



# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

*A Tradition of Excellence, One Student at a Time*

Agenda for April 3, 2023

6:30 PM

District Board Room

6051 Ash Street

Rockford, MN 55373

- 1. **CALL MEETING TO ORDER**
  - A. Board Roll Call
- 2. Robotics Overnight Trip 2
- 3. Committees Review 4
- 4. Staffing 9
- 5. Referendum History 22
- 6. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
  - A. Regular Meeting of the Board of Education: Monday, April 17, 2023 at 6:30 pm in the District Office Board Room
- 7. **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**

Jamie Hillstrom  
Eric Gordee  
Jenny Kneeland

Amy Edwards  
Jessica Johnson  
Beth Praska

Superintendent Rhonda Dean



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

**Subject: Robotics Overnight - Houston, Tx**

Meeting Date: April 3, 2023

Prepared by: Superintendent's office

Date Prepared: April 3, 2023

Information     Briefing     Action     Enclosure Item(s)

---

This presentation is to request approval for the robotics team to attend the Robotics World Championship in Houston, TX from April 18-22, 2023.



APPENDIX B

Rockford Area Schools - ISD 883

EXTENDED FIELD TRIP APPLICATION - PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School: Rockford High School

Group/Class: Robotics

Teacher(s)/Advisor(s) submitting request: Holly Kimball

Estimated number of students participating: 14 (10)

Destination: Houston Texas George R Brown Convention Center

Address: 1001 Avenida Da Las Americas Houston Tx 77010

Education and/or activity objectives: Robotics World Championship

Dates of the trip: April 18-22

Days absent: When school is in session: 18, 19, 20, 21

Non-school days/vacation time: 22, 23

Estimated cost per student: \$500

Source of funding: Student: \$5,000 District: 3,000 Other: 12,000

2,000 approved mat  
1,525 online donations

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (or designee): \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval should be submitted to the Superintendent no later than: \_\_\_\_\_

STEP Two: Preliminary Trip Planning

- ??? Consult Policy 610 Field Trips for detailed guidelines for trip planning and preparation.
- ??? Meet with parents and students to determine interest.
- ??? Ensure that reasonable accommodations are made for students with disabilities.
- ??? Prepare and submit the FINAL APPROVAL form and submit to the building principal.
  - o DO NOT make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
  - o Teachers/trip advisors may not sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

- ??? Submit FINAL APPROVAL form.
- ??? Allow for at least six weeks for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
- ??? FINAL APPROVAL for travel outside the Continental United States must be granted at least five months prior to the trip.

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy



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

**Subject: Committee Review**

Meeting Date: April 3, 2023

Prepared by: Superintendent's office

Date Prepared: April 3, 2023

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

---

Review Committee operating procedures



**ROCKFORD AREA SCHOOLS**  
**SCHOOL BOARD COMMITTEES AND AD HOC COMMITTEES**

<b>SCHOOL BOARD COMMITTEES</b>		<b>2022</b>	<b>2023</b>
1	FINANCE COMMITTEE	Gordee	Kneeland
		Edwards	Gordee
		TBD	Hillstrom
2	POLICY COMMITTEE	Johnson	Johnson
		TBD	Edwards
		TBD	Praska
3	BUILDINGS AND GROUNDS COMMITTEE	Edwards	Gordee
		Gordee	Kneeland
		TBD	Edwards
4	NEGOTIATIONS COMMITTEE	Gordee	Johnson
		Johnson	Praska
		Praska	Edwards
<b>SCHOOL BOARD AD HOC COMMITTEES</b>		<b>2022</b>	<b>2023</b>
5	MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)	Kneeland	Kneeland
		Anderson	Hillstrom
6	FACILITIES COMMITTEE	Edwards	Gordee
		Gordee	Edwards
7	CONTINUING EDUCATION COMMITTEE	Johnson	Johnsons
		Kneeland	Kneeland
8	CURRICULUM ADVISORY SYSTEM ACCOUNTABILITY COMMITTEE	Anderson	Hillstrom
		Praska	Praska
9	COMMUNITY EDUCATION ADVISORY BOARD	Kneeland	Kneeland
		Anderson	Hillstrom
10	CHAMBER COMMITTEE	Praska	Kneeland
		Anderson	Praska
11	LEGISLATIVE/MSBA DELEGATE ASSEMBLY	Gordee	Gordee
		Praska	Praska
12	MEEKER & WRIGHT SPECIAL EDUCATION COOPERATIVE (MAWSECO)	Johnson	Johnson
		Anderson	Praska
13	NORTHWEST SUBURBAN INTEGRATION SCHOOL DISTRICT (NWSISD)	Gordee	Gordee
		Praska	Hillstrom
14	SEE and MREA REPRESENTATIVE	Praska	Praska
		Kneeland	Kneeland
15	DISTRICT STAFF DEVELOPMENT	Kneeland	Kneeland
		Praska	Praska
16	COMMITTEE AT-LARGE	Anderson	Kneeland
		Kneeland	Gordee
		Gordee	Edwards
17	ASSOCIATION OF METRO SCHOOL DISTRICTS	Edwards	Gordee
		Praska	Edwards

Kneeland (Alternate)



Adopted: 9/18/00

Reviewed: 2007

Revised: 06/16/08, 11/21/2022

Orig. 1996

## **213 SCHOOL BOARD COMMITTEES**

### **I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution, which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes, as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

### **III. APPOINTMENT OF COMMITTEES**

- A. The school board hereby appoints the following standing committees:
  - 1. Finance
  - 2. Policy
  - 3. Building and Grounds

4. Negotiations Committee(s) for various employee groups
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

**IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES**

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)

**Cross References:** MSBA Model Policy 201 (Legal Status of the School Board)  
MSBA Model Policy 203 (Operation of the School Board - Governing Rules)  
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)



# Independent School District #883

## 2023 RAS School Board Committee Assignments, Roles and Dates

	<u>Finance</u>	<u>Policy</u>	<u>Buildings/Grounds</u>	<u>Negotiations</u>
<u>Members</u>	Kneeland, Gordee, Hillstrom	Johnson, Edwards, Praska	Gordee, Kneeland, Edwards	Johnson, Edwards, Praska
<u>Chair</u>				
<u>Secretary</u>				
<u>Dates</u>	Winter: Spring: Summer: Fall:	Winter: Spring: Summer: Fall:	Winter: Spring: Summer: Fall:	As needed.



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

**Subject: Staffing**

Meeting Date: April 3, 2023

Prepared by: Superintendent's office

Date Prepared: April 3, 2023

Information     Briefing     Action     Enclosure Item(s)

---

Review staffing model for 23-24 school year



# 2023-24 Staffing Plan

Superintendent Dean



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



# 2023-24 Staffing Plan

## Agenda

- District Administrative Team Meetings re: Staffing
- Priorities
- Challenges
- Enrollment Summary
- Regular Instruction Staffing
- Summary: All Staff Positions
- ADSIS Plan Review



# 2023-24 Staffing Plan

## 2023-24 District Administrative Team Meetings re: Staffing

- December 7, 2022
- December 20, 2022
- January 3, 2023 (independent work)
- January 24, 2023
- February 2, 2023
- February 21, 2023
- March 8, 2023



# 2023-24 Staffing Plan

## Priorities

- Balanced budget
- Retention of staff
- Better align secondary bell schedules to increase ability to share staff
- Teacher : Student Ratio



# 2023-24 Staffing Plan

## Challenges

- End of COVID-19 Grants
  - 6.30 FTEs are currently allocated to COVID-19 grants, including:
    - FIN 160: 2.0FTE (classroom teachers)
    - FIN 161: 2.0FTE (school counselors)
    - FIN 169: 1.0FTE (school counselor)
    - FIN 171: 1.3FTE (ADSIS Reading teachers)



# 2023-24 Staffing Plan

## Challenges

- Exhaustion of QComp Budget Surplus
  - 1.00 FTE is currently allocated to the QComp budget (MTSS Specialist)
  
- In Total:
  - 6.30 FTEs: End of COVID-19 Grants
  - 1.00 FTEs: End of QComp Budget Surplus



**Rockford Area Schools  
Staffing Projection  
2023 - 2024 School Year  
Enrollment Summary**

School	Grade Level	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021	2022-2023	2023-2024
		Students	Students	Students	Students	Students	Students	Students
REAMS	Early Childhood	19	17	16	12	21	24	24
<i>Change from Previous Year</i>			-2	-1	-4	9	3	0
REAMS	Kindergarten	132	116	126	108	120	122	110
REAMS	1st Grade	126	125	114	108	99	121	122
REAMS	2nd Grade	114	119	124	111	123	96	121
REAMS	3rd Grade	139	108	117	119	102	124	96
REAMS	4th Grade	129	133	110	114	124	100	124
	<b>Totals</b>	<b>640</b>	<b>601</b>	<b>591</b>	<b>560</b>	<b>568</b>	<b>563</b>	<b>573</b>
<i>Change from Previous Year</i>			-39	-10	-32	8	-5	10
RMS	5th Grade	135	133	134	98	112	125	100
RMS	6th Grade	144	128	137	137	102	125	125
RMS	7th Grade	125	142	126	127	140	108	125
RMS	8th Grade	143	122	139	117	126	140	108
	<b>Totals</b>	<b>547</b>	<b>525</b>	<b>536</b>	<b>479</b>	<b>480</b>	<b>498</b>	<b>458</b>
<i>Change from Previous Year</i>			-22	11	-57	1	18	-40
RHS	9th Grade	137	131	124	128	121	122	140
RHS	10th Grade	134	135	128	116	130	115	122
RHS	11th Grade	103	127	125	121	113	127	115
RHS	12th Grade	107	102	129	120	116	111	127
	<b>Totals</b>	<b>481</b>	<b>494</b>	<b>506</b>	<b>486</b>	<b>480</b>	<b>475</b>	<b>504</b>
<i>Change from Previous Year</i>			13	11	-20	-6	-5	29
<b>Totals All Schools</b>		<b>1,688</b>	<b>1,637</b>	<b>1,649</b>	<b>1,536</b>	<b>1,549</b>	<b>1,560</b>	<b>1,559</b>
<i>Change from Previous Year</i>			-50	12	-113	13	11	-1



**Rockford Area Schools  
Staffing Projection  
2023 - 2024 School Year  
Regular Instruction Staffing**

4/3/2023 11:14



School	Grade Level	2020-2021			2022 - 2023			2023 - 2024			
		Students	Sections/ FTE	Class Size	Students	Sections/ FTE	Class Size	Students	Sections/ FTE	Class Size	Class Size Target
REAMS	Early Childhood	21			24			24			0
<i>Change from Previous Year</i>		9			3			0			
REAMS	Kindergarten	120	5.00	24.00	122	6.00	20.33	110	5.00	22.00	22
REAMS	1st Grade	99	5.00	19.80	121	6.00	20.17	122	6.00	20.33	22
REAMS	2nd Grade	123	5.00	24.60	96	4.00	24.00	121	5.00	24.20	24
REAMS	3rd Grade	102	5.00	20.40	124	5.00	24.80	96	4.00	24.00	24
REAMS	4th Grade	124	5.00	24.80	100	4.00	25.00	124	5.00	24.80	24
	<b>Totals</b>	<b>568</b>	<b>25.00</b>	<b>22.72</b>	<b>563</b>	<b>25.00</b>	<b>22.52</b>	<b>573</b>	<b>25.00</b>	<b>22.92</b>	
<i>Change from Previous Year</i>		8			-5	0.00		10	0.00		
RMS	5th Grade	112			125			100			26
RMS	6th Grade	102			125			125			26
RMS	7th Grade	140			108			125			26
RMS	8th Grade	126			140			108			26
	<b>Totals</b>	<b>480</b>	<b>24.18</b>	<b>23.16</b>	<b>498</b>	<b>23.26</b>	<b>24.98</b>	<b>458</b>	<b>23.60</b>	<b>23.29</b>	
<i>Change from Previous Year</i>		1			18	-0.92		-40	0.34		
RHS	9th Grade	121			122			140			28
RHS	10th Grade	130			115			122			28
RHS	11th Grade	113			127			115			28
RHS	12th Grade	116			111			127			28
	<b>Totals</b>	<b>480</b>	<b>24.16</b>	<b>23.18</b>	<b>475</b>	<b>22.73</b>	<b>24.38</b>	<b>504</b>	<b>22.08</b>	<b>26.63</b>	
<i>Change from Previous Year</i>		-6			-5	-1.43		29	-0.65		
<b>Totals All Schools</b>		<b>1,549</b>	<b>73.34</b>		<b>1,560</b>	<b>70.99</b>		<b>1,559</b>	<b>70.68</b>		
<i>Change from Previous Year</i>		13			11	-2.35		-1	-0.31		



**Rockford Area Schools  
Staffing Projection  
2023 - 2024 School Year  
Summary All Staff Positions**

	Funding Source	District Wide Totals	REAMS Early Childhood Totals	REAMS Elementary Totals	RMS Middle School Totals	RHS High School Totals	Total All Schools
<b>Students</b>			24.00	573.00	458.00	504.00	1,559
<b>Classroom and Certified Student Support Staff</b>							
<b>Regular Education</b>	General Education			25.00	23.60	22.08	70.68
<b>Elem. Specialists</b>	General Education			5.13			5.13
<b>ELL</b>	General Education		0.00	1.60	0.90	0.50	3.00
<b>Special Education</b>	Spec Educ/General		2.00	9.535	4.535	5.070	21.14
<b>Title I - Reading</b>	Federal Title			1.00	0.00	0.00	1.00
<b>Title I - Math</b>	Federal Title			1.00	0.00	0.00	1.00
<b>Gifted/ Talented</b>	General Education			0.40	0.60	0.00	1.00
<b>Magnet Coordinator</b>	A&I / IB			0.50	0.50	1.00	2.00
<b>ADSIS</b>	Gen Educ 40%/State 60%			3.00	0.85	0.85	4.70
<b>Counselor</b>	General Education			1.00	1.40	0.70	3.10
<b>Nurse</b>	General Education			0.33	0.33	0.33	1.00
<b>Media Specialist</b>	General Education			0.00	0.00	0.17	0.17
<b>Total Staff</b>			2.00	48.498	32.718	30.703	113.92
<b>Other Certified Building Support Staff</b>							
<b>Total Staff</b>		0.00	0.00	1.00	1.00	2.70	4.70
<b>Non-Certified Building Support Staff</b>							
<b>Total Staff</b>		0.00	0.00	19.33	14.83	14.33	48.50
<b>Facilities Staff</b>							
<b>Total Staff</b>		4.00	0.00	4.00	2.00	4.00	14.00
<b>District Level Staff</b>							
<b>Total Staff</b>		13.50					13.50

**Total District Staff**

**194.62**



# ADSIS Review



# 2023-24 Staffing Plan

## 2023-24 Projected Staffing: Current ADSIS Plan Review

DAT ADSIS Staffing Plan				
Position	Salary	ADSIS %	ADSIS Total \$	RAS Portion
Counselor - REAMS	\$46,354.00	0.50	\$23,177.00	\$33,606.65
Counselor - REAMS	\$48,273.00	0.50	\$24,136.50	\$34,997.93
Counselor - RMS	\$44,714.00	0.30	\$13,414.20	\$37,336.19
Counselor - RMS	\$81,696.00	0.30	\$24,508.80	\$68,216.16
Counselor - RHS	\$50,193.00	0.30	\$15,057.90	\$41,911.05
Dean - RHS	\$72,718.50	0.30	\$21,815.55	\$60,719.95
ADSIS Reading - REAMS	\$81,696.00	1.00	\$81,696.00	\$36,763.20
ADSIS Reading - REAMS	\$61,710.00	1.00	\$61,710.00	\$27,769.50
ADSIS Reading - Secondary	\$46,511.00	0.50	\$23,255.50	\$33,720.48
	\$533,865.50	4.70	\$288,771.45	\$375,041.10



**Thank You.**



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

**Subject: Referendum History**

Meeting Date: April 3, 2023

Prepared by: Superintendent's office

Date Prepared: April 3, 2023

Information     Briefing     Action     Enclosure Item(s)

---

Review Referendum history

## Rockford Area School Referendum History

Bond									
District	Election Date	Purpose	Amount	Yes	% Yes	No	% No	Total Votes	Pass/Fail
Rockford	02/21/12	HVAC, athletic fields, maintenance at middle schools and high schools	28,580,000	979	45%	1,178	55%	2,157	Fail
Rockford	11/06/12	Maintenance, HVAC, ADA, Sites and Grounds	27,000,000	2,970	56%	2,361	44%	5,331	Pass

Capital Project/Technology Levies									
District	Election Date	Purpose	Amount	Yes	% Yes	No	% No	Total Votes	Pass/Fail
Rockford	11/23/16	capital projects levy for technology	\$399,100 per year for 9 years	1,986	39%	3,102	61%	5,088	Fail
Rockford	11/07/17	capital projects levy for technology	\$399,500 per year for 10 years	1,048	45%	1,290	55%	2,338	Fail
Rockford	11/21/18	capital projects levy for technology	\$400,000 per year for 9 years	2,329	49%	2,425	51%	4,754	Fail

Operating Referendum									
District	Election Date	Purpose	Yes	% Yes	No	% No	Total Votes	Pass/Fail	
Rockford	2008	Increase by \$912 for 10 years	2,114	40%	3,123	60%	5,237	Fail	
Rockford	2009	Increase by \$395 for 5 years	1,070	61%	680	39%	1,750	Pass	
Rockford	2016	Increase by \$1,142 for 9 years	2,046	40%	3,048	60%	5,094	Fail	
Rockford	2017	Increase by \$1,142 for 10 years	1,031	44%	1,309	56%	2,340	Fail	
Rockford	2018	Increase by \$750 for 7 years with annual inflationary increase	2,481	52%	2,271	48%	4,752	Pass	