manager.

§ 6.3 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.

§ 6.4 If the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Construction Manager, in consultation with the Architect, shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Construction Manager and Architect in making such adjustments.

§ 6.5 If the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Owner shall

- **.1** give written approval of an increase in the budget for the Cost of the Work;
- **.2** terminate in accordance with Section 9.5;
- **.3** in consultation with the Construction Manager and Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- **.4** implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to revise the Project program, scope, or quality to reduce the Cost of the Work pursuant to Section 6.5.3, or if the bids or proposals received from the prospective Contractors, in the aggregate, exceed the Owner's budget for the Cost of the Work, and the Owner chooses to revise the Project program, scope, or quality to reduce the Cost of the Work , the Construction Manager shall cooperate with the Owner and Architect to develop the

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necessary revisions, update the cost estimate, and obtain additional bids. The Construction Manager will perform the services described in Sections 6.4 and 6.6 without additional compensation.

ARTICLE 7 COPYRIGHTS AND LICENSES

The Owner and the Construction Manager agree that the work product the Construction Manager creates during its performance of this Agreement is proprietary information and may be copyrighted by the Construction Manager. The Owner shall not sell, share, or distribute the Construction Manager's work product to any party, individual or entity. The Owner has no right or title to the work product and shall not use the work product for any purpose other than those purposes directly benefitting the Project. The Construction Manager has the right to use, reproduce, and to make derivative works from documents and other data generated or collected during the performance of its services. If the Construction Manager seeks to use information collected during its performance of this Contract that is specific to the Owner and that is classified as public, or private, or confidential information under the Minnesota Government Data Practices Act (MGPDA), the consent of the Owner and, as to private or confidential data, the consent of the subject of the data shall be required to use such information, and the Owner or the subject of the data may elect not to provide consent to the Construction Manager. The Owner is entitled to keep electronic and hard copies of the Construction Manager's work product, including plans, specifications, and construction documents, created pursuant to the Agreement Contract. The Owner may, after receiving the Construction Manager's written approval, provide such documents to other professional service providers the Owner may retain after the Construction Manager's services under this Agreement are completed to assist with the construction, repair, maintenance, and preservation of its properties.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Construction Manager shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Construction Manager waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Construction Manager waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232–2019, General Conditions of the Contract for Construction. The Owner or the Construction Manager, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Construction Manager shall indemnify, defend and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent, intentional or otherwise wrongful acts or omissions of the Construction Manager, its employees and its consultants in the performance of professional services under this Agreement. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement. The Construction Manager agrees, that in order to protect itself and the Owner under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies of insurances required by this Agreement. Nothing in this Agreement shall be construed to waive any immunities of limitations to which Owner is entitled under Minnesota Statute, Chapter 466 or otherwise.

§ 8.1.3.1 To the extent permitted by law, the Owner shall indemnify, defend and hold the Construction Manager and the Construction Manager's officers and employees harmless from and against damages, losses and judgements arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent, intentional or otherwise wrongful acts or omissions of the Owner and its employees, consultants or contractors in the performance of the Owner's obligations under this Agreement. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement. The Owner agrees, that in order to protect itself and the Construction Manager under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force policies of insurance required in this Agreement. Nothing in this Agreement shall be construed to waive any immunities or limitations to which Owner is entitled under Minnesota Statute, Chapter 466 or otherwise.

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§ 8.1.4 The Construction Manager and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation. The parties agree that mediation through a private mediator shall be held within six (6) months after notice of the claim, dispute or other matter in question is provided to the other party, or within thirty (30) days before the hearing date for any dispositive motion, whichever is earlier, The parties shall mutually select the mediator within seven (7) days of the delivery of a mediation demand to the other party to this Agreement, or if the parties do not agree the mediator shall be appointed by the district court in the jurisdiction where the Project is located.

(Paragraph deleted)

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

[X] Litigation in a court of competent jurisdiction

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

(Paragraphs deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Construction Manager in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Construction Manager's option, cause for suspension of performance of services under this Agreement. If the Construction Manager elects to suspend services, the Construction Manager shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Construction Manager shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Construction Manager all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Construction Manager shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Construction Manager shall be compensated for expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the proven fault of the Construction Manager, the Construction Manager may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

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§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Construction Manager terminates this Agreement through no fault of ICS, or pursuant to Section 9.1, 9.3, or 9.4, the Owner shall compensate the Construction Manager for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Construction Manager's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Construction Manager terminates this Agreement pursuant to Section 9.1, 9.3 or 9.4, the Owner shall pay to the Construction Manager the following termination fee:
(Paragraphs deleted)
Termination Fee: 25% of total unbilled fees.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232–2019, General Conditions of the Contract for Construction, as amended for the Project. Except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Construction Manager and the Architect.

§ 10.3 The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Construction Manager shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Construction Manager by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Construction Manager to execute certificates, the proposed language of such certificates shall be submitted to the Construction Manager for review at least 14 days prior to the requested dates of execution. If the Owner requests the Construction Manager to execute consents reasonably required to facilitate assignment to a lender, the Construction Manager shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Construction Manager for review at least 14 days prior to execution. The Construction Manager shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Construction Manager.

§ 10.6 Unless otherwise required in this Agreement, the Construction Manager shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Construction Manager shall have the right to include photographic or artistic representations of the design of the Project among the Construction Manager's promotional and professional materials. The Construction Manager shall provide professional credit for the Architect and the Contractors in the Construction Manager's promotional materials for the Project. The Construction Manager shall be given reasonable access to the completed Project to make such representations. However, the Construction Manager's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Construction Manager in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Construction Manager in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

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§ 10.8 If the Construction Manager or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 The Construction Manager and the Owner each acknowledge that they have reviewed and familiarized themselves with this Agreement and all attachments, that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or by anyone acting on behalf of any party which are not embodied in this Agreement, that any agreement, statement or promise that is not contained in this Agreement shall not be valid or binding on any party and shall not have any force or effect, and that the Construction Manager and Owner agree to be bound by the terms and conditions contained therein.

§ 10.11 The Construction Manager and the Owner specifically understand and agree that at all times pertinent to this Agreement the Construction Manager and its consultants shall be independent professionals and shall not be considered employees of the Owner.

§ 10.12 This Agreement can only be amended or modified by a writing signed by authorized representatives of the Owner and the Construction Manager.

§ 10.13 Notice Pursuant to Minnesota Statutes, Section 16C.05, subd. 5,

The books, records, documents, and accounting procedures and practices of the Construction Manager that are relevant to the Contract are subject to examination by the Owner and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the Owner requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the Construction Manager, the Owner shall be liable for the cost of the examination.

§ 10.14 Notice Pursuant to Minnesota Statutes, Section 181.59.

The Owner and Construction Manager agree that the contractual agreement(s) between the Owner and any Contractor performing work on a Project pursuant to this Contract shall contain provisions by which the Contractor agrees:

(1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

(2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;

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(3) That a violation of this section is a misdemeanor; and

(4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

§ 10.15 Notice Pursuant to Minnesota Statute 13.05, subd. 11:

(a) If a government entity enters into a contract with a private person to perform any of its functions, all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions is subject to the requirements of this chapter and the private person must comply with those requirements as if it were a government entity. All contracts entered into by a government entity must include a notice that the requirements of this subdivision apply to the contract. Failure to include the notice in the contract does not invalidate the application of this subdivision. The remedies in section 13.08 apply to the private person under this subdivision.

(b) This subdivision does not create a duty on the part of the private access to public data to the public if the public data are available from the government entity, except as required by the terms of the contract.

§ 10.16 No Waiver. Unless otherwise specified in the Agreement, any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.

ARTICLE 11 COMPENSATION

§ 11.1 The Owner shall compensate the Construction Manager a stipulated sum as set forth in AIA G802™-2017, Amendment to the Professional Services Agreement signed by the Owner and ICS effective [May 1, 2022].

(Paragraphs deleted)
(Table deleted)
(Paragraphs deleted)

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

N/A

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Construction Manager.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document C132™–2019, Standard Form Agreement Between Owner and Construction Manager as
(Paragraphs deleted)
Adviser, as amended for the Project.

(Paragraphs deleted)

.2 AIA Document B132™–2019, Standard Form Agreement Between Owner and ICS, Construction Manager as Adviser Edition, as amended for the Project.

.3 Exhibit B – COVID-19 Addendum

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(Paragraphs deleted)

.4 AIA Document G802™-2017, Amendment to the Professional Services Agreement, as amended for the Project.

This Agreement is entered into as of the day and year first written above.

OWNER *(Signature)*	**ICS** *(Signature)*
Rhonda Dean, Superintendent	Andy Faulkner,Executive Vice President
(Printed name and title)	*(Printed name and title)*

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EXHIBIT B - COVID-19 Addendum

This COVID-19 Addendum ("Addendum") amends the April 4, 2022 Agreement ("Agreement") between Rockford Area Schools, Independent School District 883 ("Owner") and ICS Consulting, LLC ("ICS") for project(s) governed by the Agreement ("Project(s)"). The agreement is entered at a time where the State of Minnesota has either initiated multiple executive orders and/or recommendations due to the novel coronavirus (COVID-19) pandemic ("COVID-19 Pandemic"). These executive orders and/or recommendations have continued to consider construction, including engineering and architectural services, as critical businesses. To assure that the Project(s) requirements and schedule are met, the following requirements will apply to the Project(s). These requirements supplement any requirements in the Contract Documents and, where in conflict, supersede them.

1.) Representations of Consultant. ICS represents that it is aware of the existence of the COVID-19 Pandemic and the various federal, state, and local orders that have been issued that may affect the Project(s) and prosecution of work required by the Contract Documents and has taken them into account in entering the Agreement. ICS further represents that it has verified the availability of all personnel, materials, supplies, and equipment it will be utilizing for the Project(s), and reasonably believes that it has the ability to perform its services as required by the Agreement on the schedule contemplated by the Agreement

2.) Communications. If ICS obtains information that there may be a delay in the provision of any material, equipment, supply, or labor needed for the Project(s) due to COVID-19 Pandemic, ICS must take reasonable steps to promptly communicate the information it obtained with the Owner. ICS must also undertake all reasonable efforts to minimize the potential for delay.

3.) Substitutions. Upon determining the existence of a possible delay involving a contractor obtaining any material required for the Project(s) involving the COVID-19 Pandemic, ICS shall work with the contractor to identify and develop substitution information for that material. The substitution materials shall be provided to the Owner for the Owner's review and approval.

4.) Schedule Impacts. If an event(s) occurring during the course of the Project(s) involving the COVID-19 Pandemic are determined by ICS to have a potential effect on completion of the Project(s) by the date specified in the Contract Documents, ICS must take reasonable steps to promptly notify the Owner in writing. ICS and the Owner will then engage in an interactive consideration of alternatives available in responding to the identified event(s). The interactive discussion must include discussion of alternatives that will allow the timely completion of the Project(s).

5.) Contract Time and Sum Adjustments. If ICS believes the COVID-19 Pandemic has impacted its services under the Agreement, ICS may submit a claim to the Owner to extend the period for the performance of its services. The claim shall be accompanied by all material that supports the claim and any adverse impact on ICS services. If ICS demonstrates to the Owner's satisfaction that the COVID-19 Pandemic has adversely impacted ICS, to the extent permitted by law, the Owner shall not be responsible for any claim by ICS for any costs for additional services incurred by ICS because of the COVID-19 Pandemic, but the Owner shall extend the period for the performance of ICS's services to a date mutually agreed upon

between the Owner and ICS. If a date cannot be mutually agreed upon the claim shall be determined by the claim resolution protocol under the Agreement.

6.) Minnesota Statute § 15.411 (Public Works Contracts; No Damages for Delay Clauses). This Addendum shall not negate or alter the application of Minnesota Statute § 15.411 to the Agreement, this COVID-19 Addendum and the Project(s).

- End of Document -

AIA® Document G802™ – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)* Rockford Area Schools, Independent School District 883 - Parking Lot Improvements Rockford Elementary School 7650 County Road 50 Rockford, MN 55373 Rockford Middle School 6051 Ash Street Rockford, MN 55373	**AGREEMENT INFORMATION:** Date: May 1, 2022	**AMENDMENT INFORMATION:** Amendment Number: 001 Date: April 21, 2022
OWNER: *(name and address)* Rockford Area Schools, Independent School District 883 6051 Ash Street Rockford, MN 55373	**ARCHITECT:** *(name and address)* ICS Consulting, LLC (ICS) 1331 Tyler Street NE, Suite 101 Minneapolis, MN 55413	

The Owner and Architect amend the Agreement as follows:

This Amendment supplements the B132-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition, and the C132-2019, Standard Form of Agreement Between Owner and Construction Manger as Adviser, dated May 1, 2022 between Rockford Area Schools, Independent School District 883 and ICS as (Program Manager or Construction Manager) for the project known as Rockford Elementary & Middle School Parking Lot Improvements.

General Summary:
The Rockford Elementary and Middle Schools need improvement to the facilities regarding student and visitor access. Projects have been identified and conceptually designed to provide new bus loop areas that separate the bus traffic and parent/visitor traffic to the buildings. Through construction of new paved areas, the access, safety and traffic management will greatly improved and provide the appropriate site use for current and future use of the facilities.

Specific areas to be addressed:

Elementary / High School Site
- New 15-18 bus turn around loop in the "rear" of the buildings
- New sidewalks from the bus loop to the buildings
- Appropriate drainage and pavement design
- Pavement markings for bus, parking, and recreation use
- Relocation of play equipment as needed
- Parking surface replacement as identified

Middle School Site
- New 15-18 bus turn around loop in the "rear" of the buildings
- New sidewalks from the bus loop to the buildings
- Appropriate drainage and pavement design
- Pavement markings for bus, parking, and recreation use
- Relocation of play equipment as needed

Construction Supervision Required:
ICS will provide Construction Oversight, Management and periodic Site Supervision in relation to these projects.

The Architect's compensation and schedule shall be adjusted as follows:

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Compensation Adjustment:
Elementary / High School Site:
Construction Budget: $1,500,000.00

Middle School Site:
Construction Budget: $750,000.00

Budget Summary:
Construction: $2,250,000.00
Soft Costs: $ 750,000.00
Total Project: $3,000,000.00

Proposed Fee:
Fee Basis Amount: $2,250,000.00
Reimbursable allocation: Per Master Service Agreement dated May 1, 2022
Additional fee proposed: $0.00

Total Fee for project: $247,500.00

Schedule Adjustment:
Design: Spring 2022
Bidding: May 2022
Construction: June 2022 - Fall 2022
Completion: September 2022

SIGNATURES:

ICS Consulting, LLC (ICS)	Rockford Area Schools, Independent School District 883
ARCHITECT *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**
Andy Faulkner, Executive Vice President	Rhonda Dean, Superintendent
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
DATE	**DATE**

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ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Project Change Authorization Resolution

Meeting Date: May 16, 2022

Prepared by: ICS

Date Prepared: May 13, 2022

☐ Information ☒ Briefing ☒ Action ☐ Enclosure Item(s)

ICS will present a resolution for approval to streamline the construction change order review and approval process.

Resolution for Approval of Change Order Decision Making Authority

Member_____(Facility Committee Member) introduced the following resolution and

Member_____moved for its adoption:

BACKGROUND: It is understood that construction projects may be accompanied by change orders to the construction contract, which may impact construction scope, duration, and/or budget. These change orders may arise due to unforeseen conditions, design changes, contractor requests, or owner requests. Typically, change order construction will not proceed until approval of the submitted change order is received by the acting contractor.

WHEREAS in an effort to streamline the construction change order review and approval process, the following levels of construction change order approval and decision-making authority are recommended by the Facility Committee:

- Level 1 Approval Authority – **Superintendent**
  - Approval of all change orders up to a limit of $25,000.00
- Level 2 Approval Authority – **Facility Committee**
  - Approval of all change orders exceeding $25,000.00 to a limit of $175,000.00
- Level 3 Approval Authority – **ISD #883 School Board**
  - Approval of all change orders exceeding $175,000.00

Primary review and comment of all change orders will be performed by ICS. Change orders passing primary review and comment will be forwarded to the Design team for secondary review and comment. Change orders that have cleared primary and secondary review and comment will then be presented to the appropriate level of Change Order Decision Making Authority for final approval.

WHEREAS the approval levels of decision-making authority will comply as noted above. Approval of this resolution is recommended by the Facility Committee representing Independent School District No. 883.

THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 883 that the Resolution for Approval of Change Order Decision Making Authority be approved as presented.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Original Budget Presentation for SY2022-2023

Meeting Date: May 16, 2022

Prepared by: Tanley Lego

Date Prepared: May 9, 2022

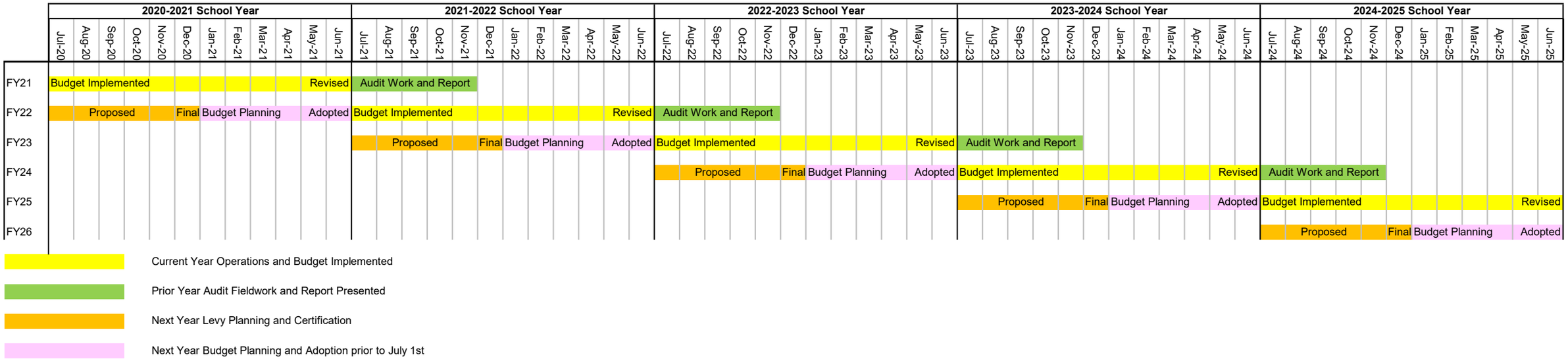
x	Information	X	Briefing		Action	X	Enclosure Item(s)

Presentation of our original budget for 2022-2023 school year by the current Business Manager, Tanley Lego.

This preliminary budget represents the best estimates of revenue and expenditures at this time based on our current enrollment numbers.

The final version of this budget will be presented at the regular scheduled board meeting in June 2022. A formal introduction to our Interim Business Manager, Chuck Herdegen for any additional budget questions for these June presentations.

Minnesota School District Budgeting Cycles



Current Year Operations and Budget Implemented

Prior Year Audit Fieldwork and Report Presented

Next Year Levy Planning and Certification

Next Year Budget Planning and Adoption prior to July 1st

Chuck Herdegen
School Business Management Services, LLC

Rockford Area Schools ISD 883
Revised Budget 2021-2022

General Fund	Audited Fund Balance 06/30/21	2021-2022 Revised Budget Revenue	2021-2022 Revised Budget Expenditures	2021-2022 Annual Change	Projected Fund Balance 06/30/22
Restricted/Reserved Funds:					
Long Term Facilities Management (LTFM)	$311,935	$621,938	$702,800	($80,862)	$231,073
Staff Development	$149,787	$238,064	$238,064	$0	$149,787
Operating Capital	$962,225	$236,007	$572,800	($336,793)	$625,432
Safe Schools	$68,533	$61,791	$100,324	($38,533)	$30,000
Learning and Development	$98,607	$343,515	$442,122	($98,607)	$0
Basic Skills	$13	$234,800	$234,813	($13)	$0
Achievement & Integration	$17,486	$199,340	$199,340	$0	$17,486
Medical Assistance - 3rd Party Billing	$3,323	$13,135	$13,135	$0	$3,323
Student Activity Fund	$120,204	$82,875	$75,000	$7,875	$128,079
Total Restricted/Reserved Fund Balance	**$1,732,113**	**$2,031,465**	**$2,578,398**	**($546,933)**	**$1,185,180**
Assigned- for Capital Future	$302,451	$50,000	$0	$50,000	$352,451
Alternative Compensation/Q Comp	$312,076	$420,790	$420,790	$0	$312,076
Covid Relief Funds	$0	$608,709	$608,709	$0	$0
IB Program	$0	$380,225	$380,225	$0	$0
Scholarships	$10,516	$0	$1,224	($1,224)	$9,292
Machine Shop	$1,903	$0	$0	$0	$1,903
Unreserved/Unassigned Funds	$3,897,372	$17,935,806	$18,397,733	($461,927)	$3,435,445
Total Unreserved Fund Balance	**$4,524,318**	**$19,395,530**	**$19,808,681**	**($413,151)**	**$4,111,167**
Grand Total General Fund	**$6,256,431**	**$21,426,995**	**$22,387,079**	**($960,084)**	**$5,296,347**
		$21,426,995	*$22,387,079*	*($960,084)*	
Food Service (Fund 02)	**$118,361**	**$1,018,506**	**$883,075**	**$135,431**	**$253,792**
Community Education (Fund 04)					
Reserved for Community Education	$49,883	$767,634	$730,626	$37,008	$86,891
Reserved for Early Childhood/Family Educ.	$79,512	$102,312	$113,463	($11,151)	$68,361
Reserved for School Readiness	($15,937)	$277,237	$273,067	$4,170	($11,767)
Reserved for Adult Basic Education	$0	$7,570	$7,570	$0	$0
Total Community Education	**$113,458**	**$1,154,753**	**$1,124,726**	**$30,027**	**$143,485**
Building Construction (Fund 06)	**$0**	**$7,085,463**	**$200,463**	**$6,885,000**	**$6,885,000**
Debt Service (Fund 07)	**$837,124**	**$28,864,261**	**$28,766,160**	**$98,101**	**$935,225**
OPEB (Fund 45)	**$1,082,531**	**$9,500**	**$71,350**	**($61,850)**	**$1,020,681**
Grand Total All Funds	**$8,407,905**	**$59,559,478**	**$53,432,853**	**$6,126,625**	**$14,534,530**
		Unreserved Fund Balance as a Percent of Total Expenditures			**18.36%**

Rockford Area Schools ISD 883
Original Budget 2022-2023

	Projected Fund Balance 06/30/22	2022-2023 Original Budget Revenue	2022-2023 Original Budget Expenditures	2022-2023 Annual Change	Projected Fund Balance 06/30/23
General Fund (Fund 01)					
Restricted/Reserved Funds:					
Long Term Facilities Management (LTFM)	$231,073	$562,289	$454,509	$107,780	$338,853
Staff Development	$149,787	$233,260	$233,260	$0	$149,787
Operating Capital	$625,432	$242,833	$600,000	($357,167)	$268,265
Safe Schools	$30,000	$63,691	$93,691	($30,000)	$0
Learning and Development	$0	$343,515	$343,515	$0	$0
Basic Skills	$0	$307,583	$307,583	$0	$0
Achievement & Integration	$17,486	$221,108	$238,594	($17,486)	$0
Medical Assistance - 3rd Party Billing	$3,323	$13,135	$13,135	$0	$3,323
Student Activity Fund	$128,079	$82,875	$82,875	$0	$128,079
Total Restricted/Reserved Fund Balance	**$1,185,180**	**$2,070,289**	**$2,367,162**	**($296,873)**	**$888,307**
Assigned-Future Capital Projects	$352,451	$50,000	$0	$50,000	$402,451
Alternative Compensation/Q Comp	$312,076	$397,482	$397,482	$0	$312,076
Covid Relief Funds	$0	$677,809	$677,809	($0)	($0)
IB Program	$0	$358,026	$358,026	$0	$0
Scholarships	$9,292	$0	$1,224	($1,224)	$8,068
Machine Shop	$1,903	$0	$1,903	($1,903)	$0
Unreserved/Unassigned Funds	**$3,435,445**	**$18,261,883**	**$18,011,883**	**$250,000**	**$3,685,446**
Total Unreserved Fund Balance	**$4,111,167**	**$19,745,200**	**$19,448,327**	**$296,873**	**$4,408,040**
Grand Total General Fund	**$5,296,347**	**$21,815,489**	**$21,815,489**	**$0**	**$5,296,347**
Food Service (Fund 02)	**$253,792**	**$1,094,535**	**$992,580**	**$101,955**	**$355,747**
Community Education (Fund 04)					
Reserved for Community Education	$86,891	$767,634	$730,626	$37,008	$123,899
Reserved for Early Childhood/Family Educ.	$68,361	$102,312	$113,463	($11,151)	$57,210
Reserved for School Readiness	($11,767)	$277,237	$273,067	$4,170	($7,597)
Reserved for Adult Basic Education	$0	$7,570	$7,570	$0	$0
Total Community Education	**$143,485**	**$1,154,753**	**$1,124,726**	**$30,027**	**$173,512**
Building Construction (Fund 06)	**$6,885,000**	**$0**	**$5,000,000**	**($5,000,000)**	**$1,885,000**
Debt Service (Fund 07)	**$935,225**	**$4,314,791**	**$4,658,101**	**($343,310)**	**$591,915**
OPEB (Fund 45)	**$1,020,681**	**$9,000**	**$71,350**	**($62,350)**	**$958,331**
Grand Total All Funds	**$14,534,530**	**$28,388,568**	**$33,662,246**	**($5,273,678)**	**$9,260,852**
	$14,534,530				
General Fund Unreserved Fund Balance as a Percent of Total General Fund Expenditures					**20.21%**

ISD 0883 Rockford Area Schools

Tanley Lego, Business Manager

Updated Revised Budget 2021-2022

Preliminary Original Budget 2022-2023

May 16, 2022

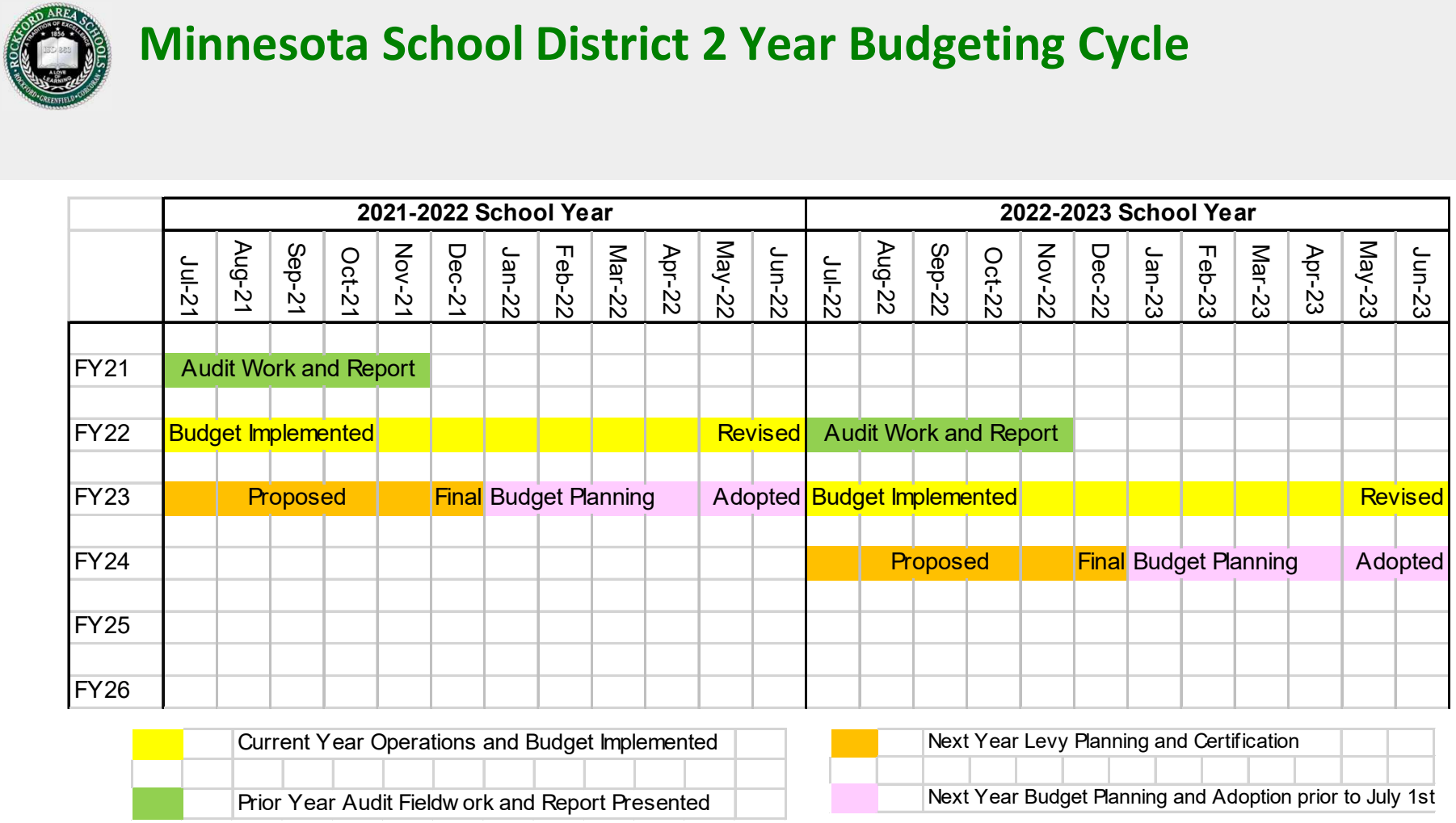
Budget Presentation Overview

The Adopted Budget 2021-22 was based on estimates of revenue and expenses to be incurred by the District back in June. An updated Revised Budget for 2021-22 was presented to the board back in February 2022.

An updated Revised Budget for 2021-22 and a Preliminary Original Budget for the 2022-23 school year are being presented to the board for review on May 16, 2022 by the Business Manager.

An updated Revised Budget for 2021-22 and a Preliminary Original Budget for the 2022-23 school year are being presented to the board for review on May 16, 2022 by the Business Manager.

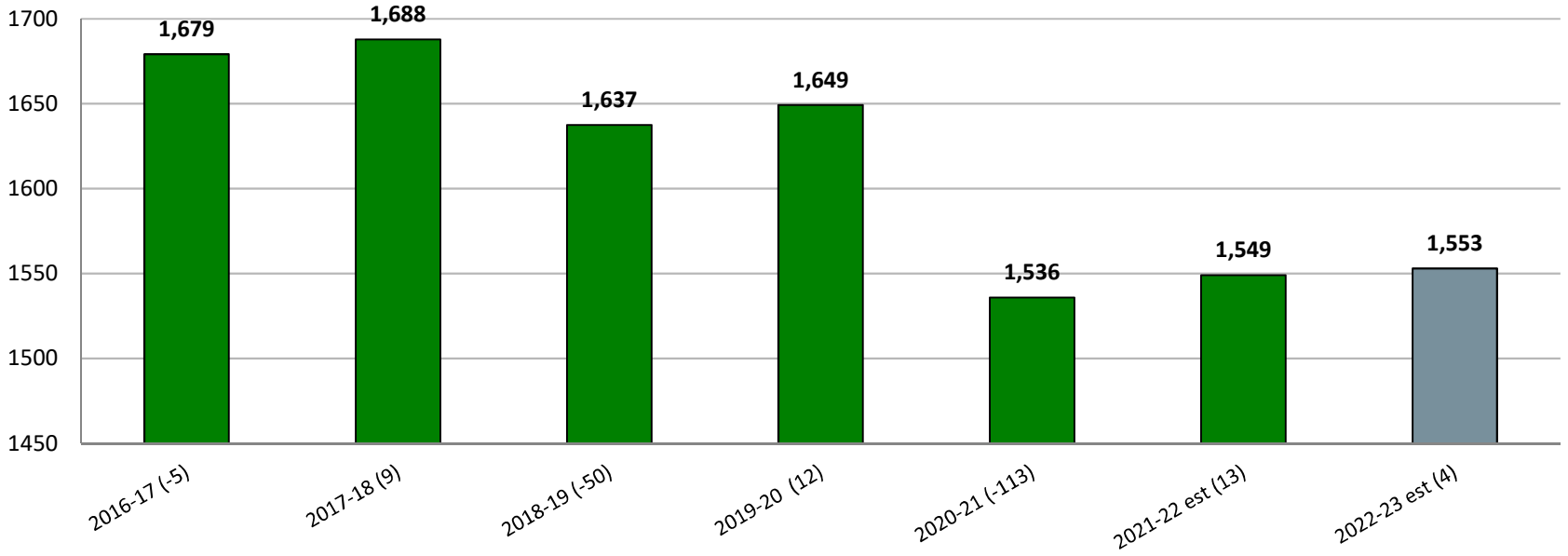
Minnesota School District 2 Year Budgeting Cycle



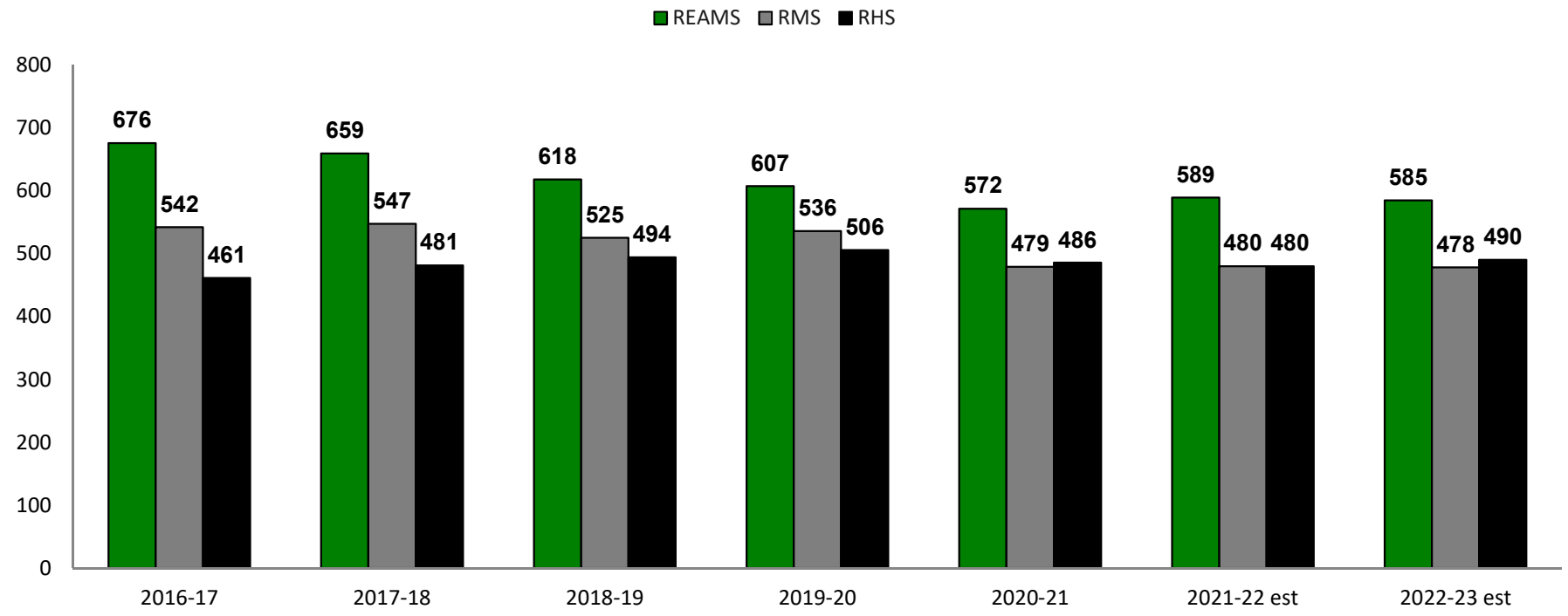
Budget Assumptions - General Fund

2021- 2022 Revised Budget Assumptions	2022 - 2023 Original Budget Assumptions
This Revised Budget is based off 1,698 Adjusted Pupil Units (actual student count of 1,549 currently enrolled for FY2022).	The Original Budget is based on 1,699 Adjusted Pupil Units (actual student count of 1,553 estimated for FY2023).
State Aid Formula allowance $6,728 (2.45% increase from prior year).	State Aid Formula allowance $6,863 (2.0% increase from prior year).
Budget updates are based on Actual Costs from Audited FY 2021 and projected costs for the current year.	Salary contracts are based on actual settlement for the Teachers and projected cost for other employees. Staff adjustments based on projected enrollment and utilization of Covid funds are included in budget estimates.
The budget represents our best estimates of revenues and expenditures for the current year.	Estimated 2% inflation on other expenditures. The budget represents estimates of revenues and expenditures for next year. Budgets will be reviewed in the Fall and updated throughout the year based on actual enrollments and staffing.

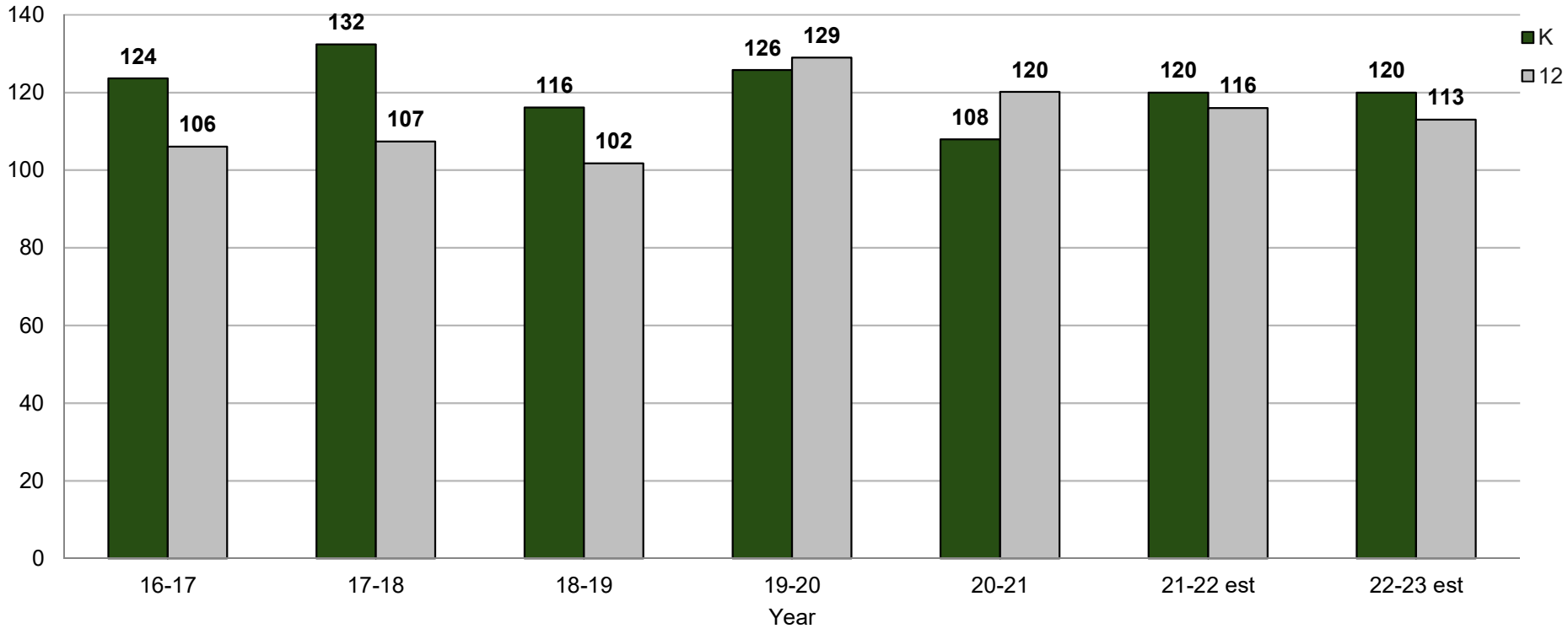
Enrollment Trend



Enrollment Trend per building

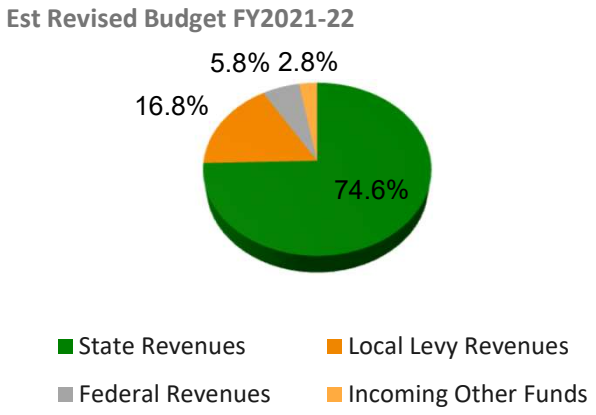


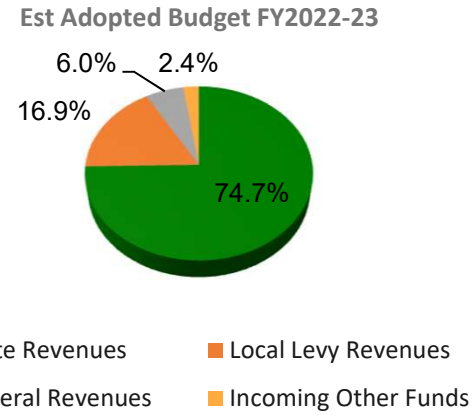
12th Graders vs Kindergarten Enrollment



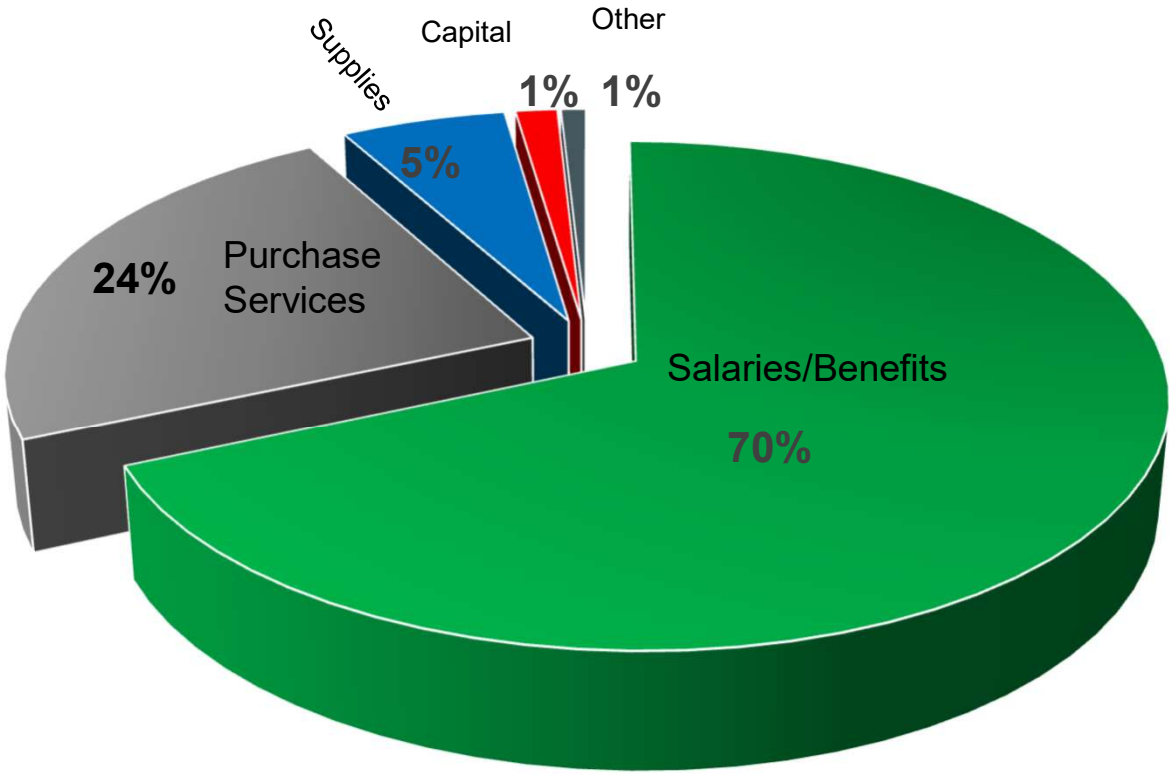
Who is paying our bills to operate our schools?

Revenue Source	Est FY22 Revised	FY22 %	Est FY 23 Budget	FY23 %
State Revenues	$15,767,861	74.6%	$16,301,089	74.7%
Local Levy Revenues	$3,551,580	16.8%	$3,690,030	16.9%
Federal Revenues	$1,231,034	5.8%	$1,299,365	6.0%
Incoming Other Funds	$593,329	2.8%	$525,004	2.4%
Total	**$21,143,804**	**100.0%**	**$21,815,488**	**100.00%**

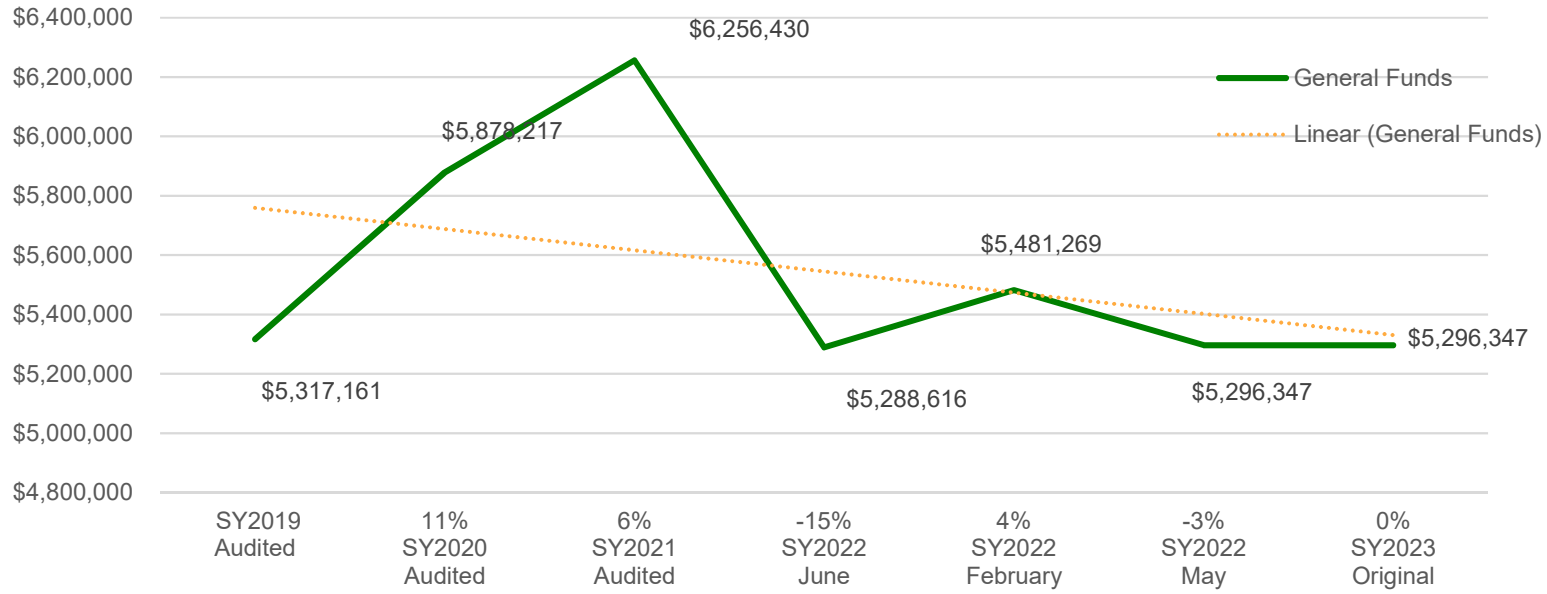




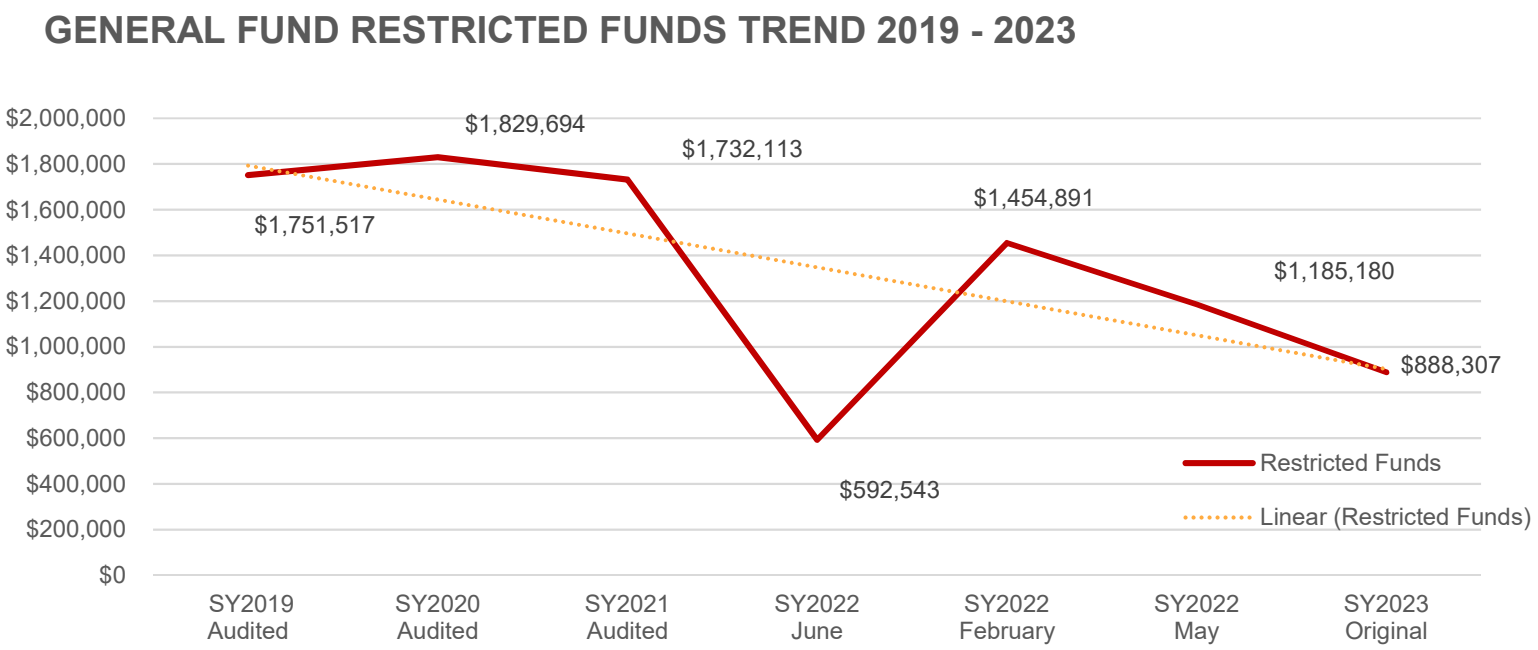
General Funds Allocations – A People Centric Industry



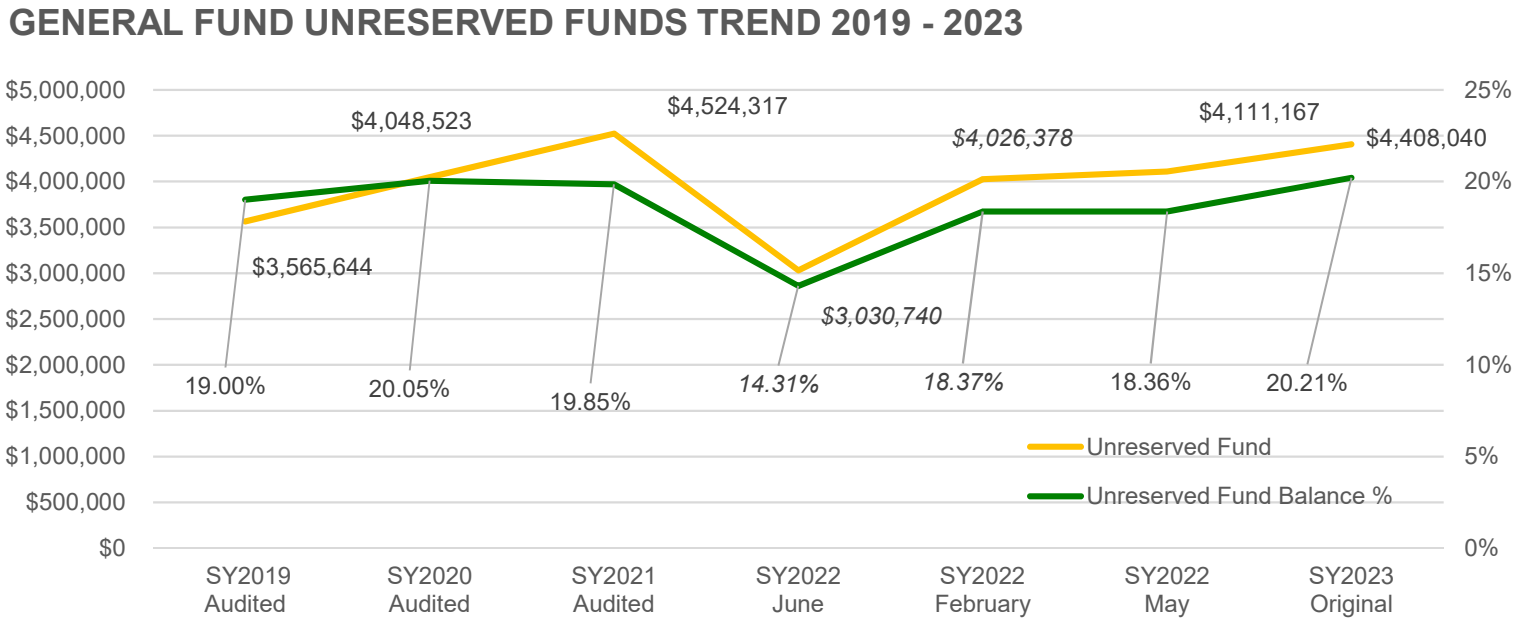
General Fund



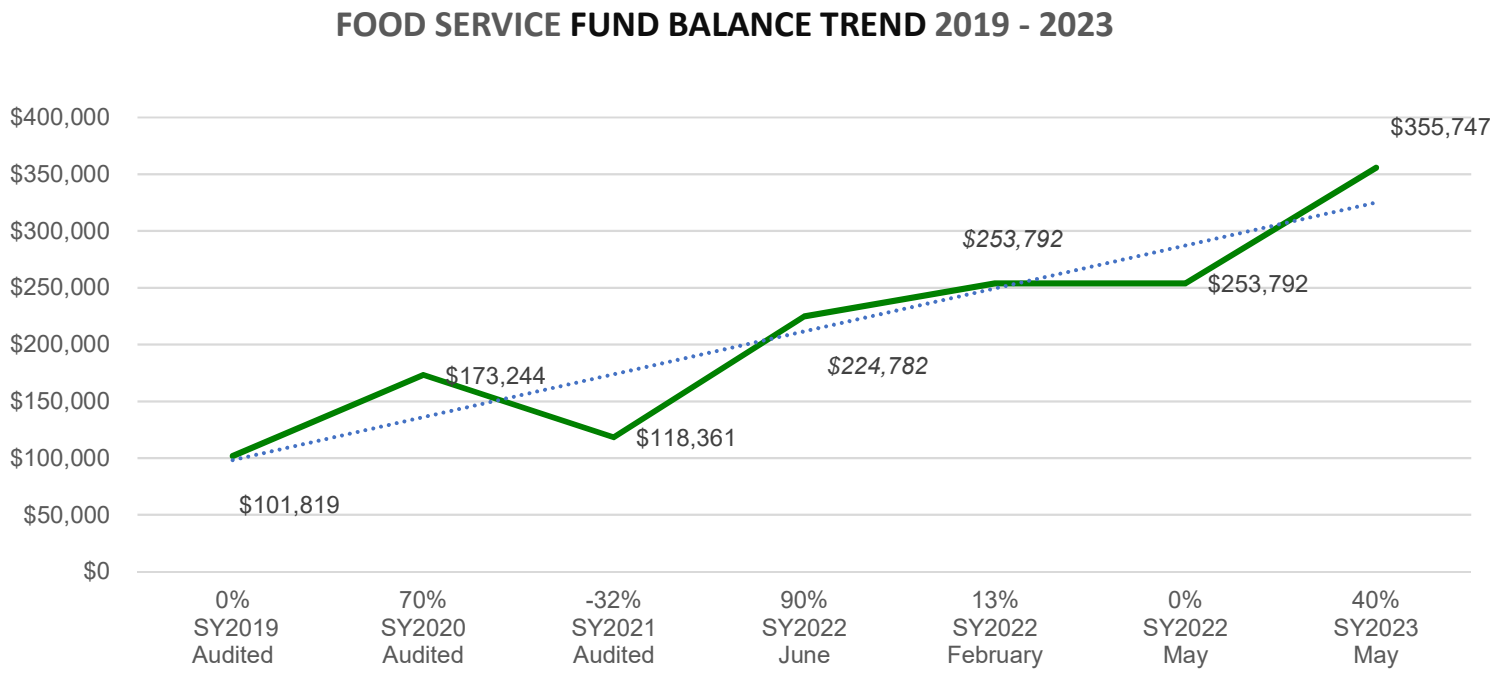
General Fund



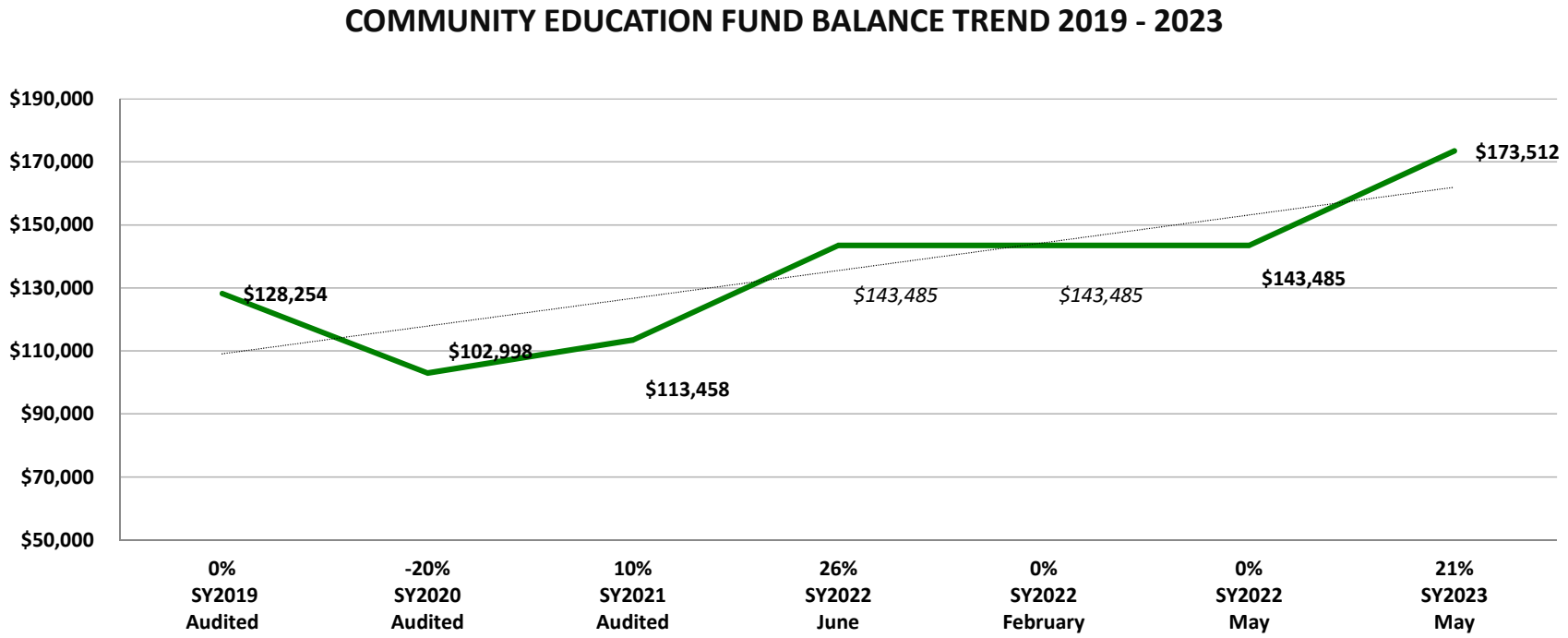
General Fund



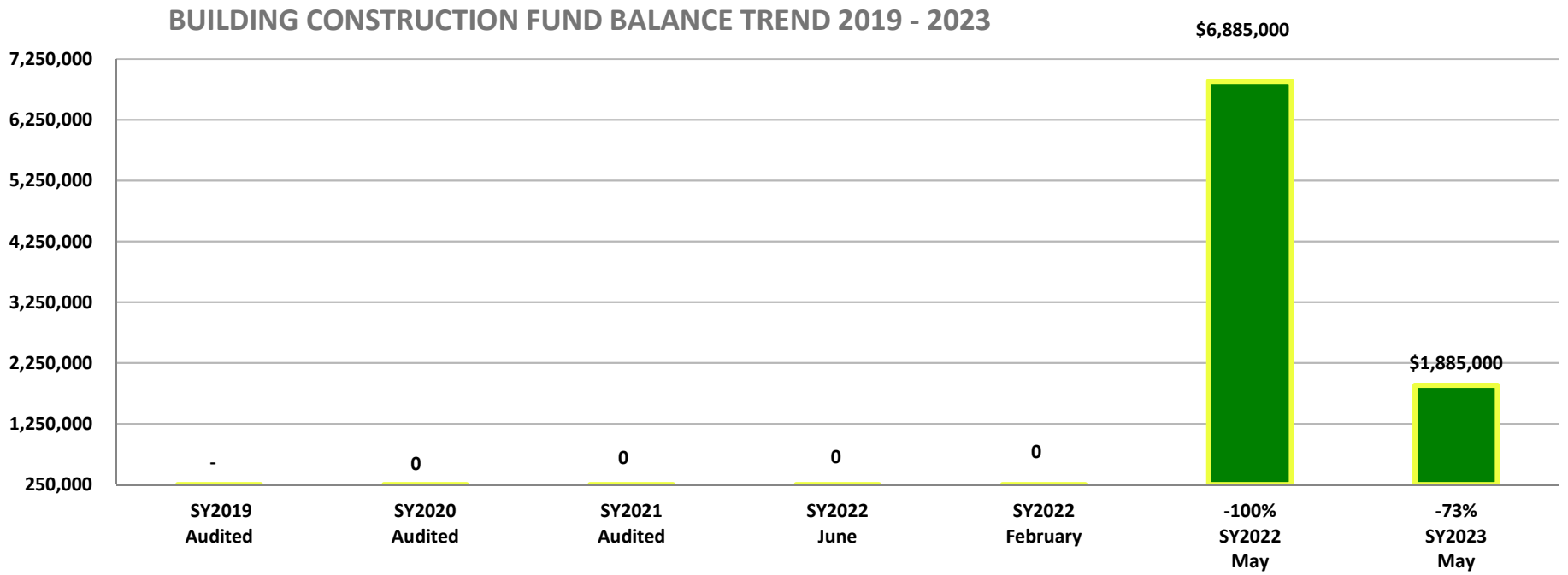
Food Service



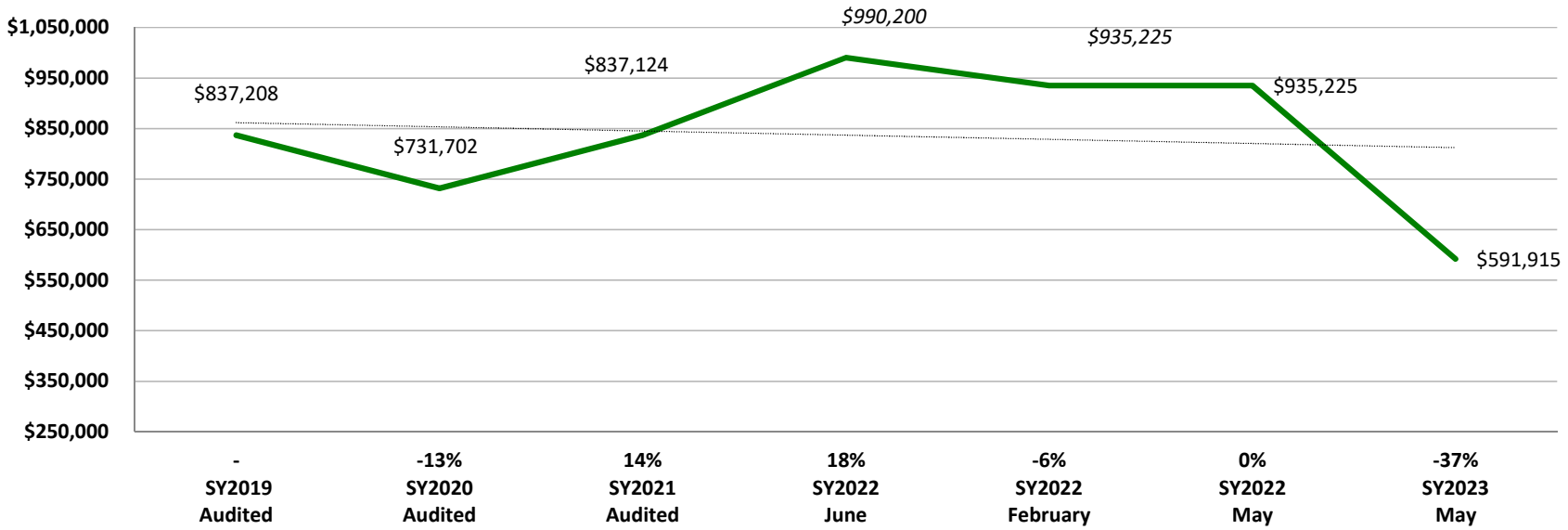
Community Education



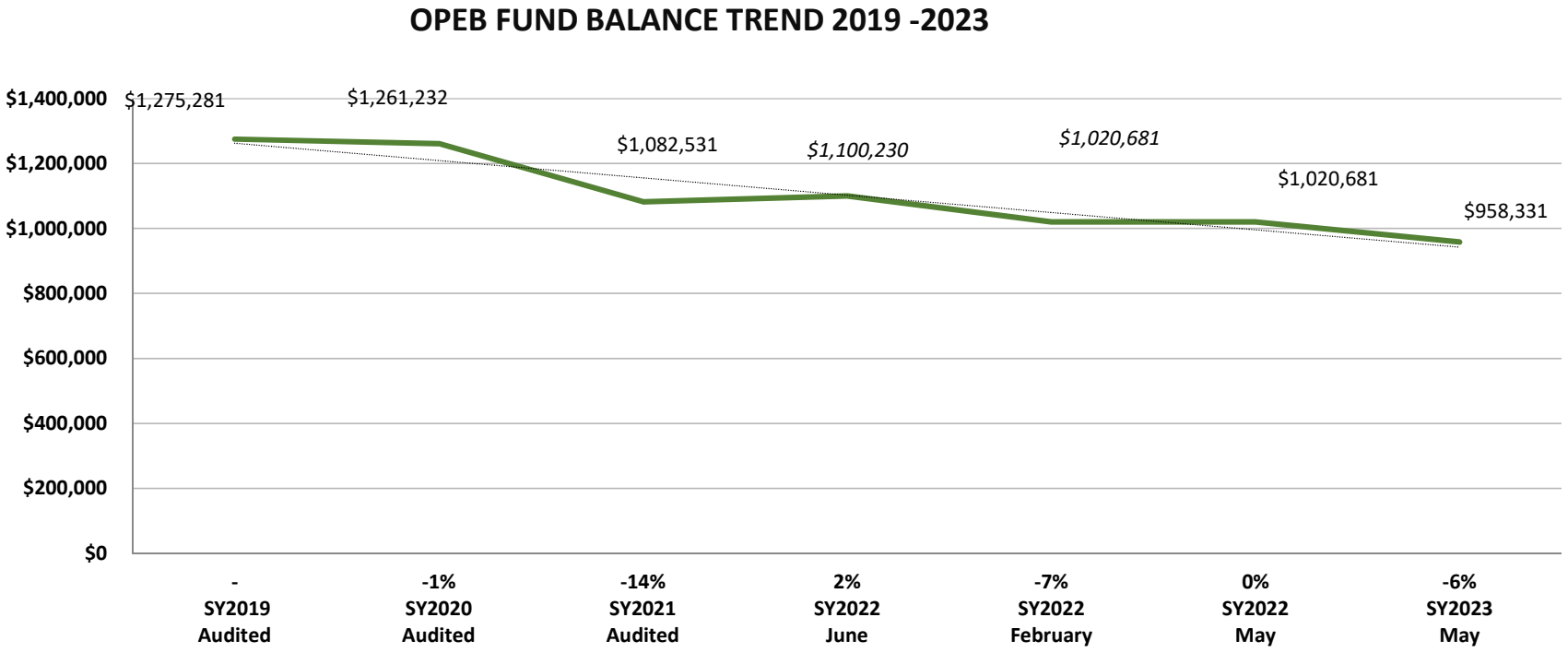
Building Construction



Debt Service



Other Post Employment Benefits (OPEB)



Questions/Comments

Tanley Lego
Business Manager
Rockford Area Schools District
legot@rockford.k12.mn.us

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Authorization for New Depository Account

Meeting Date: May 16, 2022

Prepared by: Tanley Lego

Date Prepared: May 11, 2022

[ ]	Information	[X]	Briefing	[X]	Action	[x]	Enclosure Item(s)

We recommend the authorization to add an additional depository account at Old National Bank due to positive pay issues with Associated Bank and Bank West not having enough collateral support for our needs.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Resolution to Authorize Interim Business Manager to Make Deposits, Pay expenses, Invest and Transfer funds in the Best Interest of the District.

Meeting Date: May 16, 2022

Prepared by: Tanley Lego

Date Prepared: May 11, 2022

☐ Information ☐ Briefing ☒ Action ☐ Enclosure Item(s)

We request a resolution for the board to authorize the Interim Business Manager, Charles Herdegen, to work as acting Business Manager effective May 17, 2022 and to make deposits, pay expenses, invest, and transfer funds (including Electronic transfers) in the best interest of the District and the removal of our current Business Manager, Tanley Lego, due to resignation from our 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 the same to be approved by the school board at the next meeting at which payments of claims are approved. If the board agrees, action is needed.

Bank Signature Authorization for our District banks:
Superintendent Rhonda Dean
Interim Business Manager Charles Herdegen
Board Treasurer Eric Gordee
Board Chair Amy Edwards
Board Clerk Jessica Johnson

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Policies Revision - Policy 503R

Meeting Date: April 18, 2022

Prepared by: Superintendent's Office

Date Prepared: April 5, 2022

☒ Information ☐ Briefing ☐ Action ☒ Enclosure Item(s)

Most important changes to policy 503R - Student Attendance. Other changes took place, please review the complete policy attached to see all the changes.

Section II.A.2. Parent or Guardian's Responsibility - addition of "to request missed assignments due to absence for elementary students, and to update changes to contact information and preferences at least annually to allow school staff to make contact about attendance."

Section II.A.3. Teacher's Responsibility - addition of "the teacher's responsibility to provide all students with information on a digital platform and to provide any student who has been absent with any missed assignments upon request."

Section II.B.1.c. - delete "Work missed because of absence must be made up within _2_ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances."

Section II. B. 2. b. 4. b. - delete "(b) Disciplinary action may also include but is not limited to detention, suspension, etc. as deemed appropriate by the building administrator".

Section III. Addition - "RELIGIOUS OBSERVANCE ACCOMMODATION - Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to building principal."

Adopted: 07/09/01 *Orig. 1995*
Reviewed: 2013
Revised: 04/20/15, 4/18/2022

503R STUDENT ATTENDANCE

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the secondary student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, ~~and~~ to work cooperatively with the school and the student to solve any attendance problems that may arise, to request missed assignments due to absence for elementary students, and to update changes to contact information and preferences at least annually to allow school staff to make contact about attendance.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures ~~uniformly~~ appropriately~~appropiately~~. It is also

Commented [1]: appropriately

the teacher's responsibility to provide all students with information on a digital platform and to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures ~~uniformly~~ appropriately to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

(1) Illness.

(2) Serious illness in the student's immediate family.

(3) A death or funeral in the student's immediate family or of a close friend or relative.

(4) Medical, dental, or orthodontic treatment, or a counseling appointment.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Court appearances occasioned by family or personal action.

(8) Religious instruction not to exceed three hours in any week.

(9) Physical emergency conditions such as fire, flood, storm, etc.

(10) Official school field trip or other school-sponsored outing.

(11) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

(12) Family emergencies.

(13) Active duty in any military branch of the United States.

(14) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher and/or building principal.

(2) ~~Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.~~

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any

reporting requirements of the school district's attendance procedures.

(3) Work at home without prior approval of the building principal.

(4) Work at a business, except under a school-sponsored work release program.

(5) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner:

(a) *The parent or guardian will be notified by phone or by mail after three unexcused absences by the student. At the time of notification, the student or his/her parent/guardian will be urged to set up a conference with school officials regarding the student's absences and any prescribed consequences.*

(b) ~~*Disciplinary action may also include but is not limited to detention, suspension, etc. as deemed appropriate by the building administrator*~~

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. *Tardiness between periods will be handled by the teacher.*

c. ~~A total of three unexcused tardies will be treated as an unexcused absence at the high school level.~~

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs. This policy aligns with the Minnesota State High School League Attendance Bylaw 102.00.

2. School-initiated absences will be accepted and participation permitted.

3. A student in~~student in~~ grade 7-12 may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. *Grade ~~7~~9-12 students involved in athletics or activities must be in school all day*

to be eligible for practice or competition. The exceptions to this rule are as follows:

- *7-12 students may have an excused absence from all or part of first and/or second block (until 10:30 am).*
- *7-12 students may be excused for a medical appointment, in which case the absence will be allowed for any part, or all, of the school day. Upon returning to school, the student will furnish written notification from the medical office, verifying the visit.*

Students, in grades 7 & 8, must not have an unexcused absence, as determined by the Middle School Attendance Policy.

Consequences: a student whose absence from school does not comply with this policy will lose eligibility to practice or play in any school activity that same day.

6. *The Activities Director and/or the Principal will make the ultimate decision on a student's eligibility when there are extenuating circumstances to be considered.*

III. III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

1. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or

2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;

4. That this notification serves as the notification required by Minn. Stat. § 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;

7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under

Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Policy 614 - First read

Meeting Date: May 16, 2022

Prepared by: Superintendent's Office

Date Prepared: May 12, 3033

☐ Information ☒ Briefing ☐ Action ☒ Enclosure Item(s)

MSBA made a change to policy 614. Please see the redline version of the policy attached.

Change: added note in different pages "[Note: This form is available on the Minnesota PearsonAccess Next website – see Cross references for website address.]"

The link to the website was added under Cross references at the end of the policy.

Adopted: 2/11/02 *Orig. 1997*
Reviewed: 2017, 2022
Revised: 12/17/18

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent

1. Responsibilities before testing.

a. Designate a district assessment coordinator and district technology coordinator.

b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.

c. Annually review and recertify staff who have access to MDE secure systems.

d. Read and complete the *Assurance of Test Security and Non-Disclosure*. [Note: This form is available on the Minnesota PearsonAccess Next website – see Cross references for website address.]

e. Establish a culture of academic integrity.

f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.

g. Ensure student information is current and accurate.

h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.

i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.

k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).

l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.

b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.

c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.

d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.

e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.

f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.

b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.

(1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.

d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.

e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.

f. Establish district testing schedule within the testing windows specified by the MDE and service providers.

g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.

(1) Provide training on proper test administration and test security. (Pearson's Training Management System)

(2) Verify staff complete any and all test-specific training.

i. Maintain security of test content, test materials, and record of all staff involved.

(1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

(2) Organize secure test materials for online administrations and keep them secure.

(3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test

materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

j. Confirm that all students have appropriate test materials.

2. Responsibilities on testing day(s).

a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.

b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.

d. Address invalidations and test or accountability codes.

3. Responsibilities after testing.

a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

c. Return secure test materials as outlined in applicable manuals and resources.

d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.

e. Review student assessment data and resolve any issues.

f. Distribute Individual Student Reports no later than fall parent/teacher conferences.

g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.

a. Designate a school assessment coordinator and technology coordinator for the building.

b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.

c. Read and complete the *Assurance of Test Security and Non-Disclosure*.

d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.

e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.

f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.

g. Verify that all test monitors and test administrators receive proper training for test administration.

h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.

i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2. Responsibilities on testing day(s).

a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.

b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3. Responsibilities after testing.

a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.

b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.

a. Implement test administration and test security policies and procedures.

b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.

d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.

e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.

g. Maintain security of test content and test materials.

(1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

(2) Organize secure test materials for online administrations and keep them secure.

(3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

(4) Identify need for additional test materials to district assessment coordinator.

(5) Provide MTAS student data collection forms if necessary.

(6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.

(7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.

b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.

c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.

d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.

e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.
[Note: This form is available on the Minnesota PearsonAccess Next website – see Cross references for website address.]

f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

a. Ensure that all paper test materials are kept locked and secure and security checklists completed.

b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

d. Return secure test materials as outlined in applicable manuals and resources.

e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.

2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

5. Attend district training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documentation.

7. Prepare computers and devices for online testing.

8. Confirm site readiness.

9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.

   a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

   b. Attend trainings related to test administration and security.

   c. Complete required training course(s) for tests administering.

   d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.

   e. Be knowledgeable regarding student accommodations.

   f. Remove or cover any instructional posters or visual materials in the testing room.

2. Responsibilities on testing day(s).

   a. Before test.

      (1) Receive and maintain security of test materials.

      (2) Verify that all test materials are received.

      (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

(4) Verify student testing tickets and appropriate allowable materials.

(5) Assign numbered test books to individual students.

(6) Complete information as directed.

(7) Record extra test materials.

b. During test.

(1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.

(2) Follow all directions and scripts exactly.

(3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

(5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

(6) Do not review, discuss, capture, email, post, or share test content in any format.

(7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

(8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as.

c. After test.

(1) Follow directions and scripts exactly.

(2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.

(3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.

a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s).

a. Before the test.

(1) Maintain security of materials.

(2) Confirm appropriate MTAS materials are available and prepared for student.

b. During the test.

(1) Administer each task to each student and record the score.

(2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.

(3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(4) Document and report and unusual circumstances to district or school assessment coordinator.

c. After the test.

(1) Keep materials secure.

(2) Return all materials.

(3) Return objects and manipulatives to classroom.

(4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.

a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.

b. Ensure English language and special education designations are current and correct for students testing based on those designations.

c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing.

a. Ensure accurate enrollment of students in schools during the accountability windows.

b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.

c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

A. ~~A.~~ Test Security Procedures will be adopted by school district administration. [Note: This form is available on the Minnesota PearsonAccess Next website – see Cross references for website address.]

B. Students will be informed of the following:

1. The importance of test security;

2. Expectation that students will keep test content secure;

3. Expectation that students will act with honesty and integrity during test administration;

4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

   If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.

2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.

6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.

8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.

9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.

10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:
Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms: http://minnesota.pearsonaccessnext.com/policies-and-procedures/

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Subject: **Time and Place of Board Meetings for 2022-23 School Year**

Meeting Date: May 16, 2022

Prepared by: Superintendents Office

Date Prepared: May 13, 2022

[ ]	Information	[X]	Briefing	[X]	Action	[ ]	Enclosure Item(s)

The Board will return to the District Office in room 13 with regular meetings held on the third Monday of the month starting at 6:30 pm unless otherwise stated. The official posting place for school board meeting notices is in the hallway window of the district office. If the board agrees, action is needed.

2022

July 18, 2022	Work Session - 5:30 p.m.
July 18, 2022	Regular Meeting - 6:30 p.m.
August 15, 2022	Regular Meeting - 6:30 p.m.
August 29, 2022	Work Session - 6:30 p.m.
September 19, 2022	Work Session - 5:30 p.m.
September 19, 2022	Regular Meeting - 6:30 p.m.
October 3, 2022	Work Session - 6:30 p.m.
October 17, 2022	Regular Meeting - 6:30 p.m.
November 21, 2022	Work Session - 5:30 p.m.
November 21, 2022	Regular Meeting - 6:30 p.m.
December 5, 2022	Work Session - 6:30 p.m.
December 19, 2022	Regular Meeting (*Truth in Taxation Hearing) 6:30 pm*

2023

January 9, 2023	Organizational Meeting - 6:30 p.m.
January 18, 2023	Work Session - 5:30 p.m. (*moved due to MLK Jr. Day*)
January 18, 2023	Regular Meeting - 6:30 p.m.
February 6, 2023	Work Session - 6:30 p.m.
February 22, 2023	Regular Meeting - 6:30 p.m. (*moved due to President's Day*)
March 20, 2023	Work Session - 5:30 p.m.
March 20, 2023	Regular Meeting - 6:30 p.m.
April 3, 2023	Work Session - 6:30 p.m.
April 17, 2023	Regular Meeting - 6:30 p.m.
May 15, 2023	Work Session - 5:30 p.m.
May 15, 2023	Regular Meeting - 6:30 p.m.
June 19, 2023	Regular Meeting - 6:30 p.m.
June 26, 2023	Work Session - 6:30 p.m. - *Superintendent Evaluation*

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Subject: District Parent-Students Handbook 2022-2023

Meeting Date: May 16, 2022

Prepared by: Superintendent's Office

Date Prepared: May 12, 2022

	Information	X	Briefing	X	Action	X	Enclosure Item(s)

This is a listing of changes, other than dates and staffing changes. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.

- **Addition** of Mission, Vision, Core values, and strategic directions page.
- **Addition** of RAS school calendar image
- Lunch prices are pending release from MDE.
- **New assignment of Title IX Coordinators**: *Robert Danneker, pending HR Director hire*
- **New assignment of 504 District Wide coordinator**: *Robert Danneker*
- **Removal** of Monthly Building newsletter paragraph.
- **Addition** of E-Learning day information
- **Addition** of the following paragraph under Academic Integrity: *Rockford High School follows the International Baccalaureate (IB) policies that were approved by the Rockford Area School Board and authorized by the International Baccalaureate Organization (IBO). These policies can be viewed on the Rockford High School website.*
- **Addition** of Weighted Grading updated information and Courses required: *Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS courses, are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.*

Required Areas of Study	Credits
English	**8**
Social Studies	**7**
Math (All students must complete Algebra II)	**6**
Science (All students must complete Chemistry	**6**

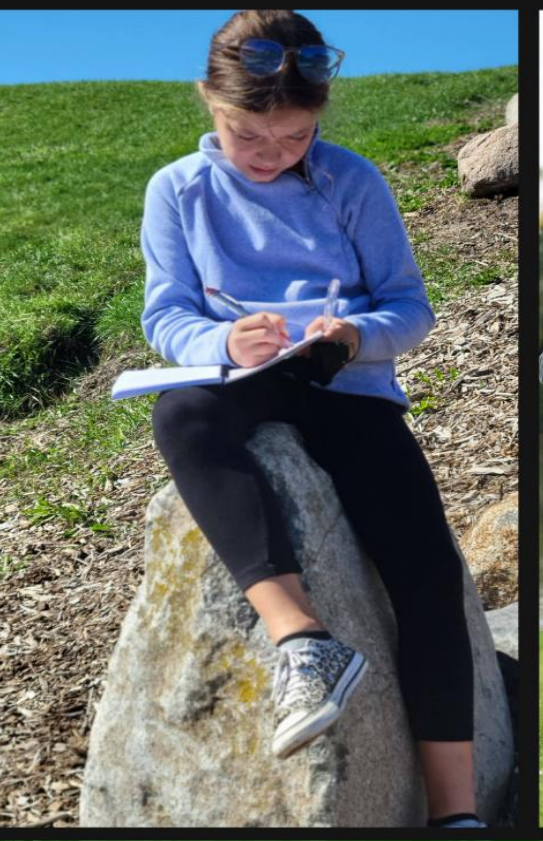
or Physics)	
Physical Education	**1**
Health	**1**
Fine Arts	**2**
Career & Technical	**1**
Electives	**18**
TOTAL	**50**

- **Addition** of Gambling section under Rules and Discipline: *Participation in gambling activities for money or other collateral or incentives is prohibited on school grounds without a state-approved gambling license. Students who are found in violation of this expectation may be subject to disciplinary action up to or including suspension or expulsion.*
- **Addition** to the Public notice appendix: *Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*
- **Addition** to Unpaid Meal Charges under section II, III, IV and section V (see Appendix 7, Unpaid meal charges for all the changes).

A complete redline draft of this handbook is included in the Board packet.

STUDENT-PARENT HANDBOOK

2022-2023 SCHOOL YEAR



OUR MISSION

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

www.rockford.k12.mn.us | 6051 Ash St. Rockford, MN 55373 | 763-477-9165

2022~~1~~-2023~~2~~ District Student-Parent Handbook

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Disclaimer: The Rockford Area School district reserves the right to alter or vary the application of these rules and procedures. As new policies or regulations are developed by the school board or State or Federal statutes, additions or deletions will be made to this handbook. Any conflicts between language in this handbook and a school district policy will be resolved in favor of the policy.

INTRODUCTION

This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2021. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.

MISSION

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

VISION

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

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

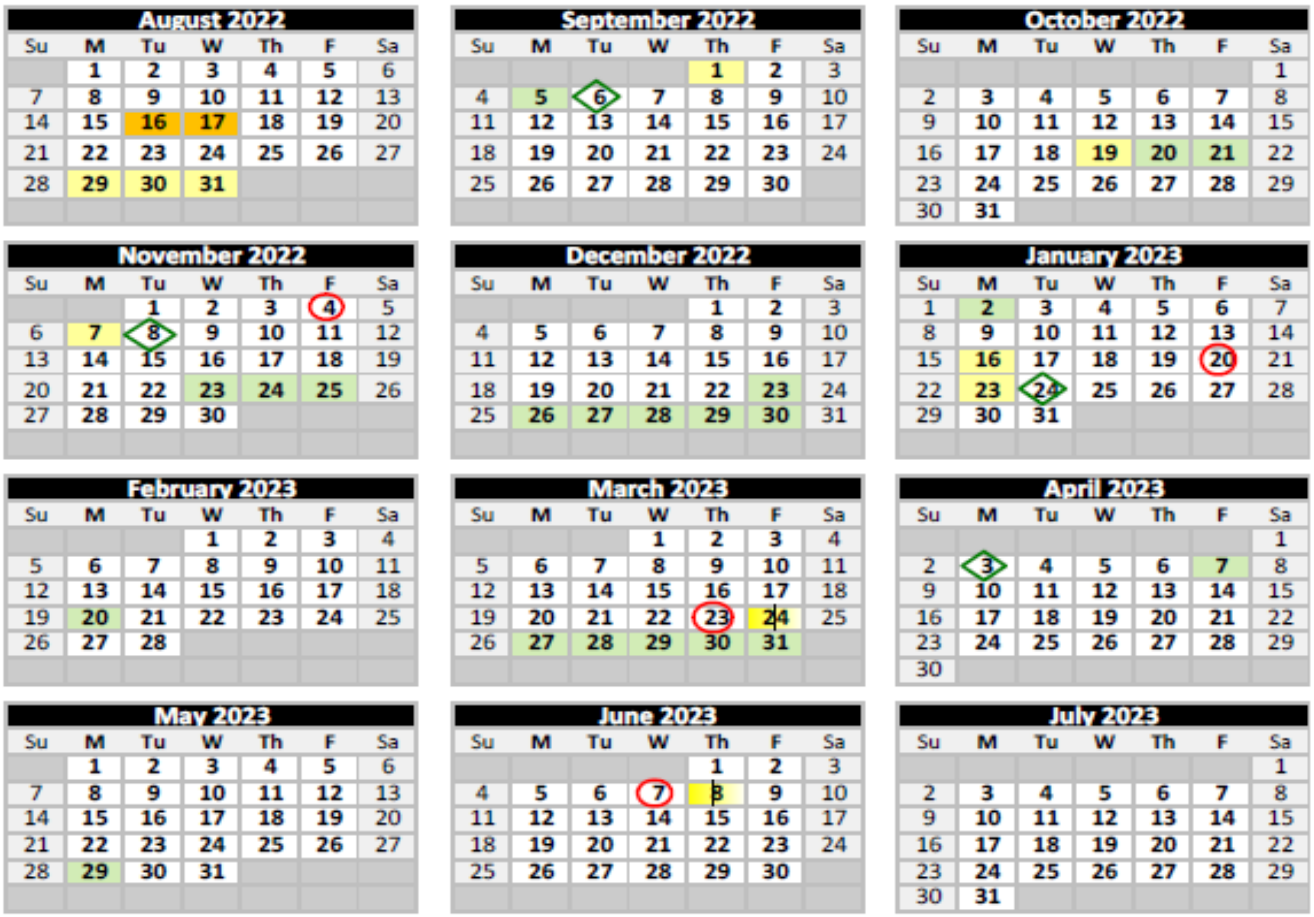
Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement

ROCKFORD AREA SCHOOL SCHOOLS
CALENDAR FOR 2022-2023 SCHOOL YEAR

Approved 2-23-2022



School Closed

Staff Development/Work Time (no school for students)

Half Day Staff Development (no school for students)

Start of Quarter

End of Quarter

New teacher days

June 1 - Seniors last day

1st Qtr.	September 6 to November 4 =	41
2nd Qtr.	November 8 to January 20 =	43
3rd. Qtr.	January 24 to March 23 =	42
4th Qtr.	April 3 to June 7 =	46
		172 days
	June 2 - Commencement	

New Staff Days	8/16, 8/17	
Workshop Week	8/29, 8/30, 8/31, 9/01	4
SD Days/Work Days	10/19, 11/07, 1/16, 1/23, 3/24 (.5), 6/08 (.5)	5
		172
		+ 181
	2 PM days = 16 hrs	**183**

REAMS EVENTS	DATES	HRS
Assessment Days	9/06, 9/07	16 hrs
Fall Conferences	11/7, 11/10	8 hrs
Spring Conferences	3/09, 3/13	8 hrs
Kindergarten Round Up	03/02	

RMS-CES EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/18	4 hrs
Winter Conferences	1/12	4 hrs
STEM, Art and Academic Showcase	4/20	4 hrs

RHS EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/27	4 hrs
Spring Conferences	3/16	4 hrs
Curriculum Night	12/13	4 hrs
Commencement	6/2	Extra

PART I – INFORMATION

~~About This Handbook~~

~~This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2020. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.~~

Arrival and Dismissal Hours

School day hours at each building are:

REAMS 8:05am-~~3~~2:~~00~~55pm
ECSE AM Section: 8:05am-10:45am
ECSE PM Section: 12:15pm-2:55pm
RMS-CES 7:50am-2:45pm
RHS 8:00am-2:50pm

School begins for each child as he/she enters the door and appropriate behavior is expected in all areas of the building at all times. For the welfare and safety of all students, it is requested that students do not arrive at school any earlier than necessary. If you choose to pick-up your child at the end of the school day, please be sure to sign-in at the front office and obtain a visitor's sticker. Unless participating in a school-sponsored activity or working with a teacher, students should not be in the building without supervision.

Calendar

Refer to District Policy 602

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the introduction section and on the school district's website at www.rockford.k12.mn.us.

Class Assignments

Refer to District Policy 515

Students will receive instruction in required courses/classroom assignments throughout the school year. Parents and guardians will assist their child in selecting elective courses at RMS-CES and RHS. This selection is a term-long commitment. Schedules are subject to change due to academic needs and availability.

Complaints

Refer to District Policy 103

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under the Family Educational Rights and Privacy Act (FERPA), transfer to the student. However, although the rights under FERPA have now transferred to the student, a school may disclose limited information from an "eligible student's" education records to the parents/guardians of the student, without the student's consent, if the student is a dependent for tax purposes. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the US Department of Education. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

In an effort to keep parents/guardians included in their student's educational progress, an Authorization form is available at the high school office. Parents/guardians are asked to review this Authorization with their child and obtain their consent on or after their 18th birthday. All signed Authorizations may be returned to the high school counseling office and records will be updated to reflect the 18-year old child's consent to allow his/her parents or guardians to have access to all educationally related matters.

All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

Refer to District Policy 406

Most district employees' email addresses follow the format: last name first initial@rockford.k12.mn.us. More information is located on our website at www.rockford.k12.mn.us.

Employment Background Checks [*]

Refer to District Policy 404

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

Refer to District Policy 801

It is the intention of the Rockford School Board to make available, whenever possible, the facilities of the school system by organizations and groups in the community. For more information, please call Community Education at 763-477-4563. Appropriate and sufficient personnel are required to be present when facilities are in use. Charges will be made to groups when services of personnel are required when they normally are not on duty. Rental fees will be charged according to School Board Policy.

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students *are* expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school office.

Food in the Classrooms

Refer to District Policy 533

Food and beverages are to be consumed in the designated areas and are not permitted in the other areas without permission. No food or beverage of any kind is allowed in the auditorium, media center, or computer labs. If students bring food into the classrooms, please comply with our district wellness policy. Please be cognizant that many students have severe food allergies that may limit foods permitted in the classroom.

Birthday Treats

Please let the teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. All treats must be store bought and commercially prepared. Healthy classroom treats can be ordered through our food service department.

Fundraising

Refer to District Policy 511

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director (if extracurricular activity), building Principal, Business Manager and Superintendent. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. The required paperwork to receive the required approval can be found at ~~www.rockford.k12.mn.us.~~the school office.

Gifts to Employees

Refer to District Policy 421
Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value.
Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Gifts and Deliveries to Students
Gifts, balloons, flowers, etc. will not be delivered during the school day with the exception of school-sponsored activities. Any deliveries will be kept in the office and delivered at the end of the day.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

Rockford Area Schools observes various holidays throughout the school year. Students who are unable to participate in holiday celebrations are excused from these events. Parents/guardians should contact the building principal in advance to excuse an absence. Please refer to the district calendar in the introduction of this handbook or on the website www.rockford.k12.mn.us

Infinite Campus

Parent Portal, located on the school's website, allows parents to connect to school anytime from any place that has Internet access. This program allows you to access your child's school records such as: attendance, academic progress reports, report cards, health records and lunch account. Student fees are assigned on your child's fee tab on your Parent Portal. Fees, including lunch payments, can be paid directly in your Campus account. To sign up, you need a photo ID, such as a driver's license, for assurance of confidentiality of your child's records. You can sign up at any building office.

Insurance

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school or school sponsored activities. Accident insurance information is available on our district website at www.rockford.k12.mn.us or at www.k12specialmarkets.com regarding a school day or 24-hour accident insurance plan for school age children. The service is provided through a private agency for your convenience. It is optional.

Interviews of Students by Outside Agencies

Refer to District Policy 519
Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library/Media Center

The library/media center hours will be available at each building's office and on the district website.
Students are welcome in the Media Center when a supervisor is present and are expected to follow the same rules as classroom behavior.

Lockers

Pursuant to Minnesota statutes, school lockers are the property of the school district. Students are to keep lockers neat and orderly and are to use the locker they are assigned. All hall lockers have combination locks. The district's insurance does not cover the loss of personal items. If using locker room lockers, students are **strongly encouraged to put and use locks on them.** Locks for locker room lockers may be purchased at school for $5.00 or students may bring their own lock. If supplying their own lock, the combination MUST be shared with the school. Information regarding locker searches can be found under the Searches section.

Lost and Found

Please feel free to check the Lost and Found when you are at school and remind your child to check if they are missing anything. Items left at school will be donated to charity periodically throughout the year.
Parents/guardians should give the following point's careful consideration to help eliminate lost items:

1. Clearly label your child's coats, jackets, sweaters, caps, boots, etc., with his/her full name and grade.
2. Use caution in allowing articles of sentimental or monetary value to be brought to school.
3. When an article is lost, don't let time elapse before you or your child tries to locate it.

Lunch

Refer to District Policy 534
A complete and nutritional breakfast/lunch program is available at our school. Menus are published on the Rockford Area Schools website at www.rockford.k12.mn.us. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought

from home. Student beverages must comply with our District's Wellness Policy (refer to District Policy 533).

Lunch is to be eaten in designated areas only, unless other arrangements are made. The right of the student to eat in the lunchroom or commons area is coupled with the responsibility of keeping the area presentable for others. Students are expected to demonstrate respectful behavior and observe school policies and rules during lunch. All schools have a closed campus as well as a closed lunch period~~;~~. Students are not allowed to leave the lunchroom/commons area during lunch and visitors need to check in at the building office.

Lunch times vary by classroom, grade level or schedule. Lunch schedules may change at quarter and/or semester breaks for some students. Students will be notified of their assigned lunch time on the first day of class at each trimester/quarter.

~~2021~~2022-202~~2~~3 LUNCH PRICES

Breakfast $1.85
Elementary Lunch $2.65
Middle/High Lunch $2.90
Adult Lunch/2nd Lunch $3.85
Milk $.60

Lunch Balances

Students are encouraged to participate in the food service program on a daily basis. Sustained participation ensures a better program at lower costs.

Parents/guardians will be notified by email or letter when their students balance is at a positive $10.00. Students will not be permitted to charge meals to their account if they have a $-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: ~~Deb Graunke~~Harlan Adelman. Students can also bring deposits to their building office. You can view your child's lunch balance by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in **Appendix 7**.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office, the district office and on the district website. For more information regarding eligibility for free and reduced-price meals, contact 763-477-9165.

Messages to Students

Office telephones are available for students' use. Students will not be called out of class to receive phone messages except in the event of an emergency.

Personal cell phone use during the instructional day is prohibited at the elementary school, but allowed during non-instructional times at the middle and high schools. Students will not accept telephone calls in their classroom. Students are to use the phone only with their teacher's permission and only for very important messages. Making arrangements for after-school social affairs is not considered an acceptable reason to use the phone. Please make plans at home to take care of personal business (i.e., Cub Scouts, Brownies, and other after school activities).

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Money

Please emphasize with your child(ren) the danger of leaving money or valuables in their desk or other places at school. The school assumes no responsibility for the loss of money or valuables.

Nondiscrimination [*]

Refer to District Policy 102, 401, 521, 522 and 528

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the building principal, as the district's human rights officer to handle inquiries regarding nondiscrimination. Persons who wish to make a complaint regarding a disability discrimination matter may use the Student Disability Discrimination Grievance Report Form found on our website at www.rockford.k12.mn.us. The form should be given to ADA/Section 504 coordinator.

Section 504 of the Rehabilitation Act of 1973

The school district recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and activity in the school system. If there are questions

regarding Section 504, contact a building principal or the counselor.

Grievance Procedure for Complaints of Discrimination

The school district has developed a grievance procedure to comply with federal laws by providing due process standards that provide for the prompt and equitable resolution of complaints of sex discrimination under Title IX of the Education Amendments Act or for complaints of disability discrimination under Section 504 of the Rehabilitation Act. See **Appendix 6** for full procedure.

Vocational Opportunities Annual Notification

Rockford Area Schools offers a variety of vocational opportunities through the Business Education and Career and Technology Education Departments.

The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

Section 504 and Title IX Coordinators

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Title IX Coordinators

~~Matthew Scheidler, POSA~~ Robert Danneker
Office Address: Rockford ~~Elementary Arts Magnet~~ High School, 76~~5~~00 County Road 50, Rockford MN 55373
Office Phone Number: 763-477-5837 X ~~1006~~3057

TBD, Director of Human Resources
Office Address: 6051 Ash St.
Rockford, MN 55373
Office Number: 763-477-9165 x 4009

Section 504 Coordinator

Rob Danneker, Director of Student Services~~Matthew Scheidler, POSA~~
Office Address: Rockford ~~Elementary Arts Magnet~~High School School, 76~~05~~0 County Road 50, Rockford MN 55373
Office Phone Number: 763-477-5837 ~~X1006~~X3057

Notice of Violent Behavior by Students [**]

Refer to District Policy 529

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Outdoor Recess

All children must go outside on outdoor recess days. The temperature and wind-chill factor are considered when the decision is made for outdoor recess. The elementary school uses the following weather guidelines for preparing students to go outdoors at recess:

1. Warmer than 0ºF -- outside recess for all students.
2. Between 0ºF and -10ºF -- recess time may be shortened.
3. Colder than -10ºF -- indoor recess.

Parent/Guardian and Teacher Communications

Automated Information System

Our automated alert system has the capability to provide important messages electronically via computer, telephone and/or text message. This system is used for emergency situations only (e.g. school closings, threats, etc.).

Parent Portal through Infinite Campus

Parent Portal gives parents/guardians and students easy online access to current grades, attendance, test scores, health information, lunch account balances, etc. Teachers are required to update grades weekly. At times, the update may go beyond one week because of the grading of a major project. If you have questions or are having difficulty logging in, contact the building office.

Progress Report/Report Cards

Report cards will be available online at the end of each grading period. Printed copies are available upon request.

Teacher Classroom Calendar

Visit our website at www.rockford.k12.mn.us and find your school's tab, then the academics tab to find the teacher's website to view your child's upcoming assignments and class activities. This link is designed to help you monitor your child's homework, quizzes, tests, and major assignments. Information is updated regularly.

Weekly Building Bulletin

The weekly building bulletin is emailed on the last day of each school week. It features highlights from the current week and previews upcoming events.

~~***Monthly Building Newsletter***~~
~~The newsletter is emailed once per month and includes previews about what to expect in the coming month and other pertinent information.~~

Parent/Guardian and Teacher Conferences

Parent/guardian and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for 2022~~0~~-2~~1~~3 school year, please check out the 2020~~2~~-2~~1~~3 academic calendar in the Introduction part of this handbook, visit our website www.rockford.k12.mn.us, or contact the building office.

Parent/Guardian Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building or classroom, parents/guardians should contact the building office. Parents/guardians who visit the school must sign in at the building office before entering a classroom.

Photographs

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

Pledge of Allegiance [*]

Refer to District Policy 531
Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Return Check Notification

If your check is returned, it may be represented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. If you have any questions about this service, please contact the business office at 763-477-9165.

Schedule

Refer to District Policy 602
A schedule is needed to ensure the smooth operation of the school. The daily school schedule is often building specific and within the authority of the building principal to determine. A general building schedule can be found at the beginning of the handbook.

School Activities

Refer to District Policy 510
The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

~~The~~ Rockford Area School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director.

School Closing Procedures

Refer to District Policy 806
School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible.

School closings due to severe weather or other emergency reasons will be posted on the district website at www.rockford.k12.mn.us. A media message will be announced over TV stations, KARE 11 TV, WCCO 4, KSTP 5 and KMSP 9, ~~and also~~ placed on KRWC 1360 radio and our social media channels. Complementing the media messages is our family notification system through Infinite Campus.

The school district may conclude that students can be safely transported to and from school and keep school open, but an individual parent may disagree with our decision. Under such conditions, parents/guardians must exercise their judgment regarding the attendance of their child(ren). We will respect all reasonable decisions in these circumstances and excuse any absence.

NWSISD Closing Procedures

As a reminder for our NWSISD families, please go to NWSISD website for transportation information regarding school closings information, and other guidelines. To view the NWSISD website, please go to www.nws.k12.mn.us, click on the Transportation tab on the left side.

E-Learning Day

Instead of a school closure, we might decide to have an E-Learning Day. E-Learning allows schools to offer access to online instruction provided by the students due to inclement weather. While E-Learning days cannot replace students' face-to-face time with their teachers, they can provide better continuity when inclement weather inhibits a full day of in-person instruction.

Searches

Refer to District Policy 502 and 527R

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles, including snowmobiles, parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Cell Phones and Other Electronic Communication Devices

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. A student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement.

Lockers and Personal Possessions Within a Locker [*]

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus [**]

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles, including snowmobiles~~,~~ of students. Such patrols and inspections may be conducted without

notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Student Publications and Materials

Refer to District Policy 505 and 512
The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

Distribution of Non-school-Sponsored Materials on School Premises [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. Any student or employee wishing to distribute (as defined in this policy) non-school sponsored material must first submit for approval a copy of the material to the building principal who will review the request and render a decision. For detailed information, see the complete "Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees" policy 505 on the district's website at www.rockford.k12.mn.us.

School-Sponsored Student Publications
The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records [*]

Refer to District Policy 515
Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, please see **Appendix 3** in the back of this handbook.

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Family Educational Rights and Privacy Act (FERPA)

Refer to District Policy 515
Rockford Area Schools recognize its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Rockford Area Schools recognize that only pertinent and factual information shall be in the permanent records of the district's students and that a parent or eligible student has a right to inspect and review student's educational records.

Student Surveys [*]

Refer to District Policy 520
Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see **Appendix 4** in the back of this handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Telephone Access

A courtesy phone is available for student use in the school office and Community Center when permission from the office staff is given. Students will not be called out of class to receive phone messages except in the event of an emergency. Students may be prohibited from using cell phones during instructional time; expect to wait for a text response from your child until cell phone use is permitted. **In the case of an emergency, please contact the school office instead of contacting your child directly.**

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Transportation of Public School Students

Refer to District Policy 707, 709R and 710
Riding the school bus is a privilege, not a right. The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation
Refer to District Policy 710
The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recording

School Buses
Refer to District Policy 711
The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increase the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the student's' misconduct on the bus.

Photos/Recordings Taken on School Property
Any picture or video taken on school grounds with a school-owned or personal digital camera, cell phone, etc. is the property of the school.

Places Other Than Buses
Refer to District Policy 712
The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

The Rockford Area Schools' curriculum fulfills the requirements of the Minnesota Content Area Standards.

Academic Integrity

Refer to District Policy 506

Standard

Rockford High School follows the International Baccalaureate (IB) policies that were approved by the Rockford Area School Board and authorized by the International Baccalaureate Organization (IBO). These policies can be viewed on the Rockford High School website.

All students are expected to demonstrate academic integrity which includes honesty, trust, fairness, respect and responsibility.

All work submitted for credit in any class is expected to be produced by and be the original work of the student submitting it. Students who allow their work to be copied will receive the same or equal penalties to those who do the copying.

Consequences may include:

- redoing the assignment
- completing a new assignment
- loss of credit for the assignment/s
- loss of credit for the course
- removal from the course
- suspension from school

Cheating and Plagiarism

Refer to District Policy 506

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment may be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Acceleration and Retention

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

Acceleration: Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of the school year.

***Retention*:** Retention of a student may be considered when professional staff and parents feel that it is the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

***Program Design**:* The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

The school district will adopt procedures for the academic acceleration of gifted and talented students. This procedure will include how the district will assess a student's readiness and motivation for acceleration; and match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for the student.

Alternative Educational Opportunities

Refer to District Policy 605

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions

about these programs should contact the school counselor or building principal.

Early Entrance to Kindergarten

Refer to District Policy 550

Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1. The School District recognizes that children develop physically, emotionally and intellectually at their unique rates, resulting in varying levels of school readiness. An order determination for early entrance into kindergarten has been established by the Board of Education of Independent School District #883, Rockford Minnesota. Please contact the building principal for more information regarding processes for Early Admission Kindergarten.

Early Graduation

Refer to District Policy 613R

Students may be considered for early graduation after completing the conditions provided in district policy.

Extended School Year Opportunities

Refer to District Policy 508

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the student's Case Manager.

Field Trips

Refer to District Policy 610R

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Field Trip Eligibility

Refer to District Policy 610R

Field Trips are an extension of the regular curriculum and is part of the educational experience. While on field trips, all children are expected to demonstrate the same expectations and behavior as in school.

Grades

Parents and guardians may access student records electronically via the Parent Portal through the district website at www.rockford.k12.mn.us. To ensure the confidentiality of student information, parent/guardian accounts must initially be set up at any of the building offices with a photo ID, such as a driver's license. This account will provide access to information regarding a student's attendance, academic progress, report cards, health records, student fees, and lunch account and serves as an important communication tool between the school and home.

Every student has the right to be informed of his/her academic progress. Progress information will be available for students in grades 7-12 regularly. Report cards will be available after the conclusion of each marking period. Report cards will be available electronically for parents/ guardians to review. Parents are encouraged to routinely check their child's information in the Parent Portal.

Grades 7-12

Grades shall be in letters A, B, C, D, and F for grades 7-12 and will be recorded on report cards and permanent records accordingly. The letter grade is transposed to number equivalents as follows for computing grade point average:

Grade	Grade Pt. Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.0 (no credit given)
I (incomplete)	No value

Incompletes

In order for an "incomplete" to be granted for a final semester grade, the student and teacher must meet to discuss the circumstances. All work must be completed within two weeks of the last day of the semester or the grade will be considered an F; unless there are extenuating circumstances at the discretion of the Principal.

Pass/Fail Grading

Pass/Fail grading is **NOT** an option for students **in REQUIRED classes,** unless a student's individualized education plan stipulates otherwise. Elective courses may be taken on a pass/fail basis, with the permission of the instructor, and the approval of the principal. **Any such**

request must be made to the instructor and approved by the building principal during the marking period.

Weighted Grading

Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS courses, are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college. ~~Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS), Advanced Placement (AP) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS or AP courses are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.~~

Weighted Classes

Refer to District Policy 613R

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

Grades K-6

Standards Rubric

1 - Does Not Meet
2 - Partially Meets
3 - Meets
4 - Exceeds
__ NE - No evidence
__ - A blank entry indicates a standard has not been addressed during a given grading period.

Graduation Requirements [*]

Refer to District Policy 613R

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from **Rockford High School**.

Course Credits Required

In order to receive a diploma, students must successfully complete the following credits and comply with the following high school level course requirements as listed.

Required Areas of Study	Credits
English	8
Social Studies	7
Math (All students must complete Algebra II)	6
Science (All students must complete Chemistry or Physics)	6
Physical Education	1
Health	1
Fine Arts	2
Career & Technical	1
Electives	18
TOTAL	50

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Ed. K-12
Minnesota Academic Standards, Arts K-12

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the counselor or building principal.

Homework

Refer to District Policy 506 and 612.1

Homework assignments are determined by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians and family members to encourage their child(ren) to complete homework thoroughly and promptly.

Students are responsible to request and complete the work that was missed during their absence(s) immediately upon return. A student (or parent) may also request homework prior to a student's return to school. Students and parents may also request homework in advance of an absence, or while absent.

Parent Right to Know [*]

If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Right to Review Curriculum and Tests

Refer to District Policy 606

Textbooks and instructional materials are a vital component of the school's curriculum and may be reviewed by parents upon request. District #883 has adopted a procedure whereby parents and/or staff may initiate a request for reconsideration of instructional materials. The final decision for the use of controversial material rests with the school board.

Post-Secondary Enrollment Options

Refer to District Policy 613R and 620

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by **March 1**. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Rockford High School counselor by **May 30** for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact Rockford High School counselor.

Repeating Courses

With the permission of the instructor and the administration, a student may elect to repeat a course at Rockford High School that he/she has passed, but that will not replace the previous grade that was earned.

Schedule Changes at Rockford High School

Schedule changes will be made the first three days of the semester per the following criteria:

- Did not receive a course required for graduation
- Registered and enrolled in a course for which you have not met the prerequisite
- Do not have a full schedule of seven classes per semester
- Received a course you did not request as an original or alternate during registration
- Students who request a "Guided Study Hall" after the start of the semester will be added at the midterm break. The dropped course and grade will be added to the student's transcript.

Summer ~~School~~Programming

Refer to District Policy 623

For students who qualify, the school district may provide summer school learning opportunities. For more information, contact the ~~building principal~~Director of Student Services or the S~~s~~pecial E~~e~~ducation C~~c~~oordinator.

Student Testing

In the spring, all students in grades 3-8, 10, and 11 take state tests to measure proficiency in the Minnesota Academic Standards. See the Teaching and Learning's page on the district website, www.rockford.k12.mn.us., for more information.

Student Participation in Statewide Assessments

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. See Appendix 4a.

Withdrawal Procedure

Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance

and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student's last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child's records to the receiving school.

At the Rockford High School, the student needs to report to the counseling office the morning of his/her day of withdrawal. We are concerned about students who leave high school before completion. Should a student choose to withdraw from school, please:

- Contact a counselor to explore alternatives.
- Complete an Exit Interview.
- Obtain the Withdrawal Form from the counseling office.
- Return all books and pay all fees or fines.

PART III — RULES AND DISCIPLINE

Attendance [**]

Refer to District Policy 503R

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy on the district website at www.rockford.k12.mn.us.

Absence Notification

Parents/guardians are required to call the attendance line at 763-477-7525 or the building office staff each day a child is absent or tardy. Whenever an absence is pre-arranged (doctor, dentist, etc.) the student should bring a written permission slip from home in advance of the absence.

Excused Absence

Excused absences need to be verified upon the student's return to school. Parents are requested to send a written excuse stating the reason for the absence; it must be dated and signed by the parent. Excused absences from school include, but are not limited to, student illness, medical or dental appointment, family emergency, religious observance or family vacation, and other absences which are pre-approved. While the school recognizes the value of family time and trips, we encourage parents to schedule trips that will coincide with scheduled school vacations.

Illness

Regular attendance at school is of utmost importance. However, we suggest that you do not send your child if he/she has a rash, fever, upset stomach, severe cold, undiagnosed red eyes, or sore throat. The school reserves the right to require medical verification in cases where student absences are excessive. From time to time, we receive notes from parents requesting that their child be excused from recess and/or physical education. Normally, children who are too ill to go outside for recess or participate in physical education are too ill to be at school. Any child who is to be excused from recess and/or phy ed for an extended period of time must have a doctor's written excuse, which has been approved by our Health Service Office.

Make-up School Work

Make-up schoolwork may be obtained at the end of the school day after the third day of illness. Contact the school office the morning of the third day to make arrangements to have your child's make-up work prepared.

Tardies

Students arriving after the morning bell will be considered TARDY. Students must report to the school office to obtain a Student Pass to class. Tardies in which students have an excused pass from a teacher or administrator will not count against the student's attendance. There may be consequences for excessive tardiness.

Unexcused Absences or Tardiness

Absences or tardiness, which could have been avoided or prior approval was not made through the building principal's office, are considered unexcused. This absence includes when the student has been absent from school with the consent of the parents but the excuse presented by the parents is not acceptable to school authorities. Examples include oversleeping, shopping, babysitting, working from home and missing the bus.

Closed Campus

Rockford Area Schools maintain closed campuses. Students who leave the building without adult supervision or permission are in violation of school policy and are subject to school consequences. This includes student lunch time. Students who leave for any reason must sign out through the front office before they leave. **Notes to excuse an absence when a student leaves without signing out through the office will not be accepted**. Entrance to the school during the day is limited; all doors are locked for the protection of students and staff. During school hours, all visitors need to report to the school office.

Leaving During School Hours

All children need to be dismissed through the Main Office. Once the parent/guardian has completed the Student Sign Out Log, school office personnel will call the classroom requesting that the child report to the office for dismissal. Parents are strongly encouraged to send a note to their child's teacher indicating that they will be picking their child up early from school. No child will be allowed to leave his/her classroom early

without authorization from the school office. We need your cooperation on this matter to assure the safety of your children.

Note to Parent: As a result of state and federal expectations, it is essential that our students be in attendance on all testing dates. Under Every Child Succeeds Act, school districts are required to test at least 95% of eligible children. As family plans are made, testing dates should be avoided. Should you have any concerns regarding testing times, please seek the advice of your child's teacher.

Vacation and Vacation Lesson Plans
The building principal and staff recognize the educational value of family trips, although we encourage parents to plan their trip to coincide with scheduled school vacations. Absences due to a family vacation should be arranged, in advance, with the building principal and make-up work should be arranged, with the teacher, before the child leaves school.

Withdrawal Procedure
Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student's last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child's records to the receiving school.

Behavior

All students are required to cooperate in creating an atmosphere that will make learning possible. Any behavior that interferes with learning, regardless of the degree, is considered disruptive. Students should conduct themselves at all times in a manner that will reflect positively upon themselves and Rockford Area Schools.

Retaliation
Rockford Area Schools strives to protect students from retaliation for good faith actions in reporting behavior that is against the law or the district rules outlined in this handbook. Every reasonable effort will be made to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, and to provide prompt corrective action if retaliation is found to have occurred. Students found guilty of retaliation may face consequences up to and including expulsion.

Bullying Prohibition [**]

Refer to District Policy 514
The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, on school transportation and by misuse of technology. Any incidents need to be reported immediately to the building principal. For detailed information regarding the school district's "Bullying Prohibition" policy.~~, see **Appendix 6.**~~

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Bus Passes

Requests for students to ride a bus other than the designated bus, must be approved by an authorized school official. A bus pass must be presented to the bus driver before boarding. Under no circumstances will students be delivered to undesignated bus stops for social situations (i.e., birthday parties, sleepovers, Boy or Girl Scouts meetings, or other non-emergency events).

Transportation for day care changes must be completed using the Transportation Request Form three (3) school days prior to the date the change goes into effect. The forms are available at the Transportation Center or the school office.

Cell Phones and Other Electronic Communication Devices

Refer to District Policy 506 and 524R

Rockford Area Schools is committed to developing digital citizens who possess the skills to appropriately and responsibly use personal electronic devices. We encourage students to leave electronic devices at home, but if brought to school, it is strongly encouraged they be turned off and kept in the student's locker during the school day. Students are prohibited from using cell phones, and other electronic communication devices during the instructional day, unless permission is given by the building principal or teacher. Appropriate use varies by developmental level; therefore, different expectations exist for elementary, middle, and high school level students. Electronic devices being used inappropriately during class will be confiscated. If an electronic device is confiscated, the parent will be contacted. Multiple violations will lead to disciplinary action.

At REAMS, cell phones are prohibited in classrooms.

At RMS-CES, students may appropriately use these devices before 7:50 a.m., during passing time, and after 2:45 p.m. in the school building. Electronic devices are allowed in the classroom during the school day with approval by a teacher for instructional purposes.

At RHS, personal electronic devices are allowed in the hallways and Commons before 8:00 a.m., during passing time, and after 2:50 p.m. in the school building. Occasional use of personal electronic devices is permitted during the school day with approval by a teacher.

All students ~~also~~ are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device, this includes the search and seizure of district-issued Chromebooks and the files contained on the device and within the associated cloud storage accounts. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

The recording, filming or photography of students, staff members, or school activities on your personal electronic device without the written consent of administration is strictly prohibited. Anyone who engages in the practice of sending, receiving, or possessing sexually explicit photos or messages (sexting) or inappropriate material will be subject to discipline up to and including expulsion.

The school bears no responsibility if electronic devices are lost, stolen, or damaged anywhere on school property or off-campus at school-related events.

Discipline [**]

Refer to District Policy 506

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy on the district website at www.rockford.k12.mn.us.

District 883 Technology Devices

Student use technology devices may be available for students to loan from the school district. The mobile device loan program is designed to improve student achievement by expanding and enhancing technology access, collaboration capabilities, and creativity for students in their learning. Some of these devices include, but are not limited to chrome books, hotspots, laptops, and other program specific devices. The District 883 device loan agreement can be read in more detail (along with the care and usage) on the school website under technology.

Dress and Appearance

Refer to District Policy 504

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

Refer to District Policy 418

The possession and use of alcohol, controlled substances, and toxic substances, which includes e-cigarettes and other vaping devices, are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Gambling

Participation in gambling activities for money or other collateral or incentives is prohibited on school grounds without a state-approved gambling license. Students who are found in violation of this expectation may be subject to disciplinary action up to or including suspension or expulsion.

Harassment and Violence Prohibition [*]

Refer to District Policy 413 and 525

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of

harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see the district website at www.rockford.k12.mn.us.

Hazing Prohibition [*]

Refer to District Policy 526

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see the district website at www.rockford.k12.mn.us.

Internet Acceptable Use

Refer to District Policy 524R

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available at www.rockford.k12.mn.us. Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form upon first attending classes at each school building or upon getting internet privileges reinstated.

Parking on School District Property

Refer to District Policy 527R

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the building office;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by building office personnel;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Snowmobiles

As a convenience to students and families, students, age 14 years old or older who have completed a snowmobile safety course, are allowed to drive and park snowmobiles to Rockford Middle School or Rockford High School as a means of getting to and from school. A list of rules and designated parking places will be shared with drivers at the start of the winter season.

Visitors

Refer to District Policy 903

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices~~Tobacco-Free Schools [**]~~

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco,

tobacco-related devices, or carries or uses an activated electronic delivery device (including vaping devices) in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or carries or uses an activated electronic delivery device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and electronic Delivery Devices" policy, see the district website at www.rockford.k12.mn.us. Contact any administrator if you have questions or wish to report violations.

Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Vandalism

Refer to District Policy 506

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

Refer to District Policy 501

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numan chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons'' policy, go to the school district website at www.rockford.k12.mn.us.

There are situations where students may be asked to spend a period of time off campus due to behaviors inconsistent with district policy. In this case students are provided an alternate learning model wherein they can access curriculum and instruction via Google Classroom. This curriculum will be provided asynchronously (students learn at their own pace) or synchronously (live and online) depending upon the scheduled learning activities from individual classroom teachers.

PART IV — HEALTH AND SAFE

Accidents

Refer to District Policy 806

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update [*]

The school district has developed an Asbestos Management plan. A copy of this plan can be found in the Director of Buildings and Grounds Office at the Rockford High School and is available on the district's website.

The school district has on file a complete and updated Management Plan for dealing with asbestos-containing building materials within the school district's buildings. The Management Plan is available for viewing by interested parties during regular business hours at the District Office. Copies will be made available for reproduction at a nominal cost.

Rockford Elementary Arts Magnet School was designed without specifying or requiring the use of asbestos containing building materials. Rockford Middle School Center for Environmental Studies has asbestos inside fire doors. The asbestos containing materials at Rockford High School have been abated.

As required by federal law, the condition of asbestos in our schools is surveyed every six months and inspected every three years as part of an ongoing operations and maintenance program.
Plans for abatement projects as well as a listing of the previous year's projects, can be found on our website at www.rockford.k12.mn.us.

If you have any questions or concerns please contact Director of Building and Grounds at 763-477-9165, x4007.

Clean Indoor Act

The district's Clean Indoor Act contact person is Director of Buildings and Grounds, who can be reached by calling 763-477-9165 x4007.

Crisis Management

Refer to District Policy 806

The school district has developed a "Crisis Management" policy. The district has developed a district crisis management plan with school-specific areas. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills, and a tornado drill.

All school buildings have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and on file in the school district office. Facility diagrams and site plans have been provided to first responders, such as fire and law enforcement personnel.

Emergency Contact Information

Communications to parents/guardians will use contact information available. Please update your contact information through the Parent Portal to ensure that messages are sent to the correct locations in a timely manner.

In the event of an emergency, information will be communicated via one or more of the following methods, depending on the situation:

1. District-wide phone call placed to household phone number in the Parent Portal
2. Email to emergency contacts who have provided email addresses
3. Information posted on the school district website at www.rockford.k12.mn.us
4. Announcement on local TV and radio broadcasts.

Health Information

Refer to District Policy 420, 516, 518, 530 and 806

Communicable Diseases

Refer to District Policy 420

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent/guardian suspects that his/her child has a communicable or contagious disease, the parent/guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

DNR-DNI Orders

Refer to District Policy 518

The primary mission of the school district is education. DNR-DNI Orders (Do Not Resuscitate/Do Not Intubate) are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) in Rockford Elementary Arts Magnet School next to the gym, at the Rockford Middle School in the gym and in the hallway by the District Office, at Rockford High School in the lunchroom near the gym, and by the third hallway entrance, in the hallway between the high school and community center, and at the community center near the front desk. Tampering with any AED is prohibited and may result in discipline.

Health Service

The student health office is staffed throughout the day by a licensed practical nurse, registered nurse and/or secretarial staff. The health office staff works under the direction and supervision of a licensed school nurse.

At the beginning of each year and as changes occur; please alert the school nurse, and classroom teacher, if your child has a health problem that may affect his/her functioning. Also, promptly report to the nurse any communicable diseases, such as, strep throat, chickenpox, scabies, or head lice. Information will be kept confidential. If needed, the nurse is available for consultation with parents. If you need information about your child's health records contact the School Nurse at your child's school of attendance.

Students who become sick at school should report to the health office. In the event of an emergency, your student's safety is our first priority. We will immediately contact parent/guardian and 911, if necessary. Parent/Guardian contact information provided in the Parent Portal will be used. **Please keep emergency contact information/phone numbers updated in your Portal**.

Students who become sick at school should visit the Health Room located in the school office. If a child has a fever of 100° or higher, or other symptoms of illness, the parent will be notified. Health Office personnel only will contact the parent/guardian regarding health-related issues. The child should then be picked up from school. School health personnel are not permitted to administer treatment to your child unless previously arranged and then according to our medication policy. The health office personnel will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A 24-hour fever-free period (below 100 degrees F) without the use of medication, is required prior to returning your child to school.

If you need information about your child's health records, contact the School Nurse at 763-477-5837 ~~or healthoffice@rockford.k12.mn.us~~ or via the school's website at www.rockford.k12.mn.us, to access contact information.

Immunizations

Refer to District Policy 530

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse or go to the district website at www.rockford.k12.mn.us for the district policy.

Medications at School During the School Day

Refer to District Policy 516

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

Medication Administration

The administration of prescription and over-the-counter medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed annually by a medical professional and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6. Prescription medications must come to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications self-administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or individual health plan (IHP). The school district is to be notified immediately by the parent or student 18 years old or older in writing of any change in a student's prescription medication administration. The school Health Office does not stock or supply over-the-counter medication.

Medications must be picked up by a parent / guardian at the end of the school year. If medications are unclaimed or cannot be returned to the parent / guardian, school health staff are to keep the medications in their original container with label intact and store them in a secure, locked location. Periodically (for example once per year), health office staff are to contact the Wright County Sheriff's Office or Hennepin County Sheriff's office for pickup and disposal. If they are unable to pick up for disposal of medications, medications would be disposed of through Sharps Compliance, Inc. using their Take Away Medication Recovery System.

Epinephrine Auto-Injectors/Inhalers

Refer to District Policy 516

Minnesota law allows students to carry and use their inhalers/ EPIPENS if the licensed medication prescriber, parents and licensed school nurse agree the student has demonstrated appropriate knowledge and administration of the inhaler/ EPIPEN. A licensed medication prescriber's signed order for the Health Regulations and Procedures medication and parent signature must be on file in the school health office; this must include a statement to self-carry. Most elementary students need an adult to supervise their inhaler/ EPIPEN use to ensure adequate administration, frequency, technique, prescribed usage and safety. Parents are asked to provide an extra inhaler/EPIPEN to store in the health office in case the student's is left at home or lost. Students carrying these medications have the responsibility to use correctly and only for themselves. Students are asked to report to the health office if they use inhalers more than once during the school day. Students MUST report to the health office immediately if they use EPIPENS. Minnesota law allows, but does not require, school districts to maintain and administer EPI to a student or other individual who is determined to be having a severe allergic reaction, regardless of whether the student or other individual has a prescription for an auto-injector.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-

injector in accordance with this section is not the practice of medicine.

Over-the-Counter Medication
With over-the counter medications (OTC), elementary and middle school students should follow the same policy as prescription medications. Please submit via fax or in person, the administering prescription medications form, which can be accessed at www.rockford.k12.mn.us, then click the respective school tab, then the health services tab" to access contact information and forms. OTC medication must be in its original bottle. No OTC medication will be administered to students unless the above provisions are followed.

The school health office does not stock or supply over-the-counter medications.

It is the responsibility of the parent/guardian to pick up prescription medication from the health office prior to the end of the school year. For the safety of all students these medications will not be sent home with the student. Please contact the health office staff if you need to make different arrangements otherwise the medication will be destroyed at the end of the year.

High school students will be allowed to carry non-prescription medications on their person, but the following rules apply:

1. The medication must be in the original container with label and dosage information intact, and must be administered in a manner consistent with the instructions on the label.
2. A "Medication Administration" form must be signed by a parent and submitted to the Health Services Office each year for the student to self-administer the non-prescription medication.
3. The student's name must be handwritten on the container.

The student is not to share his/her medication with any other students. If any of the above rules are abused, the right will be cancelled.

Screenings
Hearing, and vision screenings will be administered according to state guidelines or when requested by a parent or teacher. If a potential concern is discovered, a referral will be sent to the parent/guardian.

Student Accident Report Procedure
If an injury requires more than first aid, the school nurse is called to access the injury. If an injury requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to a physician. If the accident requires immediate medical attention that cannot be provided at school, 911 will be called. Reports of these injuries are written and turned into the building principal and filed in the student's health file.

COVID-19 Protocol
Students, staff, and visitors who exhibit symptoms consistent with COVID-19 must visit the school nurse immediately. District staff will follow protocols outlined from the Minnesota Department of Health and Minnesota Department of Education to mitigate exposure. These protocols may include contact tracing, quarantining, recommended testing, temperature checks, and more.

Pesticide Application Notice [*]

The school district may apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by **September 15** as to the school district's plan to use these pesticides. In certain emergency-use situations (i.e. wasps), a pesticide may be used without notification. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the business manager at the Rockford Area Schools District Office, 763-477-9165.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is required to ensuring school safety.

Custody
In cases where parents are separated or divorced, and one parent has legal custody; the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order.

Visitors in District Buildings

Refer to District Policy 903

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public.

School building doors are locked during the school day. At the elementary school, visitors may gain access to the building by going to REAMS door 1 and checking in at the main office. At the middle school building, RMS-CES visitors may gain access to the building by going to door 4 (located on the north side of the building) and ringing the buzzer. District Office visitors may gain access by going to door 1 (located at the school's main entrance on Ash Street) and ringing the buzzer. Visitors at the Rockford High School may gain access to the building by going to RHS door 1 and ringing the buzzer. An office staff member will greet the visitor and determine if the visitor should be permitted to enter the building.

All visitors will be required to sign in at the office and to wear a "visitor's badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked. If the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

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2. Rockford High School Academic Honors

Honors

Students in grade 12 that have maintained a 3.33 to 3.66 cumulative grade point average on a 4-point scale will receive Honors recognition.

High Honors

Students in grade 12 that received Honors recognition and also have earned an academic letter by maintaining a 3.67 or higher cumulative grade point average will receive High Honors recognition.

National Honor Society

Selection Process:

1. Students' academic records will be reviewed to determine scholastic eligibility. Students will be eligible beginning in 11th grade. Final GPA's from the previous school year will be used to establish the 3.5 requirement.
2. Students who are eligible scholastically will be notified by letter and invited to an informational meeting to review the remainder of the selection process.
3. Membership is not automatically conveyed simply because a student has achieved a specified level of academic performance. The selection process will focus on the remaining three criteria; leadership, character, and service.
4. Students will complete a Student Activity Information form. Each candidate is responsible to ensure that all necessary forms are returned by the given deadline. Late forms will not be considered in the selection process.
5. Faculty and staff will be given a list of all scholastically eligible students to rate accordingly regarding character and leadership qualities.
6. A committee consisting of five faculty members, chosen by the chapter advisor, will review the completed Student Activity Information Forms individually and complete a rating sheet on each candidate.
7. The chapter advisor will tally the rating scores for each candidate.
8. The chapter advisor will meet with the selection committee to review the scores of each candidate. Students who receive a score of at least 50 (60 possible) will be invited to become a member of the National Honor Society. The committee will individually review the candidate files of those students who received a score of less than 50. A majority vote of the selection committee will determine the selection of these students. The chapter advisor has no vote.
9. Students will be notified by mail of the decision of the selection committee.
10. All documents used by the selection committee, including the Student Activity Information Form, faculty ratings, and other recommendation forms, are to assist the committee in making sound decisions regarding membership. Such documents are used only by the selection committee, the adviser, and the principal and are considered confidential.

Honor Roll

The Rockford High School Honor Roll will be published at the conclusion of each trimester approximately two weeks after the grading period ends. The Grade Point Average (GPA) will be calculated on current term grades. A grade of "D" or "I" will eliminate a student from eligibility for either the "A" or "B" honor roll.

"A" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.67 or higher will be recognized on the "A" honor roll.

"B" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.00 or higher, but less than 3.67 with no D's will be recognized on the "B" honor roll.
Honor roll status is based on a 4-point scale.

3. Student Records [*]

Refer to District Policy 515

Public Notice

Independent School District No. 883 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

   a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

   b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

   c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

   d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

   e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to **20 U.S.C. § 7917, part** of the federal Every Child Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

   f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

h. That copies of the school district's policy regarding the protection and privacy of school records are located at *each building office.*

2. Independent School District No. 883 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

   a. It classifies records as public, private, or confidential.
   b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
   c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
   d. It establishes procedures and regulations for access to and disclosure of education records.
   e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 883 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 883 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *BUILDING PRINCIPAL,* BY *SEPTEMBER 15* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

4. Student Surveys [*]

Refer to District Policy 520

CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Independent School District 883** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.
9. This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The building principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

5. Parent/Guardian Refusal for Student Participation in State Wide Assessments

DEPARTMENT OF EDUCATION

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

DEPARTMENT OF EDUCATION

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state- required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date_____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name_____ Student's Legal Middle Initial _____

Student's Legal Last Name_____ Student's Date of Birth _____

Student's District/School_____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in to Statewide Testing* on the MDE website (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____MCA/MTAS Reading _____MCA/MTAS Science

_____MCA/MTAS Mathematics _____ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."
If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number __

6. Grievance Procedure for Complaints of Discrimination

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy *(See district policies 102, 401, 402, 521, 522, 528)*. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer *(Building Principal)* is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in' which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination. E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

E. The district shall comply with federal and state law pertaining to retention of records.

APPEAL
If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION
A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION
The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST
If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY
The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES
These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.
Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street- Suite 1475
Chicago, IL 60661
Tel: 312-730-1560 TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
Tel: 800.657.3704, 651.296.5663
TDD 651.296.1283

For complaints of employment discrimination:
Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 430
Minneapolis, MN 55401
800.669.4000, 612.335.4040
TDD 612.335.4045

7. Unpaid Meal Charges

Refer to District Policy 534

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than $-5.00 (negative five dollars) to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Parents can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: ~~Deb Graunke~~Harlan Adelman. Students can also bring deposits to their building office.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.

E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

~~D.~~F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. There is no cost of the alternative meal that will be charged to the student's account.

~~E.~~G. When a student has a negative account balance, the student will not be allowed to charge a snack item.

~~F.~~H. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low starting at a positive $10.00 or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches $-5.00 (negative five dollars). Families will be notified by email or a letter sent home.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than $-10.00, not paid prior to end of the fiscal year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to material, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

~~B.~~ C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

8. Activities: Attendance & Academic/School Regulations

Academic Eligibility

Students involved in activities are expected to maintain passing grades in ***ALL*** of their classes. There are participation penalties if students receive a failing grade. Students failing a class/classes from the end of a marking period will have the opportunity to restore eligibility. Further information can be obtained from the Activities handbook or the Activities Office.

Daily Class Attendance

Grade 7-12 students involved in athletics or activities must be in school or at a school-sponsored event all day to be eligible for competition. The exceptions to this rule are as follows:

- **7-12 students may have an excused absence from all or part of first and second period (approximately 10:30 a.m.). Parent or guardian must call the student in as ill/excused by 8:00 a.m. that morning.**
- 7-12 students may be excused for a medical appointment or other excused absence, in which case the absence will be allowed for any part, or all, of the school day. Upon returning to school, the student will furnish written notification from the medical office, verifying the visit.

The Activities Director will make the ultimate decision on a student's eligibility when there are extenuating circumstances to be considered.

Tardiness

Excessive tardiness on the part of activities participants may lead to disciplinary action taken by the school principal which may impact activity participation.

9. Fan Behavior Policy

Purpose

The schools of the Wright County Conference seek to provide a safe environment for athletes and fans at events and to that end expect fans to demonstrate good sportsmanship during athletic events. It is expected that all spectators will treat all athletic participants, coaches, and representatives of competing teams with respect at home and away interscholastic events.

Definitions

A. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

B. Examples of good sportsmanship and respect for competing teams includes, but is not limited to:

1. Appreciating good play no matter the player.
2. Working cooperatively with contest officials and supervisors in keeping order.
3. Refraining from booing or making negative comments about officials or participants.
4. Showing respect for public property and staying off the contest floor or field.
5. Representing yourself and you school with proper conduct.

C. Examples of negative, inappropriate, or potentially unsafe fan behavior includes, but is not limited to the following:

1. Participating in disrespectful or derogatory yells, chants, songs, or gestures.
2. Booing, heckling, disrespectful criticism of officials.
3. Antagonizing or inciting fighting among fans or players.
4. Having on one's possession or using artificial noisemakers.
5. Acting in ways clearly contradictory to expectations for good sportsmanship.

General Statement of Policy

A. Administrators will be responsible for ensuring that an appropriate level of supervision is scheduled at all school contests. This might include coaches, supervisors, administrators and law enforcement officials.

B. Inappropriate or potentially unsafe fan behavior will not be tolerated.

C. Should fan(s) continue to act inappropriately or act egregiously, the following disciplinary action will be taken:

1. On the first offense, the supervisor or an administrator will informally sit with the fan, explain the impropriety of the behavior and warn of the consequences for future inappropriate behavior. This informal meeting can happen during or subsequent to the contest. Fans can be ejected on first offense for blatant or egregiously inappropriate behavior. Failure to leave school grounds when ejected will constitute trespass.
2. On second offense, the individual will be ejected from the contest, or suspended from the next contest, and warned that any future inappropriate behavior will result in a suspension for a set number of contests or for the remainder of the school year. Failure to leave school grounds when ejected will constitute trespass.
3. On third and subsequent offenses, the individual will be ejected from the contest. The individual will be either suspended from attending contests for a set number of contests or for the remainder of the school year at the discretion of the Activities Director. Failure to leave school grounds when ejected will constitute trespass.
4. For the purposes of this policy, behavior at home and away contests can count towards the first, second or third offenses in establishing the pattern and/or severity of negative or unsafe behavior.
5. For students, suspensions apply to all home or away events. For adults, suspensions apply to all home events, and fans will be informed that they are unwelcome at away contests.
6. Should an adult violate suspension, police will be notified and said individual will be charged with trespass. Should a student violate suspension, the police will be notified and the student charged with trespass as well as be subject to school sanctions determined by school officials.
7. Host school will inform the school officials of a visiting school of any behavior of a fan(s) that constituted a first, second or third offense.

D. The Activities Director or another school administrator may take reasonable and prudent actions not specified in this policy to deal with negative, inappropriate or potentially unsafe fan behavior.

Handbook Acknowledgement Form ~~2021~~2022-202~~3~~2

We have received a copy of the 2021-2022 Student Handbook for Rockford Area Schools - ISD 883.

_____

Student Printed Name

_____

Student Signature

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Date

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: REAMS Staff handbook 22-23

Meeting Date: May 16, 2022

Prepared by: Brenda Nyhus

Date Prepared: 5/11/2022

☐ Information ☐ Briefing ■ Action ■ Enclosure Item(s)

Change of end time from 3pm to 2:55pm
No other major changes to REAMS Staff handbook besides date changes.

ROCKFORD ELEMENTARY ARTS MAGNET SCHOOL

STAFF HANDBOOK 2022-2023

OUR MISSION

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

www.rockford.k12.mn.us | 7650 County Road 50 Rockford, MN 55373 | 763-477-5837

Introduction

Welcome to the ~~2018-2019~~2022-2023 school year!

Thank you for being a part of our Rockford Elementary Arts Magnet School family! I am looking forward to working with each of you as we make every effort to provide our students with extraordinary learning experiences.

We are beginning our ~~fifteenth~~ nineteenth year as an arts magnet school. As a magnet school, we will continue to integrate the arts into all subject areas, whenever appropriate. We will also continue to integrate our kindness project into each facet of our students' day. Together we can give our students the skills and opportunities to create a positive environment for learning and growing.

Our mission at Rockford Elementary Arts Magnet School ~~states~~is:

> *Rockford Elementary Arts Magnet School encourages student imagination, inquiry, and discovery by using an arts-infused academic curriculum that fosters critical thinking and creativity.*

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

At REAMS, we are a family. We care for our students, and each other. We also have many resources available to support you professionally. Please take advantage of them. When we work together, we are able to do great things for our students! I look forward to working with each of you to make the ~~2018-2019~~2022-2023 an outstanding school year!

Warmly,

Brenda Nyhus
Principal

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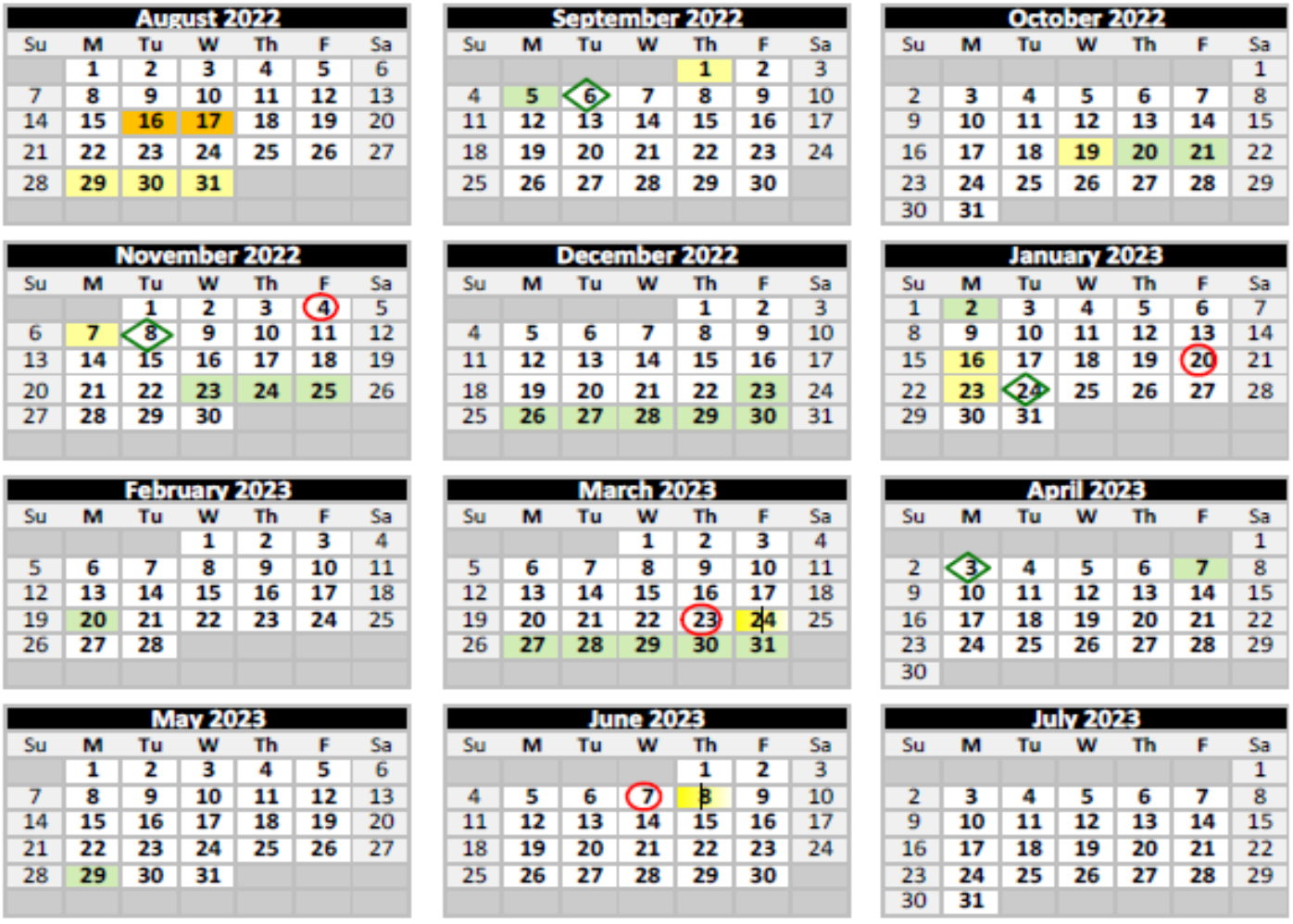
ROCKFORD AREA SCHOOL SCHOOLS
CALENDAR FOR 2022-2023 SCHOOL YEAR



School Closed

Staff Development/Work Time (no school for students)

Half Day Staff Development (no school for students)

Start of Quarter

End of Quarter

New teacher days

June 1 - Seniors last day

1st Qtr.	September 6 to November 4 =	41
2nd Qtr.	November 8 to January 20 =	43
3rd. Qtr.	January 24 to March 23 =	42
4th Qtr.	April 3 to June 7 =	46
		172 days
	June 2 - Commencement	

New Staff Days	8/16, 8/17	
Workshop Week	8/29, 8/30, 8/31, 9/01	4
SD Days/Work Days	10/19, 11/07, 1/16, 1/23, 3/24 (.5), 6/08 (.5)	5
		172
		+ 181
2 PM days = 16 hrs		**183**

REAMS EVENTS	DATES	HRS
Assessment Days	9/06, 9/07	16 hrs
Fall Conferences	11/7, 11/10	8 hrs
Spring Conferences	3/09, 3/13	8 hrs
Kindergarten Round Up	03/02	

RMS-CES EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/18	4 hrs
Winter Conferences	1/12	4 hrs
STEM, Art and Academic Showcase	4/20	4 hrs

RHS EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/27	4 hrs
Spring Conferences	3/16	4 hrs
Curriculum Night	12/13	4 hrs
Commencement	6/2	Extra

INFORMATION

Arrival and Dismissal Hours

Classes begin at 8:05 a.m. and conclude at 2:552:553 p.m. The teacher duty day at REAMS is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

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

The REAMS office is open from 7:00 a.m. until 4:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held four times during the school year. Scheduled conference dates for the 2018-20192022-2023 school year are: November 5 7 and 810, 2018 2022 and March 149, 2019 2023 and March 1913, 20192023. Additional conferences and/or reports will be used throughout the year as needed. For more information, contact the building principal.

PROCEDURES

Classroom/Equipment

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

Conference Rooms/Computer Labs

Computer labs (Media Lab and PIE Lab) need to be scheduled using FMX; the system which is the district's new facilities and technology scheduling system. Please contact REAMS principal's secretary for scheduling of REAMS Office Conference Room.

Cumulative Records

Refer to District Policy 515

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

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

Daily Attendance

Refer to District Policy 503R

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

Email

Email will be used to communicate important information. Staff are expected to check email regularly.

Field Trips

Refer to District Policy 610

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

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to insure that parents have timely access to information.

iTeam

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

Mailboxes

Staff mailboxes should be checked daily.

Media Services

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

Outdoor Activities

Outdoor activities are encouraged when appropriate and weather permitting at REAMS. To insure the safety of students and staff, please follow these expectations when taking students outside:

1. Let the office staff know when you are taking your class outside during a time that is not regularly scheduled.
2. Never prop open or unlock exterior doors.

Parent Communications

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

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

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

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

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

Professional Duty

Refer to District Policy 406
All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Retention

Refer to District Policy 513
All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Student Announcements

Daily Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers should share "Student Announcements" each day with students.

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, parent conference, iTeam referrals, or academic support. Parents must be contacted before a failing grade is assigned for a grade.

Student Release from School

Refer to District Policy 503
Students who need to leave the building during school hours must be checked out by a parent or guardian in the school office.

Student Testing

Assessments used to evaluate student achievement and progress include:
NWEA/MAP Math and Reading (grades 3-4)
MCA Reading and Math (grades 3-4)
FAST Assessment Math and Reading (grades K-2)
ACCESS for ELL

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

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district's internet use agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is a resource available.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways or at the bus drop-off areas during their scheduled time.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

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

Federal, State or Local Law

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

Removal from Class

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

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

Lunch Detention

A lunch detention may only be assigned by an administrator.

In-School Suspension

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

Out-of-School Suspension

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

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

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

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

GENERAL INFORMATION

Crisis Management

Refer to District Policy 806

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

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

Fire

Staff Responsibilities:

*Bring red clipboard with current class rosters

*Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)

*Keep students together in safe area

*Return to the building when an all-clear signal is given by the building principal/designee

*Observe individual evacuation plans for student w/special needs

Lock-down

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

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

The Blue Team

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

Distribution of Materials for Outside Groups

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

End-of-Year Procedures

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

Food Service

Taher, Inc. handles the food service in our district. If a staff member would like a lunch account set up, please contact ~~Paula Wanous (wanouspaula@rockford.k12.mn.us or x4003)~~who is this person ??? at the district office.

Adult Lunch: $3.~~75~~85

Milk: $.60

Illness and Injury

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

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

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

Leaving School Premises

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

Absences

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

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

Lost and Found

A lost and found is located in the lunchroom and in each grade level hallway for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed at the end of the year will be given to a local charity.

Money

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

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

- Work with the REAMS office to set-up a fee through Infinite Campus; which enables parents to pay online or to collect money.
- ~~Work with Christa Larson in the REAMS office to collect money~~

Teachers should not collect or store money in their classrooms.

Photographs

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

Purchasing/Receiving

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

Recycling

Refer to District Policy 805

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

Security

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

- **Video Surveillance**: REAMS is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school requires prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

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

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

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

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.
If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520
Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

Topic	Policy Number(s)
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PART VI – APPENDIX (con't)

Policy Cross Reference Table

Topic	Policy Number(s)
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Weapons Prohibited	501

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Staff Handbook - RMS-CES

Meeting Date: May 16, 2022

Prepared by: Robert Danneker, RMS-CES Interim Principal

Date Prepared: April 14, 2022

☐ Information ☐ Briefing ■ Action ☐ Enclosure Item(s)

The following sections have been proposed for amendment within the RMS-CES building handbook for 2022-23:

--Annual routine updates regarding positions and personnel
--Removal from Class (amended language)
--Student Use of Personal Technology (amended language)
--Student Work Requests in Advance of Planned Absences (new section to reflect past practice)

All new and amended language was reviewed, vetted, and adopted by the RMS-CES Building Leadership Team (BLT) during March / April 2022.

ROCKFORD MIDDLE SCHOOL
CENTER FOR ENVIRONMENTAL STUDIES

STAFF HANDBOOK
2022-2023

OUR MISSION

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

www.rockford.k12.mn.us | 6051 Ash St. Rockford, MN 55373 | 763-477-5831

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Introduction

Welcome to the ~~2021-2022~~ 2022-2023 school year!

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

RMS-CES is beginning our ~~Eleventh~~ Twelfth year as a Science, Technology, Engineering and Mathematics magnet school. As a magnet school, we integrate STEM principles into all subject areas whenever appropriate. Our specific focus is our environment and all it encompasses. Not only is our environment constantly with us, it's a never ending source of real-world teachable moments. We also adhere to research-support best practices for adolescent learners, including making cross-curricular. connections, providing hands-on learning experiences, connecting learning to the world, and perhaps most importantly, creating relationships and connections that make our students feel a part of their school.

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

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

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

Sincerely,

~~b~~

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

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INTRODUCTION

This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2021. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.

MISSION

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

VISION

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

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement.

~~2021-2022~~ DAILY STUDENT SCHEDULE

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

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

GRADE 7			GRADE 8		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Period 4	10:38	11:30	Period 4	10:38	11:30
Advisory	11:30	11:44	Advisory	11:30	11:42
Lunch/Recess	11:45	12:19	Boost	11:46	12:20
Boost	12:23	12:53	Lunch/Recess	12:21	12:55
Period 5	12:57	1:49	Period 5	12:57	1:49
Period 6	1:53	2:45	Period 6	1:53	2:45

Employee Directory

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

SCHOOL BOARD	
Amy Edwards	Chair
Beth Praska	Vice Chair
Eric Gordee	Treasurer
Beth Praska	Clerk
Brady Anderson	Director
Jessica Johnson	Director
Jenny Kneeland	Director
Rhonda Dean	Superintendent

Office	EXT	EMAIL
TBD – Principal	2002	TBD@rockford.k12.mn.us
Engstrom, Ellie – Counselor (Grades 6 & 8)	2005	engstrome@rockford.k12.mn.us
Wirth, Molly – Counselor (Grades 5 & 7)	2600	wirthm@rockford.k12.mn.us
Support Staff		
Principal's Secretary-Monica Palmer	2000	palmerm@rockford.k12.mn.us
Robertson, Stacey – Attendance, Student Records	2004	robertsons@rockford.k12.mn.us

Staff		
AgriScience Gregory, McKenzie	gregorym@rockford.k12.mn.us	10
Art Gunderson, Sarah	gundersons@rockford.k12.mn.us	307
EL Bird, Krista Bartels, Emily	birdk@rockford.k12.mn.us bartelse@rockford.k12.mn.us	125
EXCEL Biorn, Holly	biornh@rockford.k12.mn.us	122
Language Arts/Reading Hendrickson, Jan - 8th Gr Udalla, Janee - 7th Gr Korzendorfer, Cassandra - 6th Gr Mateyka, Kristine - 5th Gr	hendricksonj@rockford.k12.mn.us udallaj@rockford.k12.mn.us korzendorferc@rockford.k12.mn.us mateykak@rockford.k12.mn.us	118/119 116/117 112/113 9

Math		
Mickelson, Marv – 8th Gr, Algebra 1	mickelsonm@rockford.k12.mn.us	120
Reeck, Tucker – 7th Gr	reeckt@rockford.k12.mn.us	114
Petroski, Steve – 6th Gr	petroskis@rockford.k12.mn.us	104
Sharp, Rachel – 5th Gr	sharpr@rockford.k12.mn.us	103
Music		
~~Larson Meghan - 5th/6th Gr Choir/Music~~	~~larsonm@rockford.k12.mn.us~~	~~310~~
~~Ferdig, Jerald - 7th and 8th Gr Band~~	~~ferdigj@rockford.k12.mn.us~~	~~311~~
Augsburger, Miriam - Choir	augsburgerm@rockford.k12.mn.us	310
Bauer, Britta - Band	bauerb@rockford.k12.mn.us	311
Nystrom (School-based Therapy)		
Munson, Cameron	carmeronmonson@nystromcounseling.com	108
Physical Education/Health		
TBD	TBD@rockford.k12.mn.us	Gym
Peterson, Colleen – DAPE	petersonc@rockford.k12.mn.us	REAMS
Roelofs, Joe – Health	roelofsj@rockford.k12.mn.us	107
Science		
TBD – 8th Gr	TBD@rockford.k12.mn.us	124
Sarsland, Corina – 7th Gr	sarslandc@rockford.k12.mn.us	101
Werth, Elisabeth – 6th Gr	werthe@rockford.k12.mn.us	106
Oliverius, Hannah – 5th Gr	oliveriush@rockford.k12.mn.us	13
Social Studies		
Hill, Kevin – 8th Gr	hillk@rockford.k12.mn.us	122/123
Kaufman, Abbey – 7th Gr	kaufmana@rockford.k12.mn.us	115
Wilts, Bonnie - 6th Gr	wiltsb@rockford.k12.mn.us	111
Reeck, Kelly - 5th Gr	reeckk@rockford.k12.mn.us	11
Speech		
Bartels, Emily	bartelse@rockford.k12.mn.us	125
Special Education		
Bartels, Emily	bartelse@rockford.k12.mn.us	125
Belanger, Amy – DCD/LD	belangera@rockford.k12.mn.us	305
Bowen, Kirstin – LD	bowenk@rockford.k12.mn.us	125
Schnettler, Lanaya	fredericksenl@rockford.k12.mn.us	121
Sanner, Tracy – EBD/ASD	sannert@rockford.k12.mn.us	304
STEM Literacy		
Madson, Jamie	madsonj@rockford.k12.mn.us	301/302
Russell, Beth	russellb@rockford.k12.mn.us	303
Writing		
Beattie, Amber	beattiea@rockford.k12.mn.us	110
SUPPORT STAFF		
Custodial		
~~Jorgensen, John~~	~~jorgensenj@rockford.k12.mn.us~~	
Kasheimer, Pat	kasheimerp@rockford.k12.mn.us	

Media Center Binsfeld, Kaari - Para	binsfeldk@rockford.k12.mn.us	
Health Services Morgan, Becca - District Nurse Langford, Natalie - Building Nurse	morganb@rockford.k12.mn.us langfordn@rockford.k12.mn.us	Health Office
Stop and Think Eberspacher, Louann	eberspacherl@rockford.k12.mn.us	105

Link to the online district parent/academic calendar: ~~2021-2022~~ 2022-2023 School Year Calendar

INFORMATION

Arrival and Dismissal Hours

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

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

The RMS-CES District Office is open from 8:00 a.m. until 4:00 p.m.

Parent Teacher Conferences

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

PROCEDURES

Classroom/Equipment

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

Conference Rooms/Computer Labs

Conference rooms and computer labs need to be reserved or scheduled using the FMX system which is the district's facilities and technology scheduling system.

Cumulative Records

Refer to District Policy 515
Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

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

Daily Attendance

Refer to District Policy 503R
Attendance (tardies and absences) must be recorded at the beginning of each hour in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

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

Field Experiences

Refer to District Policy 610

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

Grading

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

iTeam

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

Learning Targets

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

Mailboxes

Staff mailboxes should be checked daily.

Media Services

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

Outdoor Learning

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

1. Check-out a walkie-talkie from the office to bring with you and note where your class will be outside
2. **Exit and enter through doors 1 (near District Office), 4 (near RMS-CES Office), 13 (near room 122) or 17 (near room 107); all of which have fob entries. Please do not ring the District Office to be admitted.**
3. **Never prop open or unlock exterior doors**

Parent Communications

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

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

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

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

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

Professional Duty

Refer to District Policy 406

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

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best

interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Staff Announcements

Staff Announcements are the means with which we can communicate valuable information with staff in a timely manner. These should be viewed each morning for important updates/announcements.

Student Announcements

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

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, family conference, iTeam referrals or academic support.

Student Release from School

Refer to District Policy 503
Students who need to leave the building during school hours must be checked-out by a parent or guardian in the school office. Notes sent by parents should be submitted directly to the office.

Student Testing

Assessments used to evaluate student achievement and progress include:

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

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

Student Use of Personal Technology

~~Students are expected to use technology appropriately and in accordance with the district's Internet Use Agreement. Teachers have the responsibility to communicate expectations for technology use in their~~

~~classrooms. Specifically, students will keep all personal electronics silent and out of sight during the school day (7:45 AM-2:45 PM), this includes passing time. The exception is lunch and recess time; students in good standing are allowed to use personal electronics during this time. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is an available resource.~~
Students are allowed to bring cell phones and personal electronic devices into the building for use before and after school, during passing periods, and during lunch / recess. Students are not allowed, unless pre-approved by the teacher, to use or have their electronic device accessible during class. If a student violates the teacher's policy, the device can be confiscated and returned to the student at the end of the day. If a student has multiple violations, the device will be given to building administration and they will contact the parent/guardian for retrieval.

Use of audio on student personal technology if not accompanied with personal earbuds / headphones is prohibited.

The use of electronic devices to create, distribute, or post recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval of a building administrator or the use of electronic devices in locker rooms, classrooms, or other areas requiring a secure and/or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with district policy. This expectation applies to all school buildings, school grounds, and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This expectation also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

Student Withdrawals

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

Student Work Requests in Advance of Planned Absences

Please understand that RMS-CES staff will be unable to fulfill student work requests in advance of planned absences. However, RMS-CES staff maintain Google Classrooms for each of their courses along with consistently monitoring emails. If students will be absent due to planned absences, please monitor the appropriate Google Classrooms during the absences, communicate with teachers via email as necessary, and contact each teacher directly and in-person upon return from absence regarding assignments missed and appropriate due dates.

Supervision

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

hallways between classes.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

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

Federal, State or Local Law

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

Removal from Class

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

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

A) All students are entitled to learn and develop in a setting that promotes respect of self, others, and property. Students are expected to conduct themselves in a manner that maintains an appropriate academic climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Overall decorum affects student attitudes and influences student behavior. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct with appropriate assistance from building administration. If the classroom learning environment is actively being disrupted by negative student behavior and it is necessary for the

classroom teacher to relinquish control of the situation and the student to be dismissed from the classroom, the following procedure should be followed:

1) Classroom Teacher: Dial x2105 for the Stop & Think room; if available, S&T personnel will answer; please provide the location of the incident, the name of the student, and the intervention requested; the student should remain in your care until a) S&T personnel arrives to escort the student **or** b) S&T personnel requests the student be sent to the S&T room
2) Classroom Teacher: Complete a behavior referral in Campus as soon as possible
3) Classroom Teacher: Communicate behavior to parent/guardian via phone call as soon as possible (unless the incident was so severe that building administration was directly involved; confirm with administration who will make the phone call home); if your phone call is not answered, please leave a voicemail and follow-up with a brief email noting that you have left a voicemail regarding student behavior and requesting a return call
4) S&T Personnel: Complete the Restorative Practice protocol with a focus on reflection, repairing harm, and restoring relationships; the student will be allowed to return to the classroom as soon as it is deemed appropriate
5) S&T Personnel: Record resolution in Campus
6) S&T Personnel: Seek administrator assistance as needed

B) Restorative Practices emphasizes reflection and the repair of harm. Resolution of the incident may involve the classroom teacher and/or other students in order to restore the harm. Incident resolution may or may not involve an apology.

C) **Please Note:** There may be student behaviors that require Campus documentation, parent communication, and/or administrative assistance but do not require the student to be removed from the classroom. If the student's behavior is self-sabotaging but is otherwise not disruptive to the classroom as a whole, it is best practice for the student to remain in the classroom.

Lunch Detention

A lunch detention must be approved by an administrator.

In-School Suspension

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

Out-of-School Suspension

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

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

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

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

Refer to the additional district policies listed above.

GENERAL INFORMATION

Absences

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

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

Crisis Management

Refer to District Policy 806

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

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

Blue Team

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

Fire

Staff Responsibilities:

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

Lock-down

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

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

Distribution of Materials for Inside Groups

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

Distribution of Materials for Outside Groups

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

End-of-Year Procedures

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

Food Service

Taher Foods operates the school hot lunch program.
Adult Breakfast: $1.60
Adult Lunch: $3.75
Milk: $.60
Payment for meals is prepaid using Infinite Campus. Each employee has a lunch account number.

Illness and Injury

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

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

Staff Injury - All staff members are covered under Minnesota Workers' Compensation Act. Work injuries

must be reported to the principal within 24 hours of the injury.

Leaving School Premises

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

Lost and Found

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

Money

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

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

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

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

Photographs

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

Purchasing/Receiving

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

Recycling

Refer to District Policy 805

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

Security

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

- **Lunchroom**: Students are not allowed to leave the building for lunch without being accompanied by the building principal or principal designee. Visitors during lunch must be pre-approved by the principal or principal designee.
- **Student Passes**: If a student finds it necessary to leave their assigned classroom, the student must have a pass signed by a staff member.
- **Video Surveillance**: RMS-CES is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school require prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

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

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

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

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

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

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

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ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: RHS Staff handbook 22-23

Meeting Date: May 16, 2022

Prepared by: Paul Menard

Date Prepared: 5/11/2022

☐ Information ☐ Briefing ■ Action ☐ Enclosure Item(s)

No major changes to RHS Staff handbook besides date changes.

ROCKFORD HIGH SCHOOL

STAFF HANDBOOK
2022-2023

OUR MISSION

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

www.rockford.k12.mn.us | 7600 County Road 50 Rockford, MN 55373 | 763-477-5846

2022-2023 District Staff Handbook

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INTRODUCTION

Welcome to the 2022-2023 school year!

Thank you for being a part of our Rockford High School community. I look forward to collaborating with you to help students set goals, achieve them, and learn to advocate for and believe in themselves.

Guided by our mission below, we continually aim to build a productive and supportive culture:

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

The purpose of this handbook is to provide staff with a quick reference to many of the fundamental building rules, administrative guidelines, and district policies. This information is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the Rocket Hub and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RHS specific information, procedures, guidelines for consequences, and general information.

At RHS, we are a team. We have many resources available to support you professionally. Please take advantage of them. I hope this handbook serves as a valuable and helpful resource for you. I look forward to working with you during the 2022-2023 school year as we attempt to make this a great year for the students and staff of Rockford High School.

Sincerely,
Paul Menard
Principal

MISSION

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

VISION

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

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement

Daily Class Schedule

Daily Class Schedule Odd Day

	Start	End
1st Block	8:00am	9:30 am
3rd Block	9:35am	11:05am
5th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		
Lunch	12:45pm	1:15pm
7th Block	1:20pm	2:50pm

Daily Class Schedule Even Day

	Start	End
2nd Block	8:00am	9:30 am
4th Block	9:35am	11:05am
6th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		
Lunch	12:45pm	1:15pm
8th Block	1:20pm	2:50pm

Daily Class Schedule 7 Period Day

	Start	End
1st Block	8:00am	8:50 am
2nd Block	8:53am	9:43 am
3rd Block	9:46am	10:36am
5th Block	10:39am	11:29am
6th Block	11:32am	1:04pm
"A" Lunch		
Lunch	11:32am	12:02pm
"B" Lunch		
Lunch	12:02pm	12:33pm
"C" Lunch		
Lunch	12:33pm	1:04pm
7th Block	1:07pm	1:57pm
8th Block	2:00pm	2:50pm

Map of RHS

6 (Rev 8/7/17)

School Year Calendar

2022-2023 School Year Calendar

Employee Directory

To leave a message for a staff member from an outside line, please call (763) 477-5846. When prompted, dial the 4-digit extension number and begin recording your message after the tone. From within the building, dial the 4-digit extension number and leave a message on voicemail.

SCHOOL BOARD	
Amy Edwards	Chair
Beth Praska	Vice Chair
Eric Gordee	Treasurer
Brady Anderson	Director
Jenny Kneeland	Director
Jessica Johnson	Director
Rhonda Dean	Superintendent

Office	EXT	Email
Menard, Paul– Principal	3002	menardp@rockford.k12.mn.us
Bloom, Samantha– Counselor	3033	blooms@rockford.k12.mn.us
Keller, Kevin– Director of Teaching & Learning	4005	kellerk@rockford.k12.mn.us
Pratt, Dan – Activities Director	3011	prattd@rockford.k12.mn.us
CLERICAL STAFF		
Chalupsky, Jeanie– Principal's Secretary	3001	chalupskyj@rockford.k12.mn.us
Larson, Stacey – Activities Coordinator	3010	larsonst@rockford.k12.mn.us
Swanson, Angel – Student Services Secretary	3000	swansona@rockford.k12.mn.us

STAFF		
Agriculture Kenady, Andrew	kenadya@rockford.k12.mn.us	3603
Art (Media/Visual) Cindy Miller	millerc@rockford.k12.mn.us	3104
Business Huber, Joe	huberj@rockford.k12.mn.us	3109
EL Carlson, Kerry	carlsonk@rockford.k12.mn.us	3209
Language Arts Leuhrs, Nicki Mattson, Kathryn Merila, Julie Von Kaenel, Bobby	 leuhrsn@rockford.k12.mn.us mattsonk@rockford.k12.mn.us merilaj@rockford.k12.mn.us vonkaenelr@rockford.k12.mn.us	 3401 3400 3402 3205
Math Fredine, Brian Neff, Kevin Bonnett, Ben Ulen, Cheryl Vasseei, Alex	 fredineb@rockford.k12.mn.us neffk@rockford.k12.mn.us Bonnettb@rockford.k12.mn.us ulenc@rockford.k12.mn.us vasseeia@rockford.k12.mn.us	 3405 3511 3511 3404 3303
Music Ferdig, Jerald – Band Augsburger, Miriam	 ferdigj@rockford.k12.mn.us augsburgerm@rockford.k12.mn.us	 3703 3701
Nystrom (school-based mental therapy) Open		
Physical Education/Health Matheson, Jessica Fleisner, Brian	 mathesonj@rockford.k12.mn.us fleisnerb@rockford.k12.mn.us	 3206 3577
Science Hester, Jason Merila, Steve Roe, Stephanie	 hesterj@rockford.k12.mn.us merilas@rockford.k12.mn.us roes@rockford.k12.mn.us	 3309 3305 3307

Social Studies		
Houghton, Dan	houghtond@rockford.k12.mn.us	3102
Pennings, Ben	penningsb@rockford.k12.mn.us	3108
Tauber, Mike	tauberm@rockford.k12.mn.us	3100
Young, Caroline	youngc@rockford.k12.mn.us	3101
Special Education		
Baker, Andrea	bakera@rockford.k12.mn.us	3106
Holm, Madison	holmm@rockford.k12.mn.us	3302
Sauer, Stephanie	sauers@rockford.k12.mn.us	3107
Stariha, Paul	starihap@rockford.k12.mn.us	3207
Wurm, Lindsay	wurml@rockford.k12.mn.us	3203
SUPPORT STAFF		
Custodial		
Gunnerson, James	gunnersonj@rockford.k12.mn.us	3040
Jorgensen, John	jorgensenj@rockford.k12.mn.us	3040
Larson, DeWayne	larsond@rockford.k12.mn.us	3040
Larson, Kris	larsonk@rockford.k12.mn.us	3040
Larson, Scott	larsons@rockford.k12.mn.us	3040
Solomonson, Chad	solomonsonc@rockford.k12.mn.us	3040
Health Services		
Morgan, Becca - District Nurse	morganb@rockford.k12.mn.us	3015
Paraprofessional Support		
Curtis, Tanya	curtist@rockford.k12.mn.us	3301
Hill, Samantha	hills@rockford.k12.mn.us	3301
Kelly, Katherine	kellyk@rockford.k12.mn.us	3301
Lusk, Faith	Luskf@rockford.k12.mn.us	3301
Peterson, Judy	petersonj@rockford.k12.mn.us	3301
Sieg, Kathy	siegk@rockford.k12.mn.us	3302

PART I - INFORMATION

Absences

If a sick or emergency leave is requested in advance, you may submit the leave request in Frontline and Teachers on Call before the leave. If not, please complete the form when you return to school. The completed form should be given to your building principal for approval. If you do not receive notification from Kelly Services that a sub has been lined up, please contact the RHS office.

Who to Call

Teachers and paraprofessionals need to record all absences with Teachers on Call/Frontline by calling (800) 942-3767 or logging on the internet at www.login.frontlineeducation.com. Absences must be called in no later than 6:30 a.m.

Reasons to call Teachers on Call/Frontline directly at (800) 949-3767:

- Prearranged absence - Teachers on Call/Frontline must enter and assign the sub that you have scheduled for your absence.
- If you are having problems with the system and need help.
- If you are a traveling teacher.
- If you have forgotten your ID and PIN.
- If it is after 6:30 a.m. and you are in need of a substitute, call their office directly at (763) 561-1678. (All absences should be called in as early as possible to allow time for us to find a substitute.)

Type of Absences:

- Personal (Must be pre approved by principal)
- Sick Leave
- Staff Development (Must be pre approved by principal)
- Unpaid—Dock Day (Must be pre approved by principal)

Substitute Pay

All substitutes are to be paid from district funds. The individual teacher cannot hire and pay his/he substitute.

Substitute Plans

For a substitute to go into a room and do good work, they must have information on the classroom routine, teaching materials, and projects underway.

The Secretaries will keep an updated folder in the office for your substitute. Please include:

- Seating chart
- Daily schedule
- All schedules, such as music lessons or children to special classes (speech, resource, etc.) should be listed and available.
- TA name/s and expectations

- Plans to be used when a daily lesson plan is unavailable.
- Location of items in your room that a sub may need to use (videos, passes, etc.)

Any other useful information about how you operate your classroom or suggestions for smooth conduct of the class should also be included. This folder must be updated each semester as classes or situations change. **Daily lesson plans for during your absence may be emailed to the office staff and a teaching colleague. They may also be left on your desk. At minimum, students should be assigned an activity or independent learning task on Google Classroom.**

Announcements and Bulletins

Daily announcements for the day will be sent via email to all staff. Announcements should be read aloud to students during Rocket Block. A Weekly Parent Bulletin is sent out via email keeping parents updated on News of the Week, Upcoming Events, and Points of Pride. Newsletters are sent out throughout the year, via email to parents, with more in-depth Rockford High School highlights.
Staff wishing to have announcements posted in the daily announcements, in the Weekly Parent Bulletin, or Newsletters should submit them by email to the office secretarial staff.

Calendar

Refer to District Policy 602
The school calendar is adopted annually by the school board. A copy of the school calendar can be found at the beginning of the handbook on page vi and on the school district's website at www.rockford.k12.mn.us.

Complaints

Refer to District Policy 103
Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Copying / Printing

Each staff member will have a fob to access building copiers and printers. Teachers should not give their fob/keys to students. Please contact the front office to see if there is an office teaching assistant available to assist.

Crisis Management

Rockford High School will hold five (5) fire, one (1) tornado drill, and five (5) lock-down drills throughout the year. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. You should know the exit routes to use from each of your classrooms. Directions for exits are posted in each room. Staff should familiarize themselves with the procedures found in the red Emergency Procedures three-ring binder located in each classroom. Contact the office staff if this binder is missing from the room.

Blue Team

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

Fire

Staff Responsibilities:

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

Lock-down

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

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

Distribution of Materials for Outside Groups

Refer to Policy 505 & 904

Principal or designee must approve all materials from outside groups prior to distributing within the school.

Detention

Detention is a consequence for violations of school rules. The assigning of after-school T/TH detention of students is an administrative function. It may follow a teacher's discipline referral. Students may also be assigned in-school detention during WIN time on Tuesdays and Thursdays between 2:50-3:20 pm. The following guidelines should govern after-school T/TH detention supervised by assigned staff:

1. Students must report to detention by 2:50 p.m. and may not leave before their time is completed.
2. Each student must bring work to do or material to read during the entire detention period. Students may not sleep or put their head down on the desks.
3. During detention there will be no talking or non-verbal communicating.
4. No eating or drinking is permitted during detention.
5. If a student is asked to leave detention before their time is completed due to not following detention room rules, their time served does not count and they will serve double the original time assigned. 6. Work or extracurricular activities are not excuses for missing detention.

**** It is the expectation that if teachers assign detention, that detention will be served with that teacher.**

Food Service

Staff may opt to purchase meals through our Food Service program.

2022-23 LUNCH PRICES

Adult Lunch $3.85
Milk $.60

Staff will be notified when their balance is at a negative balance. Staff can make deposits to their lunch accounts using Infinite Campus or mailing a check to the high school kitchen, attention: Harlan Adelman.

Forms

Staff forms (e.g. Payroll/Payment Voucher, Fundraising Application Form, etc.) are located on the Rockford Area Schools Rocket Hub.

Fundraising

Refer to District Policy 511
All fundraising activities must be pre-approved by the administration. Students are expected to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Hours of Service

The basic teacher's day shall be eight hours. In addition to the basic day, teachers may be requested to reasonably participate in school activities beyond the basic teacher's day as may be required by the school its designated representative.
Normal duty hours are from **7:20 AM to 3:20 PM**. Any deviation from this is to be cleared with the principal. The need to meet personal commitments and appointments during these hours should be avoided.
Teachers are to be in their classroom by 7:50 AM each day and are to remain in their classroom for ten minutes beyond the end of the class day to meet the needs of any student who remains after school.
The front office is open between 7:00 AM - 3:30 PM.

Illness / Injury

The district nurse is available within the district daily. The school nurse or nurse’s aide will be available in the Rockford High School nurse’s office each day.

Student Illness

If a student becomes ill during class time, send the student to the health office with a pass and the health aide will evaluate the situation and if necessary, contact the parent for child pick up. An ill student needs to be sent home through the health office, **not by the student calling home asking to be picked up**.

Student Injury

All school staff should know how to stop bleeding, restore breathing and how to care for shock and minor injuries. If the injury requires more than first aid, the school nurse is called to access the injury. If it requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to the doctor.

When an injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (CLICK HERE) to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). This report is filed in the student's health file. The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness

If you become ill during the day, contact the office, and they will assist you in procuring a substitute.

Staff Injury

All staff members are covered under Minnesota Worker's Compensation Act. If you are injured at work, please report this to your immediate supervisor immediately. Immediate supervisors will complete an online first report of injury form by asking you several questions. The online form is then submitted by the district office to the insurance carrier. In the event your immediate supervisor is not available, injuries should be reported to the business manager in the district office.

Internet Acceptable Use

Refer to District Policy 524

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

iTeam

In Tier 1 of the MTSS framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. During the school year, iTeam meetings will occur before school by grade level.

Keys and Security

Staff members are issued keys to areas of this building in which they instruct or supervise. **Keys shall not be given to students**. Please keep careful track of your keys. Losing a set of keys can create a tremendous inconvenience and loss to all staff members and students. Rooms not in use should be locked and lights turned off during unassigned periods and lunch hour. All rooms should be locked when you leave at the end of the day. If you are using the copier and/or the staff workroom after the front office staff has left for the day, all doors must be locked when you are finished.

Leaving School Premises

You must report to the office if for any reason you are leaving the school building during school hours. Students and staff must sign in and out in the main office to best track absences in the event of an emergency.

Mailboxes

Your mailbox should be checked daily so materials do not accumulate. When placing confidential materials in a fellow staff members mailbox, place them upside down; students disperse the daily mail. There is a mailbox for personal mail on the front office counter. Inter-office/building mail is picked up/delivered once per day.

Maintenance Repair/Set-Up Requests

All requests for maintenance or set-up help should be submitted through FMX system - Maintenance Request.

Multimedia Procedures

Multimedia materials and equipment are handled through the media center. Equipment requests should be made before the equipment is needed. You are responsible for the equipment in your room. It is important that you keep the equipment safe from theft. Equipment that can be easily carried away should not be left in the open.

Music Lessons

Students shall be allowed to leave class to attend music lessons with the band or choral director no more than six times during a nine-week marking period.

1. For music students in grades nine through 12 no more than three of the six lessons shall take place during any one class during that same nine-week marking period unless arrangements are made between the music and non-music teacher.
2. Being excused for a lesson is always at the discretion of the non-music teacher. Students will not leave for a lesson more than once a week and the lesson time should not exceed 20 minutes.
3. All pull-out lessons will be provided by contracted school music staff only.
4. Individual lessons provided by Community Education music teachers will be scheduled only during their scheduled band and choir class time.

No student will be required to take these lessons or receive a grading advantage for taking them.

No student seeking these lessons will be discriminated against because of ability level. (All band students

have the opportunity for free school-provided private and/or small group lessons depending on available teacher time. Vocal students, grades nine-12 only, have school-provided group lesson time priority.)

Individual school-provided vocal attention is available on a limited basis. Instructors not on the school staff will be arranged through Rockford Community Education.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please refer to the district calendar or contact the building office.

Payroll

Access your pay stub on the 1st and 15th of each month by using the Electronic Pay Stub. You can look up information relating to:

- a particular pay date
- your leave accounts
- your calendar year to date totals as of the day you log on, or
- your W4 information as of the day you log on.

Go to the district website: District Home, District Office, Staff, Staff Resources, SMART systems. If you have questions, contact Patty Vacek.

Pesticide Notice

A Minnesota state law went into effect in 2000 that requires schools to inform school employees if they apply certain pesticides on school property.
Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.
State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. The Rockford High School has a high quality camera for STAFF use within classrooms/activities. Staff is encouraged to check the camera out from the office and use it often.
Some of these photos may be published in local newspapers or in Rockford Area Schools' publications/emails/ websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance

Refer to District Policy 531
At Rockford High School the Pledge of Allegiance is recited at least once each week, led by a student/students/staff member over the intercom.

Purchasing and Receiving

How to place an order and obtain approval for payment:

- **Step 1** Staff member completes an online order request through the SMARTeR System and transfers it electronically to the account clerk.
- **Step 2** Staff member alerts Principal's/Activities Secretary that an order has been placed in SMARTeR System. Principal's/Activities Secretary applies appropriate account code and routes the requisition to appropriate administrator for approval and to be encumbered to budget. After the requisition is approved, the District Office Account Clerk (Sara Pepin) transfers it to the purchase order status, and it is either mailed, faxed, or e-mailed to the vendor.
- **Step 3** Account clerk emails requisitioner status of order being sent. (no photo copies of purchase orders will be made).
- **Step 4** Order is shipped to appropriate building and delivered to requisitioner's area by custodial staff. ● **Step 5 Requisitioner/Receiver of goods checks order for accuracy, signs packing slip for approval and sends via interoffice mail to district office account clerk on the same day or as soon as possible after the items are received.**
- **Step 6** Account clerk matches packing slip to invoice and issues payment through Smart Finance.

All items are done in a timely manner so as to not receive finance charges or late fees. Public schools are required to pay all invoices within 35 days of receipt by state statute.

Summer Orders: Summer orders will request that delivery not be accepted until August 1st unless noted that it is needed earlier. Items delivered August 1st through the beginning of the school year will be kept in a central area, checked in by district office/custodial staff and then delivered to appropriate classrooms.

Recycling

Refer to District Policy 805
It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Safety Regulations

It is an absolute necessity that all staff members and employees are familiar with all safety regulations in the school, particularly those regulations concerning the use of power equipment and athletic/physical education equipment. It is the responsibility of each teacher to make sure that all students and persons under their charge fully understand all of the safety regulations within their departments. Although this policy will pertain particularly to those teachers who are directly involved with courses and activities which use equipment which may be termed hazardous, many other faculty members are assisting or directing activities where potentially dangerous equipment is involved.

School Closing Procedures

Refer to District Policy 806

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Notifications will be placed on the district website, www.rockford.k12.mn.us, and through the Infinite Campus Parent Portal.

School closing announcements will be broadcast over KARE (11) TV and also placed on their website at www.KARE11.com (click on School Alert). Announcements may also be made to radio station KRWC (1360) - Buffalo, WCCO (4) TV, KSTP (5) TV and KMSP (9) TV. In the event that school is closed, the district will hold an e-learning day. Teachers will have activities, notes and assignments posted on Google Classroom by 10:00am for the day.

Generally, school will be in session if it is felt that the buses can make their routes in relative safety. Even if school is in session, parents are asked to assess their situation and determine whether or not it is safe for their children to attend school on a particular day. If parents determine not to send their child to school due to deteriorating weather conditions, the absence will be excused.

Student Activity Accounting

All staff that collect fees are responsible for completing deposit slips and complying with district finance regulations. All cash should be kept locked and submitted to the District Office in a locked money bag (via the Student Services or Activities Secretary).

All staff advisors to student organizations are required to comply with established purchase order procedures. All necessary forms and information are available in the office. No items may be purchased without a purchase order. No bills will be paid unless a correct purchase order has been secured in advance. All members of the coaching staff will obtain necessary permission for purchases from the Activities Director.

Student Publications

Refer to District Policy 505, 512, 904

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

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

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

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

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

Surveys

Refer to District Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations. A complete copy of the school district's "Student Surveys" policy may be obtained on the district website at www.rockford.k12.mn.us.

Suspension

The suspension of students is an administrative function. It can follow a teacher's discipline referral.

Technical Support

All requests for technology assistance or set-up help should be submitted through FMX by going to www.rockford.k12.mn.us and clicking the Staff menu and FMX System.

Telephones

Employees are not to make any personal long distance calls that will be charged to the school on school phones.

Textbooks

Be sure that all textbooks are stamped and numbered, if not utilizing the Media Center's barcode system. Record the number of the book given to each student on a proper form or paste in your lesson plan book. Check this number against the number in the book they/them returns at the end of the trimester/year. Textbooks are to be issued and collected by the teacher using them. It is advisable that they be checked periodically to see that students are taking proper care of them. Fines are collected at the end of the trimester for all lost or misused books. If you need help in determining appropriate fines, please consult the principal. A complete inventory of all textbooks will be requested of each teacher at the close of the school year.

Visitors

Refer to District Policy 903

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee-working environment.

PART II - TEACHER RESPONSIBILITIES

Classroom Management

Good classroom management describes a school setting where a classroom is run on a successful educational plan.

Good classroom management leads to learning respect for self, others, school subject matter, and education itself. Good classroom management is essential to the learning process. Teachers are expected to command their classroom. A classroom environment conducive to teaching and learning should prevail. The welfare of each individual student is the responsibility of the teacher.

It is expected that every teacher will clearly communicate, in writing, their classroom learning and behavior expectations. Consistent application of those expectations is critical to successful classroom management.

Discipline should be primarily handled in the classroom. However, situations do arise where sending the student to the office to process with an administrator is necessary due to either safety or educational concerns. When sending a student to the office, please call a school secretary to notify them of the student that will arrive as well as the reason for the office visit. Fill out a Behavioral Referral in Infinite Campus. Be aware of how you respond to a student in these situations. Do not engage the student in ways that may escalate the situation. Maintain a professional approach; do not engage in a power struggle with the student. Additionally, there's no quicker way to create an unmanageable situation than to grab or strike a student. The result of such action is the loss of student respect and conflict with parents. However, it is permissible to physically restrain a student to prevent harm to the student or others.

Sending a student out of the room draws attention to a possibility that the student is in need of help from people in special services. The special services department includes the counselor, LD teachers, IH teacher, EBD teachers, DH teachers, the principal, psychologist, social worker, nurse, and any agency that can help bring about a solution to the problems presented by the student's behavior.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information.

Mid-Term and Final Grades

Grades should be submitted by the deadline given by the school counselor. This allows report cards to

be printed and ready for conferences, or mailed in a timely manner.

Incomplete Grades

Incomplete grades must be made up within two (2) weeks following the end of the marking period. If the incomplete grade is not made up within the two (2) week time period, then the grade will turn to a failure or the grade earned by the student without the make-up work turned in. Please contact the office if extenuating circumstances apply.

Weighted Grading

The rationale for weighting: additional weight is given for courses that are designed to develop a high degree of productivity including substantial homework and written testing requirements. Classes weighted include a variety of Advanced Placement (AP), International Baccalaureate (IB), and College In the Schools (CIS) classes.

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its eligible courses, are eligible for weighted grading.

If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.

Lesson Planning

The responsibility for organization and execution of an instructional plan is that of the individual teacher. This vital component of the teacher's job is challenging and complex.

Parent Communication

Communication between parents and teacher is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child’s grade is below passing.

Teacher websites are another extremely valuable communication tool. Teachers now have a google classroom. Each class page must, at the minimum, include:

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

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

Additional opportunities to communicate about what is happening in the classroom include, but are not

limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Passes

Teachers are responsible for the students assigned to their classes during the time classes meet. Issue passes with some caution and maintain a pass sign-out list on your desk. No student is to be out of the classroom without a pass.

Professionalism

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Room Appearance

Make your room a pleasant place in which to be, and insist that your students treat school property with care and respect. It is the teacher's responsibility to, at the end of the day, leave the room in a condition that will allow the custodial staff to perform their cleaning tasks. Take a few minutes at the end of the school day to have your students straighten out the room. Do not use push pins or tape on the walls.

Staff Development

Complete the following process for any staff development:

1. Complete Staff Development Form found on the Rockford website (Staff=> Staff Resources => Staff Development Form)
2. At a minimum of 2 weeks prior to the event, the form must be routed to the appropriate person listed below:
    a. Q-Comp requests: Q-comp coordinator
    b. Special Education: Special Education Coordinator
    c. All other requests: Building Principal
3. Form will be Approved or Not Approved
4. Forms (Approved and Not Approved) will then be routed to the Director of Teaching and Learning
    a. If Not Approved, person will be provided with an explanation
    b. If approved, schedule a substitute through Kelly Services
        i. The Director of Teaching and Learning will approve a substitute through Kelly Services 5.

All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

Supervision

All teachers have responsibility for maintaining and promoting an atmosphere in the school that is pleasant, positive, and productive. Whether in the classroom, in the hallway, in the cafeteria, outside the building, at an athletic event, or on a school bus, the teacher is a role model and a manager of the educational well-being of all students. It is a teacher's duty to correct inappropriate behavior whenever or wherever it occurs. Taking immediate and decisive action in instances of errant behavior contributes to the improved behavior of the students immediately involved as well as to the overall school atmosphere.

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

After-School Activities Supervisors

Advisors are to be present during the time any student or student group is meeting after school hours. School keys are not to be given to students. The advisor is responsible for checking to see that all lights are off and doors are locked at the conclusion of the activity.

Assemblies

All teachers, unless excused by the principal, are to be present at all assemblies, lyceums, pep fests, and the like. Supervision will eliminate or prevent most discipline problems. Teachers are to take seats in the bleachers or auditorium among the students.

Hallways

Stand outside the doorway to your room when classes are passing. In addition to your classroom, all teachers have a responsibility to take care of problems arising in their presence. If you do not think you can properly take care of a situation, seek help from another teacher or the office.

What students do before school, between classes, or at lunch affects what they do in the classroom. Each teacher is obliged to do whatever necessary to make that effect positive. When you quell unruly activity, show concern for a disaffected or disturbed student or support a colleague by carrying out either school policy or common codes of acceptable conduct. You are performing an essential teacher task, i.e., the creation of an atmosphere in which learning can take place. THANK YOU FOR YOUR HELP!

Student Attendance

Every teacher must take attendance every period, every day, as early in the period as possible. Be sure to include tardy information when recording attendance.

Instructors who will be absent with students for activities are to email a list of these students to the RHS staff.

Tardiness

Insist that your students be on time to class. Teachers are to handle student tardiness in their own way. Be sure to record all tardies. Do not send students to the office for being late to class.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Galaxy Kids Program Handbooks for 2022-2023

Meeting Date: 5/16/2022

Prepared by: Cody Hallahan

Date Prepared: 4/4/2022

☐ Information ☐ Briefing ■ Action ☐ Enclosure Item(s)

Enclosed are the 2022-2023 Galaxy Kids Program Parent Handbook and Staff Handbook. The following changes were made in each Handbook:

Staff Handbook:
- Dates changed to the upcoming school year
- No other changes applied

Parent Handbook:
- Dates changed to the upcoming school year
- Adding in the wording of the auto-pay requirement for all families who register for Galaxy

Building a Community for Life-Long Learning

Rockford Area Schools
COMMUNITY EDUCATION

2022-2023

Parent Handbook

GALAXY KIDS
School Age Care

Galaxy Program

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Introduction

Welcome to Galaxy Kids Program! We are pleased that you have selected our program for your child. Galaxy Kids Program is a quality school-age care program offered for children in preschool through grade six. The goal of our program is to create a caring, quality, learning environment that will complement your child's needs. Galaxy Kids is certified through the Department of Human Services.

Galaxy Kids Program offers your child choices for experiences in the areas of art and drama, music, sports, language arts/reading, group games, technology, community service, homework assistance, and quiet time. The children are encouraged to pursue their interests, develop confidence and independence, make new friends, and of course, have fun!

Galaxy Kids Program is sponsored by the Rockford Area School District 883 Community Education Department. Like all other district programs, we are governed by the policies and guidelines of the Board of Education.

This Parent Handbook is designed to inform you about our program procedures. Please read through the handbook carefully, paying special attention to the policies and schedules. Since the Galaxy Kids Program is housed in the Rockford Elementary Arts Magnet School (REAMS) building, it is important to familiarize yourself with the REAMS handbook. It is available on the Rockford Schools website under REAMS Office.

Please feel comfortable contacting us through phone calls, emails or stop-in visits. Our goal is to work in partnership with our families in order to provide the children with a safe and caring environment.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continually improving our program. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive environment for students of varying abilities and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Open Door Policy

Parents are welcome visitors to our program. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments and complaints to the program coordinator, either verbally or in writing. You are welcome to leave a note in the Parent Box or be sending an email. You are also welcome to direct questions, concerns, and comments to our Community Education Director.

Registration and Enrollment Information

Openings are determined on the basis of the number of adult staff-to-child ratio (1 Adult: 15 K-6 children and 1 Adult: 10 preschool children). When openings occur, parents/guardians of registered children are contacted for enrollment on the basis of: 1) the time slot indicated on the registration form, and 2) on a first-come basis for the time slot according to the date of registration.

How to Register

Parents will register using their Eleyo account. You can register for an account by visiting https://rockford.ce.eleyo.com/. Parents will pay a non-refundable enrollment fee at the time of registration. Your child is not registered until the fee is paid. If you are enrolling your child after the registration dates you will need to work with the supervisor to determine a start date for your child within the program. Non-payment of previous Galaxy charges will result in a delay in enrollment until all fees are paid.
Please allow a minimum of three to five business days to process enrollments.

Enrollment Periods

Galaxy Kids has 2 sessions each year, School Year and Summer. Each session requires a separate registration. The school year enrollment period is from the first day of school until the last day of school. The summer enrollment period is for 10 weeks, starting the first Monday after the school year ends and ending the last full week in August. **Please note the 2022 Summer Program begins on the first Tuesday after the school year ends.*

Hours of Operation

Galaxy is open Monday through Friday, from 6:00am to 6:00pm, including during the summer session and on theme days. The program will be closed the following district holidays: Labor Day, Thanksgiving Thursday and Friday, Winter Break, Presidents Day, Good Friday, Memorial Day, the Friday after the end of the school year, week of Independence Day, and the week before the start of the new school year. Weather-related school closings are addressed in a separate section of this handbook.

Schedule Options

Consistent Schedule Option: Choose this option if you need care on the same days of the week each month. 2 days per week is required to receive the regular rate. One day or less is billed at the Drop-in rate.

Pick-Your-Day Schedule Option: Choose this option if your care needs vary from week to week and will not always be on the same day each week. 8 days per month are required. 7 or less days will automatically be billed at the Drop-in rate.

Drop-In Option: Families have the option to register as Drop-in only. Choose this option if you do not consistently need care or need less than 8 days per month. Drop-In days should be requested 3 business days in advance using your Eleyo account. There is an additional charge of $2.00 above the regular fee. These days can be accommodated based on space and staff availability. Drop-in care may not be available on certain field trip days. No refunds are available for canceling a requested drop-in date.

**Field trips are typically scheduled for every other Friday during the summer program. On-site care isn't available on field trip days. A field trip fee will be applied to your account if you register your child for a day a field trip is scheduled. Field trip fees are listed on the permission form ($10 or less).*

Fee Schedule

Please see last page for Fee Schedule

Additional Fees

Finder's Fee: $5.00 if your child does not come to Galaxy after school and the buses are delayed while searching.

Late Payment Fee: $25.00 will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact the supervisor to discuss payment arrangements. If no payment or contact is made within 7 business days of the due date, child care may be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

Late Schedule Fee: $25.00 will be applied to your account if your Pick Your Own schedule is not received by the due date. If you have questions on your schedule, please contact the supervisor before the date the schedule is due. If you no longer need care, please submit a Contract Change Form and request to withdraw your contract using your Eleyo account.

Late Pick-Up Fee: Galaxy Kids Program closes at 6:00pm each evening and it is important that our daily operations can conclude on time. Due to the additional expense of staff members staying late when parents arrive after the program closes you may be charged a Late Pick-Up Fee. Galaxy Kids Program will apply a fee of $5 for the first 10 minutes a child is picked up late. After the first 10 minutes, $1 per minute will be applied to your Eleyo account.

Financial Assistance

Financial assistance may be available for qualifying families through state or county funds. Contact Wright or Hennepin County Human Services based on your county of residence. Written authorization from the county must be received by Galaxy before a child can begin care. If financial assistance is cancelled, you will be responsible for all expenses

incurred. Families receiving assistance must assume responsibility for fulfilling county requirements such as providing child care schedules, submitting timely reports and making payments not covered by the assistance program in a timely manner. If co-pays and remaining care payments are not made in a timely manner, Galaxy Kids Program reserves the right to end care until your balance is paid in full. Parents participating in financial assistance programs are responsible for checking their balance due on their Eleyo account and paying the remaining balance due after assistance payments are applied.

Invoicing/Payments/Auto-Pay

Beginning the Summer, 2022, all families must have auto-pay added to their accounts to receive child care from Galaxy.

Summer Program- Care will be billed on a bi-weekly basis. You will receive an invoice every other Monday, with payment due the following Thursday.

School Year- Care is billed based on the days you have contracted for. Invoices will be available for payment on the 15th of the month prior to care. Payments are due by the 25th of the month prior to care being provided (i.e. September payment is due by August 25th). Galaxy Kids Program is a pay ahead program. If your payment is not received by the due date, care cannot be provided.
Drop-in Care will be invoiced during the next billing cycle.

Forms

All Galaxy Kids form that you will need are located on-site in the main Galaxy classroom and on our website. The Drop-In Care Form is NOT located on the website. This form is located on-site in our main classroom to ensure the safety of each child when additional care is scheduled. Please contact a Galaxy staff member or the Galaxy coordinator for help filling out a Drop-In Form.

Drop-In Care Form

If you need emergency Drop-in care (less than 3 business days' notice) please call Galaxy Kids Program directly. You will be asked to sign a Drop-in Form when you arrive to pick-up your child.

Contract Change/Withdrawal Form

If you need to withdraw your child from Galaxy, we require a ten business day written notice. Please give notice using the Contract Change Form, in addition to withdrawing your contract using your Eleyo account. If you withdraw your child without the required written notice, you will be billed tuition for the rest of the required time. Re-enrollment will be dependent on space availability and cannot be allowed until any outstanding balance is paid in full.

Vacation Credit Request Form

If you have planned time that your child will be away from the program and you are contracted for a Consistent Schedule at least 2 days a week, you may request a Vacation Credit for the days your child will not be attending Galaxy. Forms are due by the 14th of the month for the following month (example: September Vacation Credit Request Forms are due by August 14). Families on consistent schedules may receive a credit for up to one week of care per month, based on the number of days your child attends per week. Example: If your consistent schedule is set for 3 days per week, you may use up to 3 credit days per month.

You are responsible for all costs incurred for your contracted days, whether your child attends or not, unless we have received a Vacation Credit Request, contract change or withdrawal with sufficient notice.

Activity Form

If your child will be attending an activity while scheduled for care at Galaxy Kids, please fill out and return an Activity Form 10 business days prior to the activity. On this form you can indicate if you would like a Galaxy staff member to bring your child to and from the activity, date, time, and location of activity, and special instructions for the staff member.

~~Transportation Form~~

~~If your child will be attending an off-campus activity that requires transportation in a school approved vehicle please fill out and return a Transportation Form 10 business days prior to the activity. A $30 per season fee is charged for transportation using school vehicles.~~

Not available during COVID-19 pandemic.

Communication

Galaxy Kids strives to maintain open and clear communication. We will regularly send out updates and monthly newsletters, as well as individual communication with each child's family on an as-needed basis. You will also receive monthly reminder emails when forms and payments are due.

Each family is assigned a mail slot to receive periodic communication (cubby). Children can also store completed projects and items; however parents are responsible for making sure your family's cubby is emptied each day.

Reports

If your child has an accident, incident, or serious behavioral issue you will be notified by Galaxy staff using either an Incident/Accident Report or a Behavior Report. You will also receive a form indicating if your child isn't feeling well, along with what actions were taken while your child was at the program.

Orientation

An orientation will be offered at the beginning of each session. An email orientation will also be sent out to all families at the beginning of each session.

Parent Feedback

We welcome feedback, both positive and negative, at all times. If you would like to share feedback you may email the coordinator, leave a note in the locked wooden box, or call and speak directly with a staff member. You may also request a conference with the coordinator regarding your child. The coordinator may also request a conference regarding your child if the need arises. You will also be asked to participate in a survey at least annually.
We encourage parents to be as involved with our program as they prefer. You are invited to participate in the Community Education Advisory Board or Accreditation Stakeholder team if you would like to advise on policies and procedures regarding the program.
Galaxy Kids follows ISD 883's grievance procedures and policy # 103 regarding complaints from students, employees, parents, or other persons. You may report concerns or complaints directly to the school district or to an individual employee. The employee will advise their immediate supervisor of the complaint. For more information, please see policy #103 on the district website.

Conferences

If you would like to meet to discuss your child's progress while at Galaxy Kids Program you may request a conference with the program supervisor and classroom assistants that work with your child. Please be sure to schedule conferences in advance so staff members can prepare and additional staff members can be scheduled if need. The program coordinator may request a conference with you regarding your child if the need arises.

Arrivals/Departures

Sign-In and Sign-Out

Parents are required to sign their child(ren) in and out of the program each day. Please sign your child in/out using the Galaxy Kids iPad and make sure a Galaxy staff member knows you are taking your child. This is a safety measure. Parents are responsible for keeping their Authorize Pick-Up list current on their Eleyo account. If an emergency arises and some not on your authorized list will be picking up your child, please call Galaxy kids BEFORE the person arrives to pick up your child. You will be asked to follow-up with the information in writing as soon as you can (example: email). All persons not recognized by staff will be asked for photo identification. Be sure we have current phone numbers where you can be reached during your child's time at Galaxy in order for us to verify that you are aware of this change.

If a parent sends a sibling to pick up child from Galaxy, the sibling must be at least 12 years of age and must be listed on your Authorized Pick-Up List as someone who can pick up the child. The sibling must either be known to staff or have a picture ID.

Unauthorized Pickup

If you do not want your child's other parent or grandparent to pick up said child, you must give us a copy of a court order with that information.

Health and Safety

Please keep your child's emergency information current. Registration and emergency information is kept at our program for each child. You may update

your information using your Eleyo account. If you update your information after your initial registration, please notify us so we can updated our safety lists.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members will support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits. Breakfast is available on school days through the district hot lunch program. Breakfast may be purchased through the REAMS office. You must contact the supervisor to set up an account if you do not have one. We will be taking the children to the lunchroom before the start of the school day. Please check the district menu and if you do not want to participate in the breakfast program for that day, you are welcome to send a breakfast snack with your child. On non-school days a breakfast snack will be provided through the Galaxy Program.

Lunch is provided on school days through the District 883 hot lunch program. Lunch may be purchased through the REAMS office or using your Parent Portal. You must contact the Galaxy supervisor to set up a lunch account if you do not have one. Milk will be available for purchase to supplement lunches brought from home.

2020-2021 LUNCH AND BREAKFAST PRICES

Breakfast $1.85
Elementary Lunch $2.65
Middle/High Lunch $2.90
Adult Lunch/2nd Lunch $3.60
Milk $.60
Lunch and Breakfast Prices subject to change as determined by Taher Food Services.

For more information regarding your child's lunch account, payment methods, and eligibility for free or reduced price meals, contact 763-477-9165. Please see District Policy 730R in the District Student/Parent Handbook.

Cold lunch is necessary to bring on all non–school days and during the summer program unless otherwise stated. When sending a cold lunch with your child/children, families are responsible for ensuring that the contents of your child's/children's lunch are appropriately packed and cooled, especially if sending a milk product or a perishable food item. We ask that you do not send pop to drink.

Afternoon snacks are included in the tuition fees and will be served each day at 3:30pm. Please check the monthly menu on our webpage to see what is being served each day. During the summer program, a breakfast snack will be served at 7:45am each day. Breakfast snacks are included in your tuition fees during the summer.

Accidents/Injuries

All adult Galaxy staff members receive training in 1st Aid and CPR. If a child has a minor injury, the attending staff person will treat the injury and inform the **parents/guardians via phone call or through our accident/injury report form.** If a serious accident should occur, the staff will contact the parent/guardian and call 911. If emergency treatment is necessary, the child will be taken to Buffalo Emergency Care and the parent will be responsible for all medical expenses.

Illness and Absence from the Program

In case of illness a child should not attend Galaxy Kids Program if ANY of the following symptoms occur: Fever above 99 degrees, severe cold, undiagnosed rash, vomiting, diarrhea, sore throat, upset stomach, body aches or head lice. Please contact the coordinator if your child has any communicable diseases so that we can inform other parents that their child may have been exposed.

Chronic Health Conditions

If your child has a medical need or chronic health condition, please contact the Galaxy coordinator to schedule a meeting prior to your child beginning our program. It is important to us that we have as much information as possible to provide the highest quality care for your child.

If a child should become ill with any of the symptoms described above, Galaxy Kids Program staff will contact a parent/guardian and request that the child

be picked up from the program within one hour of being contacted. If a parent/guardian cannot be reached, a program staff member will get in touch with an emergency contact as listed on your Parent Portal.

Communicable Diseases

To avoid the spread of germs and for the benefit of the ill child, a child displaying any of the above symptoms will be asked to rest in a quiet area away from other children while waiting. Your child/children may not return to Galaxy Kids Program until she/he has a written doctor's notice, has not vomited or had diarrhea for 24 hours, or has been on medication for at least 24 hours.

Please Note: Because head lice is terribly contagious and extremely difficult to eradicate, Galaxy Kids Program reserves the right to check each child's head upon arrival and may refuse to care for any child who shows any evidence of lice infestation.

If you have signed up your child for a day to attend the Galaxy Kids Program and your child is ill and unable to attend we ask that you call us as soon as possible. To call your child in sick, please call the Rockford Attendance Line at 763-477-7525 and select Option 4. You will be charged for the day. However, if we need to locate where your child is because you have not notified us, we will also charge a Finder's Fee.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Insurance

Medical insurance coverage for the Galaxy Kids Program is the responsibility of the parents.

Sunscreen

Children will have the opportunity to go outside each day that weather permits. It is important that you put sunscreen on your child each day. Students are allowed to keep this in their backpacks to re-apply throughout the day. Parents are responsible for supplying sunscreen for their child during program hours. Sunscreen should be labeled with your child's name and grade. If sunscreen is not provided, your child will do alternative indoor activities in place of outdoor activities unless a waiver is signed.

Blankets/Extra Clothes

Preschool/kindergarten students should bring the following for daily use: blanket for nap time and an extra set of clothing and underwear in case of accidents. Please put the extra clothing in a storage bag labeled with the child's name and kept in his/her backpack at all times. Notices will be sent home if extra clothing was used or if you need to take the blanket home to wash. We take precautionary measures to maintain the blankets here as well.

Galaxy Kids Program follows District Policy 516 in regards to Health and Safety in the District Parent/Student Handbook.

Child Guidance/ Behavior Management

Galaxy Kids Program is dedicated to creating a positive and encouraging classroom community by implementing positive behavior guidance techniques with all children. Our program is dedicated to being inclusive of children of all abilities. Our goal is to teach children positive ways of dealing with conflict while maintaining a safe and caring environment for each child. Galaxy Staff follow the School Discipline Policy 506 from the District Student/Parent handbook.

Our program staff use developmentally appropriate language to help children make desirable choices, to become cooperative persons who are responsible for their own actions, and who respect the rights, feelings, and property of others. Staff members are

committed to being positive role models, employing positive, non-threatening techniques, and consistently acknowledging and encouraging positive behaviors and attitudes.

Behavior Expectations

The basic expectations for students to remember are:

1. We respect ourselves, others and property
2. We behave in a safe and orderly way.
3. We act as responsible citizens.

Unacceptable Behaviors:

· Any violations of the District Disciplinary Policy
· Violations of listed basic expectations.

Examples of unacceptable behaviors include, but are not limited to:

· Physical aggression
· Drugs, alcohol, tobacco or weapons used or in possession on the premises.
· Destruction of property.
· Unsafe activities such as leaving the area without permission, behavior which endangers others, etc.
· Behaviors that disrupt activities and/or other program participants.

Consequences for Unacceptable Behaviors:

· Loss of Galaxy privileges or activities.
-Positive conflict resolution between all parties involved and program staff.
· Meeting with Galaxy staff and other children involved. Positive redirection.
· If behavior is severe, parents will be contacted to pick up their child immediately.
· Suspension from the program from 1-5 days.
· If negative behaviors are continuous, parents will meet with program staff for a conference. Behavior improvement action steps will be developed and signed by child, parent, and program staff.
· If there is no improvement using the new behavior plan, parents will be notified to discuss possible disenrollment from the program.

Galaxy Staff will notify enrollees, as well as parents, of any violations and resulting disciplinary actions. The Galaxy staff will document this notification on a behavior report and give a copy to the Galaxy supervisor.

We follow district policies 506 and 525 for all violent and severe behaviors from the District Student/Parent Handbook.
For additional information regarding students with disabilities, please see the Americans with Disabilities Act. https://www.ada.gov/

Program staff will meet with the Community Education Director and other appropriate district staff regarding decisions that need to be made due to severe discipline.

Bullying

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:
"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, 514-3 including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment."

If children are displaying behavior that is consistent with bullying and previous behavior interventions have not been successful, a meeting will be scheduled with the parents and program coordinator to discuss a Behavior Plan.

Staffing Ratios

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they will not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)
Kindergarten-Grade 6: 1: 15 (maximum 30)
Mixed Group: For mixed age group we staff in accordance with the youngest age group present

Emergency Procedures

Galaxy Kids Program follows all of ISD 883's Emergency Procedures. Emergency drills are completed and documented on a scheduled basis.

Lockdown Procedures-Soft

Soft lockdown procedures will be implemented if there is a threat outside the school building or a non-threatening emergency circumstances that people need to be kept away from.

1. Coordinator or building principal will announce "SOFT lockdown" procedures.
2. Staff members will direct all students to the nearest classroom, including those outside.
3. Custodians will lock exterior doors.
3. Staff will clear hallways, restrooms, and other rooms that cannot be secured.
4. Staff members will close all shades, lock classroom doors and control all movement inside the classroom. Students will **continue activities as planned within the classroom**.
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Lockdown Procedures-Hard

The threat/intruder is inside the building

1. Coordinator or building principal will announce "HARD lockdown" procedures.
2. Staff will immediately direct all students, staff, and visitors into the nearest classroom or secured space and **LOCK THE DOORS.**
3. Staff members will turn off lights and keep all students away from windows and doors and out of sight.
4. Staff members will not allow parents/guardians to enter the building during an active hard lockdown. Parents will be notified if a hard lockdown occurs and will be notified as soon as it is safe to pick up your children.
5. Everyone in the building will remain in place until the situation has resolved.
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Evacuation Procedures

In the event of a fire or smoke from a fire that has been detected staff members will:

1. Evacuate students to the nearest designated safe area. See map located on each classroom door.
2. Staff members will take their tracking board along with them and ensure all children have been accounted for. A designated staff member will take the master attendance sheets along and ensure all students signed into the program have been accounted for.
3. Report missing or unaccounted for students to the coordinator right away.
4. No one may reenter the building until the building is declared safe by fire or police personnel.

Sheltering Procedures

1. Coordinator or building principal will announce when students should take shelter.
2. Staff members will move their group to the designated safe area nearest to where the group is located. Staff members will take their tracking board along with them and ensure all children have been accounted for. Staff and students will take the closest and safest route to the designated shelter.
3. Staff members will implement "drop and tuck" procedures": Face an interior wall, drop to knees and roll forward on the balls of your feet. Tuck head down and place hands on top of head and neck.
4. Once all students are safely sheltered, staff will take attendance to ensure all students are accounted for.

Severe Weather

School Closing: Galaxy Kids Program will be CLOSED if school is closed for the day.

2-Hour Late Start: Galaxy will OPEN at the regular time. If the decision is made to close school, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.
Early Dismissal: If school is dismissed early, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.
After School Activities Cancelled: If after school activities are cancelled, Galaxy will remain OPEN regular hours depending on the severity of the weather conditions.

Invoices will be adjusted in the event a child's time at Galaxy is extended.

Announcements will be made on the district website at www.rockford.k12.mn.us, local radio and TV stations as well as phone call notice to district families.

During summer session, Galaxy Kids Program will maintain the following inclement weather policies:

If inclement weather occurs and poses a risk for children and program staff, Galaxy Kids Program may close. Program staff will contact you to inform you of the program closing. Supervision will be provided up to 2 hours after the closing announcement.

We follow District Policy 806 Crisis Management for all Emergency Situations from the District Student/Parent Handbook. This manual can be found on the Rockford Schools website at www.rockford.k12.mn.us. Click on District and then District Policies.

Energy Curtailment

During the summer months Rockford Area Schools participate in a program called Excel Energy Peak Control, which means we are obligated to shut down the majority of electricity in our district. The school district works with Excel to make the best use of available power during these limited power use times. To keep our kids cool and safe, we may bring them to the Community Center Field House on these days. The hours of peak control vary with each control period. These days only take place in our district on odd numbered days when the heat index is high. If it is an even numbered day, we are allowed to operate as usual unless there is an extreme emergency.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Transportation

Students will only be transported during program hours in authorized school vehicles. Field trip transportation is provided by 4.0 Transportation. Transportation can also be provided by Galaxy employees who have received training to drive a district-owned van. Children will never be transported in staff member's personal vehicles for any reason.

Field Trips

During non-school days, especially the summer program, Galaxy Kids Program will be attending field trips. It is essential to arrive with adequate time before departures as Galaxy Kids will not delay a departure to wait for late arriving children. Please do not send additional money with your child unless informed that you may do so. On the days of field trips, no other on-site care will be available. As a reminder, children will need to bring a cold bag lunch/drink for ALL field trips. Parents/guardians are responsible for contacting program staff by 8:00 AM if a child/children are unable to attend a field trip. You will pay for the field trip if you have signed up your child on your monthly Calendar Form.

We will also take walks to the Rockford Public Library during the summer program. You will receive a monthly schedule of our visits. It is important that your child have a valid library card in order to attend. This only applies to students entering grades 1-6 as we do not take preschool and kindergarten students.

To see which days your child will be attending, be sure to check our website or the on-site parent bulletin board for the schedule.

Cell Phones and Electronic Devices

Galaxy staff members plan activities that are designed for students to be actively involved with other Galaxy kids during their time in the program. Bringing personally owned electronic devices to Galaxy is discouraged. Galaxy is not responsible for lost, broken, or stolen items of this nature. Student use of district-owned technology is closely monitored. Students must follow guidelines for appropriate use of devices such as IPads. Galaxy will not allow photos to be taken of staff or other students. Posting photos on social media will result in a conference with parents and further disciplinary action. Please see District Policy 506 and 524R in the District Student/Parent Handbook.

Pets/Animals in the Program

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Data Privacy

This notice is being given to you to make you aware of your rights with any family information that you provide to Galaxy Kids Program. The information we request on your registration forms is important for us to be able to serve your child. Certain information, such as emergency and health information, is required by the MN Department of Human Services to have on file. All information provided to Galaxy Kids Program will be kept in confidence and made available within our program to our staff only. If your services are subsidized, fully or in part, we are required to allow access by the funders of your services to your records if requested. Please see policy 515 in the District Student/Parent Handbook.

2022-2023 School Year Fees	
Before School Care 6:00am-8:05am	$9.25 per day Consistent Schedules $10.25 per day Pick Your Day Schedules $11.25 per day Drop-In Care
Preschool Half-Day Care 8:00am-12:15pm or 10:45am-2:55pm	$15.50 per day Consistent Schedules $16.50 per day Pick Your Day Schedules $17.50 per day Drop-In Care
Preschool School-Day Care 8:05am-2:55pm	$25.75 per day Consistent Schedules $26.75 per day Pick Your Day Schedules $27.75 per day Drop-In Care
After School Care 2:55pm-6:00pm	$14.00 per day Consistent Schedules $15.00 per day Pick Your Day Schedules $16.00 per day Drop-In Care
1 hour, Before or After School 7:00am-8:05am or 2:55pm-4:00pm	$6.25 per session Consistent Schedules $7.25 per session Pick Your Day Schedules $8.25 per session Drop-In Care
Non-School Day 6:00am-6:00pm	$36.00 per day Consistent Schedules $38.00 per day Drop-In Care
Activity Fee for field trip or on-site presenter	Cost of Activity
2022 Summer Fees	
Full Day 6:00am-6:00pm	$36.00 per day Consistent Schedules $37.00 per day Pick Your Day Schedules $38.00 per day Drop-In Care
Weekly Rate Monday- Friday, 6:00am-6:00pm	$164.75 per week Consistent Schedules Only
Activity Fee for field trip or on-site presenter	Cost of Activity
Partial Day AM or PM 6:00am-12:00pm OR 12:00pm-6:00pm	$25.75 per day Consistent Schedules $26.75 per day Pick Your Day Schedules $27.75 per day Drop-In Care
Additional Fees as Needed	
Finder's Fee	$5.00
Late Payment Fee	$25.00
Late Schedule Fee *For Pick Your Day Schedules*	$25.00
Transportation Fee	$30/season Not available during COVID pandemic
Late Pick-Up Fee	$5/First 10 minutes, $1 per minute after the first 10 minutes.
Registration Fees	
Registration (required fall and summer)	$40.00 per child OR $75 max per family

Building a Community for Life-Long Learning

Rockford Area Schools
COMMUNITY EDUCATION

2022-2023

Staff Handbook

GALAXY KIDS
School Age Care

Galaxy Program

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Introduction

Welcome to Galaxy Kids Program. The purpose of this handbook is to inform all Galaxy Kids Program Staff members of their responsibilities, Galaxy Kids Program procedures and other information pertinent to the Galaxy Kids Program.
At Galaxy Kids Program we believe that our staff should be professional, able to carry out instruction, and are warm and welcoming towards children.
Please familiarize yourself with the contents of the Galaxy Kids Program Staff Handbook. This handbook includes information specific to the Galaxy Kids Program. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continual improvement. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive, diverse environment for students of varying abilities, backgrounds, and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. We encourage student involvement in planning, coordinating, and implementing activities. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Hours of Operation

Galaxy Kids Program is open Monday-Friday, 6:00am-6:00pm. Galaxy is open most non-school days, excluding staff holidays. Galaxy Kids also has a summer program from mid-June through the end of August. Galaxy Kids is closed over Winter Break and the week of July 4th.

Hiring Procedures

Galaxy Kids Program follows RAS policy 401: Equal Employment Opportunity.

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
D. Every school district employee shall be responsible for following this policy.
E. Any person having any questions regarding this policy should discuss it with Business Manager/Personnel Manager.

The Galaxy Kids Program Coordinator will be responsible for reviewing applications received for open positions. The Program Coordinator will be responsible for screening all applicants, including but not limited to: interviewing applicants and checking references and employment history. The ISD 883 business office is responsible for initiating and completing a background check.

Orientation

Staff members must complete at least 10 hours of orientation prior to working with children. New staff members will not be left alone with children until their orientation is complete. During your orientation, you will receive a written job description along with a copy of the Galaxy Staff Handbook.

Training/In-service

Galaxy Kids Program will pay for the tuition cost for any staff training required by the Galaxy Kids Program Coordinator or Community Education Director. Staff members are allowed to record time and receive wages for time spent in staff meetings scheduled and approved by the Galaxy Kids Program Coordinator.

Assistants that work 20 or more hours per week will be expected to attend at least 15 hours of

workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Assistants that work under 19 hours per week will be expected to attend at least 12 hours of workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Student workers are not required to attend workshops/training, but are welcome to go if it works with their homework schedule. However, student workers are required to attend all staff meetings and family night events, along with CPR/First Aid training.

Personnel Procedures

Galaxy Kids Program follows all policies and procedures of ISD 883/Rockford Community Education. Please see the district-wide handbook, located at www.rockford.k12.mn.us/Page/36 for more information.

Professional Development Plans

All classroom assistants will work with the Program Coordinator to develop a Professional Development Plan (PDP). PDP's will be developed using the Core Competencies for Out of School Time professionals, and will be reviewed with the Program Coordinator annually or as needed. We are committed to developing each staff's knowledge and abilities continuously throughout their employment at Galaxy Kids Program.

Staff Reviews

Staff reviews will be completed one time per year. Reviews are typically completed each June. Staff members will meet with the Program Coordinator to complete their yearly reviews.

Time Sheets/Pay Day

Employees will document their time worked using the TimeClock+ system. Pay periods are the 1-15 of the month, and the 16-the end of the month. Employees are paid on the 1st and 15th of each month.

Reporting to Work/Late Staff

All employees are expected to report to work on time and to be ready to work with the children. For example, if you are scheduled to work at 7:00, you are here, personal belongings are put away and you are ready to work with the children at 7:00. You should put a note in TC+ when clocking in stating you were late and you should notify the Coordinator.

Confidentiality

Because of data privacy and confidentiality issue, Galaxy staff members must abide by the following:

1. When speaking with a parent involving an incident between their child and another child, always refer to the other child as "the other child." DO NOT USE NAMES.
2. Home or work phone numbers of staff, parents, and children **are not** to be given out to anyone other than Galaxy Staff. Staff members may take a message and pass it along to others.

Galaxy Staff may discuss issues of a confidential nature with the program coordinator or the Community Education Director.

Staff Schedules

The Galaxy Coordinator will determine the staff schedules. At any time hours may be increased or decreased due to low student enrollment or other circumstances.

When Galaxy is in operation from 6:00am to 6:00pm, staff schedules may vary in hours and scheduled work times. Staff members may be asked to leave early due to a low number of children in attendance. Staff schedules will be adjusted for the summer program to meet the needs of the program.

Requesting Time Off

Staff members may request time off in writing to their direct supervisor, in addition to submitting time off using the Kelly Services website. Time off will be approved in the order requests were received. If the program cannot maintain a safe staff to student ratio, time off requests may be denied.
Part-time staff members may fill in for other staff members, as long as their total hours for the week do not exceed 40. The Program Coordinator maintains a list of district staff that have received training to substitute for staff members at Galaxy Kids Program. In the event of a long-term absence from the program, the out of ratio staff who completes lesson planning and the Program Coordinator will adjust schedules to cover the open time frame.

Sick Time

If an employee is sick, they must notify their immediate supervisor at least one hour prior to the

start of their shift. It is the employee's responsibility to make sure they receive a response from their supervisor to ensure their message was received. Employees must also note when they are sick on TC+.

Mandated Reporting

Galaxy Kids Program follows RAS policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse.
All staff members are mandated reporters. Mandated reporters are professionals or a professional's delegate identified by law who **MUST** make a report if they have reason to believe that the abuse, neglect, or financial exploitation of a vulnerable adult has occurred. If you suspect a child is being neglected or abused, you must make a VERBAL report within 24 hours of becoming aware of the suspected abuse/neglect. A WRITTEN report must be completed within 72 hours. All reports are confidential. You are protected by law from retaliation when filing a report. For more information or resources on child abuse, visit Prevent Child Abuse Minnesota at: http://www.pcamn.org/.

Staffing Ratios/Supervision

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they should not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)
Kindergarten-Grade 6: 1: 15 (maximum 30)
Mixed Group: For mixed age group we staff in accordance with the youngest age group present.

Volunteers

If someone requests to volunteer at Galaxy Kids Program, the Program Coordinator and RAS district office will work cooperatively to ensure a background check is completed. Volunteers may not be included in the staff to student ratio, and may never be left alone with children.

Communication

1. Galaxy Kids Program uses the following communication tools to communicate updates and information to staff members: Daily Dayminder, district email, monthly staff meetings, monthly parent newsletters, and information posted on the staff bulletin board.
2. Staff members are expected to communicate with peers, children, and parents in a professional manner. Parents should be greeted upon entering the classroom and provided with regular verbal updates regarding their children. Staff members will communicate concerns using Incident/Accident Reports and Behavior Reports.
3. Galaxy Kids Program will conduct annual surveys to gather feedback from students, staff, and parents. Results from these surveys will be used to develop ongoing improvements within the program.
4. Staff members will provide feedback regarding the program in the form of written notes, discussions with supervisors, participation in staff meetings, and completing surveys.
4. Staff members will maintain confidentiality while communicating with parents using both written and verbal communication.

Answering the Telephone

When answering the phone, staff should greet the caller by saying, "Good morning/afternoon, Galaxy Kids this is_____ how may I help you?" If the person is asking questions that you do not know the answers to, please transfer them to the Galaxy Coordinator. The phones at Galaxy should not be used for personal calls. If an emergency arises, make your call brief. Use of a personal cell phone to make non-work related calls is prohibited during scheduled work hours.

Staff Responsibilities

Galaxy Kids Program School-Age Care Assistant

1. Planning and implementing daily activities from subject areas as assigned by Coordinator. Plans need to be completed in a timely manner & written out for substitutes to follow as well as for program coordinator to view. This includes filling out Activity Planning Forms in a timely manner.
2. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
3. Communicating clearly with parents. Parents should be informed of any and all matters pertaining to their child in a positive and timely manner. Parents should be greeted every morning and evening.

4. Communicating in a positive and professional manner with program and district staff.
5. Maintaining on site record keeping, daily attendance, locating children who do not show up when scheduled, keeping children's files up to date.
6. Documenting any and all negative behaviors and reporting these behaviors to the coordinator immediately.
7. Providing a safe environment, foreseeing potentially dangerous situations, and being current in first aid/CPR training and blood-borne pathogens training.
8. Serving breakfast or snacks, and supervising the children during meals.
9. Knowledge of all guidelines and policies. Be familiar with the parent handbook, program forms and Galaxy Program website. All staff should also be familiar with the ISD 883 District-Wide Staff Handbook.
10. Providing guidance and a safe setting while enforcing consistent boundaries for child behavior.

High School Student Worker

1. Communicating in a positive and effective manner to children, parents, building staff, and other Galaxy Staff.
2. Helping serve breakfast and snacks and supervising children during meals.
3. Assisting other staff in planning and carrying out daily activities.
4. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
5. Have knowledge of Galaxy Program guidelines and policies and be familiar with the parent handbook and Galaxy Program website.
6. Enforcing behavior guidance policies with help from adult staff and coordinator, if necessary. Do not deal with serious issues; tell the coordinator or assistant so they can handle the child.
7. First Aid/CPR certification preferred.

Program Guidelines and Expectations

Arrivals/Departures

1.Staff members are responsible for signing children into the program each session, and signing them out at the end of the session or when they leave for the day. Children will be signed in and out on the Staff Attendance Board. When children are dropped off or picked up by their parent or an authorized person, the authorized person must sign the child in/out on the Parent Sign-In/Out boards. Staff members are responsible for reminding parents to sign their children in/out.
2. When students arrive on a school van or bus, the staff member will sign the child in on the Staff Attendance Board. The staff member will also sign the child out on the Parent Attendance Board, noting that the child left on the bus.

Pickup Authorization

Children are to be released only to their parents or persons listed on their Authorized Pick Up list. If parents would like their child released to anyone else, the parent must provide authorization in writing in advance. In an emergency, a phone call will be sufficient. Inform the parent that the person will need to show proper identification.

If someone comes to pick up a child that the staff does not know, follow these directions:

1. Ask the person for identification.
2. Check to see if their name is on the child's Authorized Pick-Up List or check the Dayminder to see if there is a note from the parent authorizing their child's release to this person.
3. If the person is not an authorized person tell them you must speak to the parent before releasing the child.
4. Phone the parent. If the parent authorizes the person to pick up their child, you may release the child to the person. If you are not able to reach the parent, notify the person that you cannot release the child without the parents authorization.

Staff must be aware of any persons who are authorized to pick children up. The Coordinator will keep the registration list up to date. If the unauthorized person is a biological or adoptive parent we must have a copy of the restraining order on file.

If a person who is unauthorized to pick up a child, such as a non-custodial parent, arrives to pick up the child, the following steps should be taken:

1. Ask the parent to step out in the hall or into another room with you, away from the children.
2. The other staff person(s) in attendance will stay with the children.
3. The other staff members are to remove the children from the unauthorized parent if the following are factors:

    A. There is a restraining order against this person and Galaxy has a copy of it.
    B. The person becomes abusive, verbally and/or physically with the staff members.

If the above occurs, the staff person who stays with the children will then make a phone call to 911. Never leave the children unattended. The designated removal place will be where there is a telephone.

Do not ever put yourself or the children in a position of physical harm.

Any situation such as the one described above needs to be documented immediately and the Galaxy Kids Program Coordinator and Community Education Director need to be contacted as soon as possible.

Tracking Children

All staff members are responsible for knowing how many children are in their care at all times. A written count of all children present will take place every 30 minutes. The staff member assigned to the Sign In/Out boards is responsible for initiating the child count and confirming that it is correct. Staff members may use checklists at their own discretion; however all staff members are required to use the magnetic white boards with a nametag for each child in their care. When the child leaves for the day their nametag will be removed from the whiteboard and placed on the "Out" board.

Missing Children

If a child does not check-in after school, please take the following steps to locate the child. You must repeat all steps until the child has been safely located.

1. Check on Infinite Campus to see if the child was in school.
2. Call the school teacher or school office to see if they know the whereabouts of the child.
3. If the child has gotten on a bus call the bus garage and ask them to bring the child to Galaxy Kids Program. If they were on the bus but have already been dropped off at home, call the home to see if they answer. Ask to speak to an adult. Contact the parents immediately to notify them of the situation.
4. If the school/bus company does not know the whereabouts of the child, call the parent(s).
5. If the parent(s) cannot be reached by phone, the emergency contacts must be called.
6. Leave messages at all available phone numbers for the parents, guardians, and emergency contacts, inform them of the situation.
7. Fill out a Finder's Fee Form and give it to the coordinator. The coordinator will notify the parent and apply the Finders Fee to their Parent Portal.

If you are not able to reach any adult or cannot find the location of the child, contact the police department and explain the situation to them.

Children Who Run Away

When a child in your care runs away from the supervised area keep an eye on him/her from a distance. If the child moves toward a place where his/her safety is a concern you must go after him/her. If the child leaves the grounds and you cannot find him/her, call the police for assistance and call the coordinator. Any time a child runs or a restraint is utilized the parents must be informed, and the incident documented on a Behavior Report.

Information for the police:
You can give the police a description of the child including their name, address, appearance, etc. *You should not reveal information about the child regarding special needs.* You can tell the police about events leading up to the incident and what type of mood the child may be in when they arrived. The coordinator can also request that the police notify Galaxy Kids when they have caught up with the child and inform Galaxy Kids of their location so assistance with handling/processing the situation can be done. We are permitted to give the police more information regarding special needs if the parents have signed a release allowing us to do so.

Maintaining Staff and Student Professional Boundaries

1. In order to maintain professional boundaries, children may not hang or jump on staff members at any time. Staff members may not hold children or allow children to sit on their laps.
2. Staff members must always be at the head of the group when transitioning. A second staff member, if possible, should be at the end of the group.
3. If you take groups to the large bathrooms, be sure to monitor the time spent in the bathrooms.
4. ***Children should never be left in any area unattended.*** If the staff member needs to step out, another staff member should be contacted to take over.
5. Children are not allowed to use the walkie-talkies, staff computers, or program keys.

Alone with a Child

Whenever possible staff members should not be alone with a child. There are, however, times when this may not be possible. For staff security, staff members should choose a location that is "public" and open in nature when alone with a child. Student workers and volunteers may not supervise children

and must never be left alone with a child for any period of time.

Classrooms

1. Toys from home are to stay in lockers, unless permission has been given from the group leader (in most cases we allow toys on Fridays only).
2. Children should clean up their play area before switching activities, going to school or going home.
3. Only Galaxy CD's/tapes are to be played unless staff has previewed and permission has been given.
4. TV is only operated by the staff members and only on during designated hours.
5. Computers must be monitored at all times.
6. Children (and staff members) are not allowed to sit on counters and/or tables.

Staff members are responsible for actively supervising and interacting with children at all times. Staff members should not be visiting with each other, talking on the phone (including cell phones), or working on their own projects.

Gym

1. A first aid bag and radio must always go inside with the group.
2. Organized games are to be played, no free play in the gym. Staff members must be aware of what is happening at all times, in all areas of the gym.
3. If the curtain is down a staff member needs to be on both sides of the curtain.
4. No food, drink, or gum is allowed in the gym (children and staff).
5. Staff members should be involved with the activities in the gym, not just observing or standing around.
6. No tackle football or any other physical contact sport, is allowed at any time.
7. Children are not allowed in equipment storage areas.
8. Children should be separated by age and ability groups based on the activity to ensure safety.

Playground

1. A first aid bag and radio must always go outside with the group.
2. Children are not to run upstairs to the playground. They must walk with the leader and hold on to the railing.
3. No throwing stones or snowballs on the playground.
4. Go down slides feet first and one child at a time.
5. Children playing on the grassy areas or basketball areas need to be supervised at all times.
6. Staff are to spread out on the playground so all children are being observed at all times.
7. School building rules are followed at all times.
8. All equipment in games should be used as it was intended for.

Toileting Assistance

In an effort to protect the dignity and privacy of the child who require assistance in toileting, when possible two staff members will be present. When two staff members are not available, the staff person assisting the child will notify another member of the staff that they will be assisting the child with toileting alone and they will use the restroom that is normally used by Galaxy Kids. Care will be taken to be respectful and appropriate in all conversation and actions while assisting the child.

Outside Time

All children should go outside every day, weather permitting, even if just for a few minutes. If the children went outside at recess and the weather has not gotten any colder, staff should take the children outside. Do not take the children outside if it is extremely cold, wet, muddy, too humid, etc. Children and staff members should have proper clothing for being outside. Staff members should place themselves in different areas of the playground so they can actively supervise all children. Staff members should not congregate together.

Children need to follow all playground rules. Staff members are responsible for making sure these rules are being followed and prevent any situations that could become dangerous.

Activity/Lesson Planning

The program planning specialist will complete daily lesson plans (Lesson Planning Forms). Classroom Assistants will meet with the planning specialist one time a week during their weekly planning meeting. During this meeting classroom assistants will receive their Lesson Plans for the following two weeks and will have an opportunity to ask questions and provide feedback to the planning specialist. All staff members will be scheduled a minimum of one hour per week to complete their Activity Planning Forms. The Activity Planning Form will be completed at least one week prior to when the activity is scheduled to take place. Activity Planning Forms will be attached to the Lesson Planning Sheet that is provided by the planning specialist.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development

and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Child Guidance and Behavior Management

Inclusive Environment

Galaxy Kids Program and staff members will create a caring, inclusive environment. The program values and supports the rights of all children, regardless of their diverse abilities, to participate actively in our child care setting. Children will be provided with reasonable accommodations and should be in groups with same-age peers whenever possible.

Pro-Social Behavior

Staff members will model appropriate, pro-social behavior at all times when working with students.

<u>If a child is displaying negative behaviors, staff should do the following:</u>

1. Talk to the child. Explain to the child in a positive manner why the behavior is inappropriate, or ask the child to tell you why this behavior is not appropriate.
2. If the child continues to display negative behaviors, redirect the child. Discuss what they could do instead. Encourage them to suggest ideas. Make sure child is aware of consequences to choices made.
3. If negative behavior continues, follow through with the consequence agreed upon earlier. If it is a "time-out", do not leave the child isolated for unreasonable amount of time. After the consequence has been met, discuss the behavior in a positive manner with the child before letting them go back to be with the other children.
4. Document all negative behaviors with a Behavior Report and make the child aware of what is written for the parents to read. Give the original copy to the parents and make a copy to give to the coordinator.

<u>If a discipline problem becomes severe; i.e. child is physically abusive towards other children or staff, staff is to do the following:</u>

1. Immediately remove the child from the group. If the child chooses not to leave the room, remove all other children from the room.
2. Give the child a chance to calm down.
3. Document the incident using a Behavior Report. Give the original copy to the parent and make a copy to give to the coordinator.
4. Contact the coordinator. If unable to reach them, contact the Community Education Director. Either of these people will make any further decisions.
5. Inform the parent that the coordinator will be in touch with them.
6. Continue trying to reach the coordinator.

At any time a child may be removed from the program for up to a week following a severe incident. THIS DECISION IS TO BE MADE WITH THE GALAXY KIDS COORDINATOR OR THE COMMUNITY EDUCATION DIRECTOR. AT <u>NO</u> TIME IS A STAFF MEMBER TO MAKE A DECISION BY THEMSELVES REGARDING A CHILD'S EXPULSION FROM GALAXY KIDS PROGRAM.

Galaxy Kids Program follows ISD 883's Policy 507: Corporal Punishment
No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

Bullying Policy

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:
"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, 514-3 including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic

device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment."

If you suspect a child may be the target of bullying you should report your concerns to the Program Coordinator right away.

Health and Safety/Emergency Procedures

General Guidelines

1. Staff members must wash hands at the start of their shift, upon entering a new classroom, after eating or drinking, after using the restroom, and after sneezing/coughing/blowing their nose.
2. Galaxy staff members are responsible for serving meals and snacks during program hours, therefore they must follow all safety and reporting guidelines as stated by the State of Minnesota.

   a. The Program Coordinator must report the following illnesses to the State of Minnesota: salmonella spp., Shigella spp., Escherichia coli 0157:H7, or other enteric bacterial pathogen, or the hepatitis A virus. The report should be made by the next working day (Minnesota Food Code 4626.0060 A).
   b. Employees must be restricted from serving food if they have the following symptoms: diarrhea, vomiting. They may return to food-related responsibilities when they are free from symptoms. The Program Coordinator is required to keep a log of staff members exhibiting diarrhea and vomiting. Staff members are required to report these symptoms to the program coordinator and refrain from working until symptoms are no longer present.

3. The Program Coordinator will maintain a list of student medical information, including allergies and long-term health and developmental considerations. These lists will be posted in each classroom on the inside of the First Aid cupboard.
4. Emergency safety drills will be conducted throughout the school year and summer. Staff are responsible for being familiar with the district "Emergency Procedures" book located in each classroom (Red Binder).

Emergency Procedures

All Galaxy staff are trained in the district's Emergency Procedures, which can be located in each classroom in the RED Emergency Procedures book. Staff members will also follow the programs Child Care Emergency Plan, located by the entrance of each classroom on a RED clipboard.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members should support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits.

First Aid Requirements

First aid kits are accessible to staff members at all times. First aid kits are located in each classroom. Portable first aid kits are also available for when students are outside, in the gym, in the computer lab, and on field trips and off-site activities. First aid kits will include the following: Water (if not available in the space), disposable gloves, adhesive bandages, antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice pack, current first aid manual. A staff member will be assigned to complete weekly checks of all first aid kits to ensure they are adequately stocked.

Student Accidents/Injuries

All adult staff members must be certified in First Aid/CPR. If an accident occurs, please follow the instructions below.
1. The coordinator (teaching assistant if coordinator is not available) does the initial

assessment of the injury. DO NOT MOVE THE CHILD. IF YOU ARE UNSURE OF THE SEVERITY OF THE INJURY, THE COORDINATOR OR ASSISTANT WILL SEND ANOTHER STAFF PERSON TO CALL 911.
2. While the coordinator or assistant is attending to the child, other staff on site should remove the other children from the area. As a staff, you should determine a centralized place for the children to gather when an accident or injury occurs; i.e. on the playground, all children will meet by the door.
3. If you have to call 911, immediately contact the parent/guardian. If you cannot reach the parent/guardian, please contact one of the people listed on the child's emergency contact list. After reaching these people, please contact the program coordinator. If unable to reach the program coordinator, leave a message and then contact the community education director.
4. The assistant will fill out a Galaxy Kids Program Accident Report, and return it to the coordinator as soon as possible. ACCIDENT REPORTS MUST BE FILLED OUT FOR ANY AND ALL INJURIES. A copy of each Accident Report will be given to the parent and a copy will be kept in the child's file on-site.
5. Staff members must wear gloves when attending to a child that is bleeding or secreting bodily fluids and following all first aid/CPR procedures.
6. Inform the parent of any accident that involved their child, in person, on the day it occurred. (If a serious accident, call immediately.)
7. In the event that a serious injury has occurred, Galaxy staff will notify the Program Coordinator as soon as it is safe to do so. The coordinator will inform the RAS district office and Community Education Director.

First Aid Kits

First aid kits must be in all areas where children are, including classrooms, the gym, outside, and during off-site activities. First aid kits will be checked by an assigned staff person each week. All first aid kits should include the following items: water (if not available in the space), disposable gloves, adhesive bandages of assorted sizes, sealed packages of antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice packs, current first aid manual.

Head Injury/Concussion

If a child bumps their head while at Galaxy Kids Program, staff will immediately implement the following steps.

Step 1: Make sure the child is okay. Provide first aid as needed.
Step 2: Notify Program Coordinator so assistance can be provided.
Step 3: Immediately begin the Concussion Signs and Symptoms Checklist.
Step 4: After completing the checklist the 1st time, notify the parent that their child has bumped their head and we are monitoring them- please remember this notification MUST take place within 15 minutes of the time of injury.
Step 5: Complete the checklist again after 15 minutes from the time of injury, 30 minutes from the time of injury and once before the child leaves for the day.

Notes:

- The staff who is first aware of the incident is the Responding Staff and must remain with the child until they leave for the day.
- At no time should a child who has bumped their head by allowed to lay down or fall asleep.
- If a student displays symptoms of a concussion, the parent will be called and asked to pick up their child.

If at any time a child displays the following symptoms, call 911 immediately: loss of consciousness for any period of time, vomiting, disoriented behavior, confusion, loss of memory, problems with balance or dizziness.

Staff Injuries

If a staff member is injured, they must immediately report the injury to the Program Coordinator or Community Education Director. They will assist you in documenting the injury and filling out a First Report of Injury and advise you on what to do next.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children.

All classroom assistants will receive training in medication administration. Only trained, adult staff members can administer medication to children.

When dispensing medication, the Galaxy Staff must double check the child's first and last name on the bottle and confirm the child's name with them, as well as double check the ordered dosage. Medication should be dispensed into the child's hand or into a cup. Staff should not touch the medication directly. After the staff has watched the child take the medication, the log should be completed, including initials and time administered. Unused medications and emptied bottles must be returned to the parent/guardian. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Sick Children

A child may not attend Galaxy Program if the child has any of the following; fever above 99.9 degrees, vomiting, diarrhea, undiagnosed rash, inflamed or mattery eyes, severe cold or sore throat. If a child does become ill at Galaxy, or any of the above symptoms appear, do the following:

1. Have the child rest in a quiet comfortable place away from the other children (if possible).
2. Contact the parent. Explain the situation. If the child does have any of these symptoms, he/she must be picked up as soon as possible (within 1 hour). If the parent says that they cannot come to get the child, tell them either they need to make arrangements for someone else to pick up the child or you will call one of the people listed on the child's emergency contact list, found in their Parent Portal.

*A child may not return to the program until they are fever/symptom free for 24 hours or on medication for at least 24 hours.

Pets

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Transporting Children

1.Galaxy Kids staff members will be responsible for safely transporting children to and from Rockford Community Education classes and activities. Staff members responsible for providing transportation will have a copy of their driver's license on file, must maintain a safe driving record, and must receive transportation training through 4.0 Transportation (including a written test and supervised test drive with transportation manager). Students must always be transported in an approved district-owned vehicle.
2. Galaxy staff members are responsible for ensuring students are safely transported to/from field trips in district busses. Staff members are responsible for ensuring students maintain safe behavior while on the bus. In the event of an emergency, Galaxy staff members are responsible for safely supervising students and notifying the Program Coordinator of incidents.

Emergency School Closings and Late Starts

Often an emergency closing due to bad weather is announced after Galaxy Kids Program has opened. Staff members are responsible for reporting for the before school session unless contacted by the coordinator.

<u>If school is cancelled after you have arrived during the before school session:</u>

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff members will email and call parents. Parents will have 2 hours to pick up their children.
3. At least two staff will stay until the last child is picked up.

<u>If school is cancelled in the middle of the day:</u>

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff will email and call parents. Parents will have 2 hours to pick up their children.

3. At least two staff members will stay until the last child is picked up.

If school has a late start after you arrive:
All AM staff are to remain with the children until school is in session. The staff will be paid for this time.

Late Parent Policy

Galaxy Program closes at 6:00PM. Staff members will use the following procedure to handle late pick-ups:

1. Whenever possible, have two staff stay with child.
2. Assure the child that their parent or guardian is probably stuck in traffic and find something for the child to do.
3. Attempt phone contact with the parents or guardians of the child. If parents cannot be reached, phone calls should be made to the emergency contacts for the child.
4. If staff haven't heard from the parents/guardians and are not able to secure a pick-up for the child by contacting the emergency contacts, at 6:30 PM staff will notify the coordinator.

Suspicion of Parents under the Influence of Drugs or Alcohol

If the coordinator or classroom assistants suspect a parent/guardian is under the influence of alcohol or drugs and believes the child would be in danger because of the parents' state, the following procedures should be taken:

1. Tell the parent/guardian confidentially that you are concerned about having him/her driving and offer to call a back-up person from the emergency contact list.
2. If the parent/guardian insists on driving with the child, you will be obligated to call the police.
3. Call 911 and report the incident and if possible provide the police with a description of the car, license plate number, and which direction they were headed. You may be asked to provide the child's home address.
4. If a staff member smells what they believe is alcohol on a parent's/guardian's breath, but otherwise their behavior appears consistent with what is typical for them, that staff member is under no obligation to do or say anything.
5. Staff members should never try to physically restrain or argue with a parent or guardian. Discuss the situation with the Galaxy Coordinator.

Field Trips

Galaxy Kids Program will be taking a variety of field trips during the school year and the summer program. The following are the guidelines for field trips:

1. The Galaxy Kids Program Coordinator plans field trips.
2. Children and staff are to wear Galaxy Program t-shirts.
3. Staff may not transport children in their own vehicles on field trips.
4. The cell phone, first aid kit, walkie talkies, and each child's emergency information must be taken on all field trips.
5. Staff will remain with all children in their group for the entire field trip. Children should never be allowed to wander alone without supervision, i.e. the bathroom.
6. No children are to be left behind for on-site care on a field trip day for negative behaviors in the morning prior to the field trip. The child will attend the field trip, and if the behaviors continue, a staff person will remove them from the field trip activity and sit with them on the bus. Upon returning from the field trip, the staff person will contact the coordinator and make him or her aware of the situation, and fill out a Behavior Form to notify the parents.
7. If an accident/injury happens to a child on a field trip and 911 is contacted, the parent should be contacted and informed of where the child is being taken. The Emergency Medical Technician's (EMT's) should be given the information from the child's Emergency Form. Staff will not ride in the ambulance with the child. Contact the Program Coordinator and the Community Education Director as soon as possible. Fill out an Accident Report.
8. Attendance should be taken before the bus leaves for the field trip, and before the bus leaves the field trip site to return to school.
9. The coordinator will designate the staff person who will take care of the payment, explanation of rules, and anything else that arises during the field trip.

Parent and Family Involvement:

1. Galaxy Kids has an open door policy for staff members and parents. If a parent expresses a concern to you, please acknowledge their concern

and let the parent know you will get more information and follow up with them. If needed, please contact the Program Coordinator so concerns can be followed up with in a timely manner.
2. Parents will be offered an opportunity to attend an orientation at the beginning of each session (School Year/Summer).
3. Parents and other family members are encouraged to participate in program activities.
4. Conferences can be requested by the program supervisors or the parent regarding children when the need arises.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Gifts

Staff members should not receive gifts of monetary value from program participants. If gifts are received, the parent will have the option of taking back the gift or offering it as a donation to the program.

Dress Code

Staff members should dress in an appropriate, professional manner while working with students. Please remember you are representing our program and the Rockford School District while working. Tank-tops are allowed, as long as they don't have large, open armholes or spaghetti straps. All undergarments must be covered (this includes sports bras). Shorts/skirts must be modest. Please dress comfortably while at work. All staff are expected to participate in activities with the children so please wear comfortable shoes you can play games in. Clothing should be clean and in good repair at all times. Please refrain from wearing pants with holes in them or "off the shoulder" shirts.

Other

The Minnesota Department of Education has clarified the following scenario for school districts:

"Due to potential conflicts of interest, school employees must **NOT** direct or influence the activities of the groups listed." (or similar groups)

- Booster Clubs (i.e. Rocket Activities Boosters and/or Music Partners)
- School Foundations (i.e. Rockford Education Foundation)
- Scholarship Funds (i.e. Rockford Dollars for Scholars)
- Or similar groups

We interpret this to mean the following: Employees can join any of these groups as a non-voting, non-paid, ex-officio members / volunteers but they cannot serve on a leadership team, a decision making body or Board of Directors for any of these groups.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Early Childhood Staff Handbook

Meeting Date: 5/16/22

Prepared by: Tiffany Reinhard

Date Prepared: 4/12/22

☐	Information	☐	Briefing	☒	Action	☐	Enclosure Item(s)

Changes to the 2021-22 Early Childhood Staff Handbook for 2022-23:

- Classroom Assistant changed from TBD to the current staff person.

Rockford Area Early Childhood Programs

2022-23

Staff Handbook

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

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Introduction

Welcome to Rockford Early Childhood Programs; we are glad to have you as part of our team. The purpose of this handbook is to assist you in knowing more about the Early Childhood Programs, your responsibilities as staff, and Early Childhood policies and procedures.

Whether a staff of ECFE (Early Childhood Family Education) or SR (School Readiness (Launching Pad Preschool)), our first mission is to be a warm, welcoming and safe place where parents and children feel a sense of belonging and importance. We strive to provide this for all of our families and help it guide us in our work with them.

Please take some time to familiarize yourself with the contents of the Early Childhood Staff Handbook. The introduction includes general information specific to the Early Childhood Programs. Also included in the Handbook are important Personnel Policies. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us. Since the Early Childhood Programs are part of the Rockford Elementary Arts Magnet School, its handbook is included as well.

Philosophy

ECFE's Mission and Message: To strengthen families through education and to offer support for parents as they provide the best possible home environment for the healthy growth and development of their children. The task of parenting is important. ECFE recognizes and supports parents' understanding of their children, as well as their parental roles. What parents do to guide and nurture their own children along with their skills in working with others who share responsibility for their child's development (teachers, schools and other in the community) is critical to each child's future and the future of our nation.

ECFE/SR: We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are a child's first and primary teachers and we enhance and support parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves.
~ Jean Piaget

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia-Inspired Philosophy. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and continually explore literature about Reggio to broaden our knowledge.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect "best practices" for age and developmentally-appropriate activities that are exciting, creative, and best encourage children's growth and learning.

What is a Reggio-inspired approach?
Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential; it envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child's construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:

• The image of the child as curious, competent, and able to build theories.

• Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.

• The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.

• The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken and written words, visual arts, drama, music, movement, construction and more.

• The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and foster critical thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.

• Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.

• Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning.

Coordinator: Tiffany Reinhard

Administrators: Melissa Joseph, Community Education Director

Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program.

Absences/Sick Days/Substitutes

When a sub is needed unexpectedly due to illness, sick child, etc., please call the Early Childhood Program (ECP) coordinator. If it is after hours or you can't reach the coordinator in the office, call his/her cell phone and leave a message, or text him/her. Then, contact Teachers on Call to request a substitute. Often the coordinator can assist you in securing a substitute for subsequent days, if needed, due to your own or your child's illness. Sometimes the coordinator can adjust staff or check on other staff's availability.

When you are requesting to be gone for a family function, vacation, appointment, etc., approval must be gotten from the ECP Coordinator in advance of looking for a sub. Our first priority is to staff our program, and sometimes you may not be aware of other circumstances that have evolved that may affect staffing. Though the coordinator will try to be flexible and honor your requests, there could be a time when it may not be feasible due to extenuating circumstances. Once it is approved, then secure a substitute and let the Coordinator know who/when, etc.

Confidentiality

It is expected of all staff to be vigilant about confidentiality and data privacy. You will often be aware of sensitive information regarding children and their families and it is expected that this information will not be discussed except with the coordinator, the Community Ed Director, and/or other staff working directly with the child/family, on a need-to-know basis.

When speaking about an incident to a parent, always use the phrase, "the other child;" DO NOT USE NAMES.

Home or work phone numbers/addresses, etc., of staff, or parents and children should not be given out to anyone other than staff. Staff can take a message and relay the information needed to the other party.

The only exception is when a parent has given written permission to share phone numbers, email address, or mailing address with other children/families in the class.

Dress

Staff should wear clothing that is comfortable and appropriate for working with children. Appearance should be neat and clean.

Emergency School Closing/Late Start

If school is closed for any reason, then Preschool and ECFE classes (including evening) will also be canceled. If there is a two-hour late start, there will be no morning Preschool or morning ECFE classes; afternoon/evening classes will be in session as usual. Every effort will be made to make-up any classes that have been cancelled, dependent on time permitting in the K-12 school calendar/ECFE session. Please refer to District Policy 806, district school closing procedure for more information.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

The following procedures would be followed for these specific emergencies:

1. Tornado - designated place of safety in our building
2. Fire – designated emergency exit routes
3. Winter weather closing - children will be dismissed to parents/guardians, buses, or GKP according to emergency procedures outlined by parents on Emergency Dismissal forms.
4. Power failure in the building – the program will follow the direction of the Superintendent; children may be sent home.
5. Minor scrapes and scratches - school health staff have been trained in first aid to be able to deal with this type of medical care.
6. *Stranger in the building*, or *threat in the community* drills, referred to as "safety" drills, are practiced regularly with a lockdown procedure in place.
7. Missing child - staff will search the area while the coordinator/teacher contacts the parents. If necessary, police will be called.

Guidance Policy for Children

By noticing children behaving positively and commenting to them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and the easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Referral:

The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.

Gifts to Employees

Refer to District Policy 421

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Health Information

District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. A child in preschool must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when a child reaches the age of 3 years and 7 months. Parents should call our office to set up an appointment at 763-477-7500.

For a child's well-being and the protection of the other children, a child should be kept home if he/she has the following:

Red eyes	**Heavy cough**
Upset stomach	**Ear ache**
Open sores	**Swollen glands**
Fever	**Diarrhea**

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, a child should wait to return to school until it has been 24 hours since the last incident.

The classroom teacher or coordinator is responsible for contacting a parent if there is a concern regarding a child coming to school without adhering to this policy. Respect for the parent and concern for the child and the child's classmates should always be conveyed.

If a child becomes ill at school, the teacher will notify the parents, or the contact person listed on the emergency contacts if the parents cannot be reached. The child should rest in the nurse's office, if possible, while waiting to be picked-up. If not possible, the child should rest in a quiet place in the classroom away from the other children, if possible. There may be a possibility of the child resting in the ECP Office, if staff is available.

If a contagious illness exists among the preschool children, please notify the ECP Office staff so appropriate notification can be sent home with the children.

Please keep the ill child's name in confidence when addressing any concerns of other parents.

The district student health services office is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Medication

With the exception of EPI-Pens, no medications should be administered by ECP staff to any child. The School nurse, trained elementary office staff, or parents are the only adults who should administer medications.

On time/Late Staff

All employees are expected to report to work on time. If you are going to be unexpectedly late, contact the ECP Coordinator immediately.

Photo ID's

Staff is required to wear a photo ID/name badge. Children and parents should be able to easily identify staff if they have a concern or question. These will be provided each year, though staff must have their photo taken when the all-school picture day takes place. If joining the staff during the year, please see Paula at the District Office for your photo and name badge.

Pick-Up for Preschool children:

• Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
• Parent must notify LPP if someone other than the parent will pick the child up from school on any one day or on a regular basis.
• Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
• Parents should pick their child up outside the classroom promptly at the scheduled release time.

Telephone/Copier/Computer/Fax

The use of cell phones or work phones should be kept to a minimum, be brief, and on an emergency basis during work/teaching time. The same is expected in regards to texting, IM, etc. Teaching time is defined as, "when children/parents are present." Work time includes prep time before and after class, including time between classes, unless it is an employee's break/lunch time. The copier/fax machine/computer should not be used for personal use.

Time Sheets/Pay Day

All staff will use Time Clock Plus to sign-in and out during their work day. Changes/corrections need to be communicated in writing to the Coordinator by 3:30 PM on the 15th and last day of every month. If you have questions, please see the ECP Coordinator.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Toileting Assistance

Two staff members should be present, if possible, to assist a child with his/her toileting issues. If two staff are not available, the staff person assisting the child will notify another staff member that they will be assisting a child with toileting needs. The staff person providing assistance should use the bathroom that is usually used by the children. Respectful and appropriate conversation and actions will be employed at all times with the child requiring assistance.

Acknowledgement Form

I have received a copy of the 2022-23 Rockford Area Early Childhood Programs Staff Handbook.

_____

Staff Printed Name

_____

Staff Signature

_____

Date

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Launching Pad Preschool Parent Handbook

Meeting Date: 5/16/22

Prepared by: Tiffany Reinhard

Date Prepared: 4/12/2022

☐	Information	☐	Briefing	☒	Action	☐	Enclosure Item(s)

Changes to the 2021-22 Launching Pad Preschool Parent Handbook for 2022-23:

- Dates updated to reflect 2022-23 school year
- Tuition fees updated to reflect the new board approved tuition increase.
- Classroom Assistant changed from TBD to the current staff person.

Changes to the 2021-22 Early Childhood Staff Handbook for 2022-23:

- Classroom Assistant changed from TBD to the current staff person.

The Launching Pad Preschool

EARLY CHILDHOOD EDUCATION
Birth-PreSchool

2022-23 Parent Handbook

Launching Pad Preschool is a 4-Star rated Parent Aware Program. The highest rating offered, it reflects a commitment to high quality programming using research-based best practices, while preparing children for success in kindergarten and beyond.

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

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Introduction

Welcome to the Launching Pad Preschool! The purpose of this handbook is to assist you in knowing more about this program offered through Rockford Community Education. Please take some time to familiarize yourself with the contents of this handbook. It includes information specific to the Launching Pad Preschool.

Tiffany Reinhard, Coordinator
reinhardt@rockford.k12.mn.us

Philosophy

We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are the child's first and primary teachers and we enhance and support the parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves. ~ Jean Piaget

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning. Assistants are all parents and some have had children in our program. District #883 has a licensed school nurse on duty at all times.
Coordinator –Tiffany Reinhard
Children's Teachers - Michelle Anderson, DeAnn Lommel, BethAnn Brooks, Lindsey Stotts
Assistant Teachers - Melanie DeWolfe, Lisa Feyen, Julie Wascheck, Shadow Felknor, Courtney Thorson.
Administrator: Melissa Joseph, Community Education Director
Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program. Please contact your child's teacher or the coordinator if you wish to serve on the Advisory Council.

Program Information

Enrollment: Each class has one teacher and one assistant and a maximum of 16-18 children.

Funding: Our program is supported by tuition fees from parents along with a small amount of funding from the state for tuition assistance purposes.

Location: Rockford Elementary Arts Magnet School, 7650 County Road 50, Rockford, Minnesota, classrooms 209, 210, 211, 212, and 305.

Telephone Calls - Messages
The Early Childhood Programs phone number is 763-477-7500. All teachers have voice mail and you will be able to leave a message for your child's teacher. *If it is a very important message, such as a change in your child's dismissal routine, please speak to someone in the Early Childhood Office or REAMS office.*

Birthday Snacks
Please send nutritious foods rather than sweets. Since nutrition is one of the main components in our preschool program**, please do not send cake, cupcakes, cookies, candy, caramel-type popcorn, "fruit snacks," or other sweets.** State law does not allow homemade treats.

Hours:
Morning class: 8:05 - 10:45 AM
Afternoon class: 12:15 – 2:55 PM
All-day class: 8:05 AM – 2:55 PM

Days: Launching Pad Preschool classes are scheduled for 60, 90, or 150 class sessions during the 2021-22 school year. The days off due to no school are built into the total, so you are not losing any of the 60/90/150 days when there is no school.

School closings/delays: If school is closed for any reason, then preschool classes will also be canceled. If there is a two-hour late start, there will be no morning preschool; all day preschool will be 2 hours late and PM preschool will be held as usual.

Make-Up Days: When preschool is cancelled due to weather related events, Launching Pad Preschool will make-up as many preschool sessions as the K-12 school calendar and program calendar permits. As these occurrences are beyond our control, refunds will not be issued.

Transportation: Parents are expected to provide transportation or arrange for car-pooling. Free transportation is available if there is room on regularly scheduled district bus routes.

Children who ride the bus to and/or from school are met by the assistant teacher at the bus stop every morning and at mid-day. Teachers and assistants walk children to the individual buses each afternoon.

Snacks: Nutritious snacks will be served daily. We ask that parents help provide snack food to assist in keeping the cost of tuition down. Food will not be used as punishment or reward. Again, no sweet treats, please.

Field trips: Parents will be notified of any field trips and may be asked to volunteer to help supervise children. A small fee may be required for some field trips.

Clothing/backpack: Your child's clothing should be comfortable, washable, and designed so that he/she is generally able to manage toileting by him/herself. Classes go outside when the weather permits. Therefore sweaters, snowsuits, raincoats, caps, mittens and boots should be easy and big enough for the child to dress him/herself. Please clearly mark each item with the child's name for identification, particularly snow boots, snowsuits, jackets, etc. Your child will need to carry a large backpack so he/she can bring artwork, notices and other items to and from school.

Student Withdrawal: If you need to withdraw your child from Launching Pad Preschool, we require a written notice of 10 business days prior to your end date. Failure to do so will result in you being billed for the tuition of the required 10 business days.

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia curriculum. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and explore literature about the Reggio approach to early education.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

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• Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.

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• Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.

• Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

All-Day Preschool

Children will have preschool in the morning and then there will be a lengthy break for lunch and a quiet time, or naptime, for those who choose to sleep. The afternoon will continue with another session of preschool that will be at a more relaxed pace. There will be time for enrichment activities, the large motor room, and a brief group time with a story.

Please send a small blanket, one that can remain at school with your child for naptime. We will furnish a soft mat for your child, but a blanket from home will add to their comfort. Please put your child's name on the blanket.

SNACK/LUNCH:

A nutritious snack is available. Parents provide cold lunches and purchase milk, or parents may choose to purchase an elementary school hot lunch for their child. Lunch is to be eaten in designated areas only. If your child brings his/her lunch:

- Make sure the lunch is clearly labeled.
- Low sugar and high fiber are important.
- Remember protein/vegetables/fruits/grains.
- Please don't send candy or more than one cookie.

2022-23 LUNCH PRICES

Breakfast $1.85
Elementary Lunch $2.65
Adult Lunch/2nd Lunch $3.85
Milk $.60

Email or letter will notify parents when their student's balance is at a positive $10.00. Students will not be permitted to charge meals to their account if they have a $-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Deb Graunke. Students can also bring deposits to their building office. A child's lunch balance can be viewed by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in Appendix 6 of the District Student-Parent Handbook.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office and at the district office. For more information regarding your child's lunch account, payment methods, or eligibility for free and reduced price meals, contact 763-477-9165.

Calendar

We follow the school year calendar of Rockford Elementary Arts Magnet School, except that we begin later and end earlier, and offer mid-year parent-teacher conferences.

Conferences

Every family has a parent/child conference with the teacher before classes begin in September. Parents also have the opportunity to have a formal conference to discuss their child's progress in January. At the end of the year, each parent receives a summary report of his/her child's progress.

Daily electronic journals

Teachers e-mail parents a recap of each day. Parents who do not have e-mail service receive a paper copy of the e-mail.

Gifts to Employees

Refer to District Policy 421

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

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By noticing children behaving positively and praising them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
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For your child's well-being and the protection of the other children, your child should be kept home if he/she has the following:

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If your child becomes ill at school, the teacher will notify the parents or the contact person on the emergency card if the parents cannot be reached. You should have someone who can care for your child if he/she cannot remain at school.

The district student health service is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Please notify us if your child has a contagious illness. The staff will notify you if a contagious illness exists among the preschool children.

The preschool staff is not allowed to give medications, except for EPI-Pens, in an emergency. If medication is required, contact the school nurse who will tell you what procedure the school follows regarding medication. The school nurse can be reached by calling the Rockford Elementary School 763-477-5837.

Attendance:

If your child will be absent from preschool, please call the attendance line at 763-477-7525 and leave a message.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Tuition/Fees

Tuition is divided into a nine-payment plan and is due on the 1st of the month – all payments are the same regardless of school vacation days, conferences, etc.

Payment months:
June, by the September conference, October, November, December, January, February, March, April.

TUITION IS DUE ON THE 1st DAY OF EACH MONTH. A $25.00 LATE FEE WILL BE ASSESSED FOR PAYMENTS MORE THAN 5 BUSINESS DAYS LATE. If your tuition is more than three weeks late, LPP reserves the right to withdraw your child from the program if arrangements have not been made with the Coordinator.
There is a non-refundable registration fee: $40 for the first child - $30 for the second child that is due with the application in order to process the registration.

If your child is absent for an extended time, you will still be responsible for preschool tuition, as we cannot offer that slot to anyone else unless you withdraw your child from the program.

Class options

Children must be 3 by 9/1/2022 for all classes.
5 days/week (MTWThF) 8:05 AM–10:45 AM: $325/month.

3 days/week (MWF) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $230/month

2 days/week (T/Th) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $180/month.

3 days/week ALL DAY (MWF) 8:05 AM–2:55 PM: $370/month. This is equivalent to 6 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

2 days/week ALL DAY (T/Th) 8:05 AM–2:55 PM: $285/month. This is equivalent to 4 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

Late fees: There is a $25 late fee for tuition payments received more than 5 business days past the first of each month. There is a $10 late fee for each 15 minutes a child is picked up late from preschool.

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Drop-off/Pick-Up for Preschool children:

• Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
• Parent must notify LPP if someone other than the parent will pick the child up from school on any one day, or on a regular basis.
• Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
• Parents should pick their child up outside the classroom promptly at the scheduled release time.

Busing

Bus transportation to and from preschool is available if:

1) The pick-up/drop-off point is on the regular bus route and,
2) There is space available on the bus. Busing policy permits only one address for pick-up each day and one address for drop-off each day.

Parent Participation

We welcome parents into our classrooms as observers and/or helpers. Please call your child's teacher to arrange a time for your visit.

What we expect from you:

• Please pay tuition promptly on the 1st of the month. You may pay online on *ELEYO,* or by check or cash in our office.
• Talk to the teacher or coordinator about any concerns you have about the program, your child, or related matters.
• Inform the EC office of any changes in phone number (work or home), address, or emergency information.
• Make sure your child has an adequate night's rest before sending him/her to school.
• Assess your child's health before sending him/her to school. (See Health Information above.)
• Read any correspondence via email or sent home with your child as you check the backpack each day.
• Label your child's personal items.
• No expensive or fragile items should be sent to school with your child - these may get broken or lost.
• Arrange to have an ill child picked up from the health office promptly.

What you can expect from us:

• An atmosphere of warmth, love and acceptance.
• Individual, positive attention for each child.
• A conscientious and thoroughly planned program with age-appropriate activities.
• A pleasant, safe, well-supervised, and healthy environment.
• Information sent home on a regular basis about activities, special events, or if there are concerns about a particular situation.
• Confidentiality of all information pertaining to children or families.
• Opportunities for you to be involved in your child's education.
• Children who ride buses will be met at the bus in the AM and be placed individually on buses in the PM.
• Our staff is required by law to report any suspected child abuse and/or neglect.

Sample Daily Schedule

A daily schedule and on-going documentation of the children's experiences are displayed in each classroom as well as our common areas. Parents are strongly encouraged to pay attention to the displays as they provide a glimpse into the inner life of the classroom community. Children learn about time from the daily, predictable routines that are established.

A sample of the daily schedule may include:

5-10 minutes
ARRIVAL
Free choice time

15-20 minutes
MEETING
Hello, sharing, story time and explain new activities

80 Minutes
PLAYFUL LEARNING
Hands-on activities, explore learning stations; projects

HEALTHY SNACK & WATER
Wash hands, social interaction, conversation, and manners. Children choose snack as a self-directed, independent activity

15 minutes
MUSIC & MOVEMENT CIRCLE
Songs, music, finger plays

10-15 minutes
GROSS MOTOR
Outdoors or play in large motor room; extra story or songs

10 minutes
DISMISSAL
Get ready, good-byes, pick-up or buses

Interest centers for developmentally appropriate activities:

Creative: Art, music, building blocks and dramatic play.

Literacy: Writing tools, paper, alphabet, books, story writing and documenting.

Science: Exploration, natural science, water/sand experimentation; “How?” “What?” “Why?” “Where?” “How much?”

Music: Experimenting with music, singing, listening, creating, performing, movement exploration, rhythms, playing instruments and exposure to many types of music.

Large muscle activity: A large muscle room and outdoor play area offer many opportunities for running, climbing, jumping, sliding, riding and balancing.

Math: Hands-on activities provide concrete experiences with counting, matching, sequencing, weight, size, volume, and one-on-one correspondence; children also experiment with shapes and manipulatives to learn classifying, sorting and predicting.

Acknowledgement Form

I have received a copy of the 2022-23 Launching Pad Preschool Parent Handbook.

_____

Student Printed Name

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Date