



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

Building a Community for Life-long Learning

Agenda for September 21, 2020

6:30 PM

Rockford High School, Heritage Room

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 4
 - B. Consent--Personnel 19
 - C. Consent--Approval of Open Enrollments 21
 - D. Consent-Tenure 23
5. **HIGH STUDENT ACHIEVEMENT**
 - A. Principal's Reports- REAMS 24
 - B. Director of Teaching and Learning's Report 25
6. **SAFE & WELCOMING ENVIRONMENT**
 - A. Title IX and Student Services 36
7. **FISCAL RESPONSIBILITY**
 - A. Resolution of Acknowledgement of Contributions/Donations 56
 - B. Truth & Taxation - Levy 58
8. **EFFICIENT & EFFECTIVE OPERATIONS**
 - A. Staffing Update 60
9. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
 - A. Regular Meeting of the Board of Education: Monday, October 19, 2020 Heritage Room at RHS at 6:30pm
 - B. BOARD COMMITTEE UPDATES
 1. Minnesota State High School League - Anderson, Gordee
 2. Operations Committee - Edwards, Gordee
 3. Continuing Education - Johnson, Campbell
 4. Curriculum Advisory System Accountability Committee - Praska, Gordee
 5. Community Education Advisory Board/ Children First/ECFE/School Readiness Advisory Council - Anderson, Edwards

 6. Chamber Committee - Gordee, Praska
 7. Legislative/MSBA Delegate Assembly - Gordee, Johnson



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

8. Meeker & Wright Special Education Cooperative - Johnson, Anderson
9. Northwest Suburban Integration School District - Gordee, Praska
10. Schools for Equity in Education/MREA - Praska, Johnson
11. District Staff Development - Praska, Johnson
12. Committee At-Large - Johnson, Gordee, Praska (Campbell as alternate)
13. Association of Metro School Districts - Edwards, Campbell
14. Negotiations - Johnson, Campbell, Gordee (Edwards as alternate)

10. ADJOURNMENT

11. BOARD COMMITTEE UPDATES

- A. Minnesota State High School League - Anderson, Gordee
- B. Operations Committee - Edwards, Gordee
- C. Continuing Education - Johnson, Campbell
- D. Curriculum Advisory System Accountability Committee - Praska, Gordee
- E. Community Education Advisory Board/ Children First/ECFE/School Readiness Advisory Council - Anderson, Edwards

- F. Chamber Committee - Gordee, Praska
- G. Legislative/MSBA Delegate Assembly - Gordee, Johnson
- H. Meeker & Wright Special Education Cooperative - Johnson, Anderson
- I. Northwest Suburban Integration School District - Gordee, Praska
- J. Schools for Equity in Education/MREA - Praska, Johnson
- K. District Staff Development - Praska, Johnson
- L. Committee At-Large - Johnson, Gordee, Praska (Campbell as alternate)
- M. Association of Metro School Districts - Edwards, Campbell
- N. Negotiations - Johnson, Campbell, Gordee (Edwards as alternate)

Our Mission: Building a Community for Life-Long Learning

Our Vision:

Provide a respectful learning environment in which all students achieve their highest potential for a changing world.

Our Values:

- Visionary leadership that encourages continuous improvement.
- Managing by facts, focusing on results and creating value.
- Valuing faculty, staff, students and partners.
- Communicating openly and consistently with all stakeholders
- Learning-centered education.



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

Rockford Board of Education

Brady Anderson

Kevin Campbell

Amy Edwards

Eric Gordee

Jessica Johnson

Beth Praska

Interim Superintendent Rhonda Dean



**Independent School District #883
School Board Work Session
Monday, August 31, 2020**

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, August 31, 2020. Chair Edwards called the meeting to order at 6:33 pm. Members Gordee, Anderson, Campbell, Johnson, Praska, and Edwards were present. Also present was Superintendent Rhonda Dean and Director of Buildings and Grounds Jim Leuer. Chair Edwards noted that board members were all in person and that the public teleconference link was working.

Johnson motioned to approve the agenda and purpose as presented. Anderson seconded. Motion carried unanimously.

Superintendent Rhonda Dean updated the Board on changes to the Title IX policy. The policy went into effect on August 13th due to a law ruling.

The Board held a first reading of policy 522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS. Action will be held at the September regular board meeting.

Action will be held at the September regular board meeting.

Superintendent Rhonda Dean presented the board with future staffing needs at high level. The following positions were discussed:

- Human Resources Director
- Communication/Marketing Coordinator
- Math and Literacy coaches
- Facilities Safety Coordinator
- Buildings and Grounds Maintenance job description update
- MS Counselor/Mental Health Support
- IT Support for campus and 1:1
- Additional custodian (evening)Additional clerical days
- HS advisors for IB: Personal Project, Extended Essay, CAS Coordinator

The board discussed more thoroughly the needs of the Human Resource Director and Communications/Marketing Coordinator.

Director of Buildings and Grounds discussed the Facilities Safety Coordinator position in detail.

Action will be considered for a Human Resources Director, Facilities Safety Coordinator and an update to the Buildings and Grounds Maintenance job description.

Superintendent Dean and the Board discussed how the schools will move instructional models.

The Board discussed cadence, structure and future procedures of the board meetings.

There will be a work session on Monday, September 21, 2020 at 5:30 pm in the Heritage Room.

The next regular Board of Education meeting is scheduled for Monday, September 21, 2020 at 6:30 pm in the Heritage Room.

Johnson motioned to adjourn the meeting at 10:09 pm. Anderson seconded. Motion carried unanimously.

Amanda Wyrowski
Recorder

Jessica Johnson
Clerk



**Independent School District #883
Virtual Regular School Board Meeting
July 20, 2020**

Chair Edwards called the regular meeting to order at 6:30 pm. Pursuant to Minnesota Statutes 13D.021 with regards to the COVID-19 pandemic and the Minnesota Governors peacetime emergency declaration, the meeting was held by conference call. Members Anderson, Campbell, Edwards, Gordee, Johnson and Praska were present. Also present were Director of Technology, John Engel and Superintendent Rhonda Dean.

Campbell motioned to approve the agenda, as presented. Anderson made a motion to revise the agenda because Boardbook Premier was having technical difficulties. Gordee seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

Technology Briefing

Director of John Engel, briefed and presented technology updates of where we are and where we are going. He also presented information on what 1:1 might look like. There were some questions about money allocation.

**Consent Items
Board/Superintendent Updates and Announcements**

The next regular Board meeting is scheduled for Monday, July 20, 2020 at 6:30 pm via teleconference.

Motion to Adjourn by Campbell, second by Gordee. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

Amanda Wyrowski
Recorder

Jessica Johnson
Clerk



**Independent School District #883
Virtual Regular School Board Meeting
July 20, 2020**

Chair Edwards called the regular meeting to order at 6:30 pm. Pursuant to Minnesota Statutes 13D.021 with regards to the COVID-19 pandemic and the Minnesota Governors peacetime emergency declaration, the meeting was held by conference call. Members Anderson, Campbell, Edwards, Gordee, Johnson and Praska were present. Also present were Director of Technology, John Engel and Superintendent, Rhonda Dean.

Chair Edwards read an opening statement regarding the general process for remote school board meetings. She also read an appreciation statement regarding the pandemic to the district staff.

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

Public Comments

Pursuant to the peacetime emergency declared by Minnesota Governor's Executive Order 20-01 and the extension in Order 20-53 as well as Minnesota Department of Health guidelines, attendance of the public would not be feasible. A public comment form was available to the public for input.

Emilie Villaume, of Evanston, IL and alumni of Rockford Area Schools expressed concerns over Black Lives Matter movement. Full comment was read by Chair Edwards.

Consent Items

Johnson motioned, seconded by Anderson, to approve the following consent items:

- Minutes: Work Session: June 29, 2020; Regular Meeting: June 22, 2020.
- Personnel:

1. David Johnson, hire as RHS Math/CTE Teacher BA 10 Step 12
2. Meghan Larson - Hire Long Term Sub for ES / MS Music (Aug-Jan)
3. Molly Nooyen, hire as RCC Front Desk
4. Heidi Trandahl, hire as RCC Front Desk
5. Tom Traen, resign as Assistant Varsity Baseball Coach
6. Thom Houghton, resign as JV Football Coach
7. Brian Johnson, resign as JV Football Coach

1. Bills and Wire Transfers:
June 2020 (listing attached)

Fund 01	\$1,370,096.49
Fund 02	39,023.44

Fund 04	2,173.45
Fund 21	6,709.47
Fund 45	1,862.39
Total:	\$ 1,419,865.24

- Open Enrollments

1	preK	Buffalo	877	11/4/2019	OE
2	K	Anoka-Hennepin	11	9/8/2020	OE
3	K	Wayzata	284	9/8/2020	OE
4	K	Buffalo	877	9/8/2020	OE
5	K	Buffalo	877	9/8/2020	OE
6	K	Buffalo	877	9/8/2020	OE
7	K	Buffalo	877	9/8/2020	OE
8	K	Delano	879	9/8/2020	OE
9	3	Buffalo	877	4/13/2020	OE
10	9	Buffalo	877	9/8/2020	OE
11	K	Buffalo	877	5/8/2020	OE
12	1	Buffalo	877	5/8/2020	OE
13	6	Osseo	279	9/8/2020	OE
14	5	Buffalo	877	9/8/2020	OE
15	7	Buffalo	877	9/8/2020	OE
16	6	Osseo	279	9/8/2020	OE
17	6	Osseo	279	9/8/2020	OE
18	6	Anoka-Hennepin	11	9/8/2020	OE
19	6	Osseo	279	9/8/2020	OE

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

Closed Session Summary

Chair Edwards read the following summary of the June 29, 2019 meeting.

On Monday, June 29, the evaluation process was completed in accordance with Board policy 304, the district contract language and MN Statute 123B.143. Board members participating included Brady Anderson, Kevin Campbell, Amy Edwards, Eric Gordee, Jessica Johnson and Beth Praska. The Board completed a goals-based evaluation process, reflecting on her time serving the District in the capacity of interim superintendent during the 2019-2020 school year. She scored a numerical ranking of 3.05 out of 4 from all observers which places her in the “Effective” performance rating category from MSBA/MASA. During the evaluation process, the board members shared their support of our now newly hired Superintendent Dean and endorsed the positive performance to date while serving in the interim Superintendent role for the District.

Safe and Welcoming Environment

Superintendent Dean presented RAS Reopening Survey data

Fiscal Responsibility

Resolution of Acknowledgement of Contributions/Donations

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

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

Donor	Amount	Fund
Rockford Ed Foundation	\$98.50	REAMS Classroom General Fund
Rockford Ed Foundation	\$385.28	RHS Classroom General Fund
Rockford Ed Foundation	\$749.66	RMS-Classroom General Fund

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

Whereupon said resolution was declared duly passed and adopted.

Director of Technology, John Engel provided a briefing on technology devices and going 1:1.

Efficient and Effective Operations

RAS Reopening Preparedness Plan-Briefing

Superintendent Dean shared the strategy and logic behind planning to reopen and the preparedness step that the district is planning for and what that looks like. Briefing on the Hybrid model was also mentioned. Superintendent also recognized the entire administrative staff and teachers for their continued work in planning.

Annual Review of Select Policies

Select policies were under yearly review listed below:

- 410 Family and Medical Leave Policy; (Revision approved 06/20/16)
- 413 Harassment and Violence; (Revision approved 07/23/18)
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; (Revision approved 02/19/20)
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults; (Revision approved 6/20/16)
- 506 Student Discipline; (Revision approved 02/19/20)
- 514 Bullying Prohibition; (Revision approved 04/18/16)
- 522 Student Sex Nondiscrimination; (Revision approved 04/18/16)
- 524 Internet Acceptable Use and Safety Policy; (Revision approved 02/19/20)
- 616 School District System Accountability; (Revision approved 10/21/19)

RMS-CES Staff Handbook Supplement Action by Roll Call

Gordee motioned to approve RMS-CES Staff Handbook Supplement, as presented. Praska seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

Board/Superintendent Updates and Announcements

There will be a board regular session on Monday, August 17, 2020 at 6:30 pm via teleconference. Part of the meeting will be closed session to discuss the superintendent's evaluation.

The Board gave updates on their committee assignments and events attended. Campbell and Edwards attended board meeting planning session. Gordee did not have any updates. Anderson committee meetings are still on hold although recognized Melissa for her work at the RCC. Praska had nothing to report. Johnson had a MAWSECO meeting. Campbell didn't have any committee updates however talked about his support and the board's support of the school and the updates. Edwards had the agenda planning meeting and mentioned the MSBA guidance on reopening. Superintendent Dean has attended local superintendent virtual meetings, a meeting regarding greenhouse build at the middle school and will be meeting with the contractor for building. Also updated the group on how the school store might be working the boosters to continue the store.

Gordee motioned to adjourn the meeting at 8:44 pm. Johnson seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Praska, Gordee, and Johnson. And the following voted against: None. Motion carried.

Amanda Wyrowski
Recorder

Jessica Johnson
Clerk



**Independent School District #883
Virtual Regular School Board Meeting
August 17, 2020**

Chair Edwards called the regular meeting to order at 6:33 pm. Pursuant to Minnesota Statutes 13D.021 with regards to the COVID-19 pandemic and the Minnesota Governors peacetime emergency declaration, the meeting was held by conference call. Members Anderson, Campbell, Edwards, Gordee, Johnson and Praska were present. Anderson and Praska attended via teleconference. Also present were Principal Nyhus, Principal Anderson-Hume, Principal Menard, Director of Buildings and Grounds, Jim Leuer, Director of Teaching and Learning, Kevin Keller, Director of Athletics and Activities, Dan Pratt, Director of Technology, John Engel, Interim Director of Community Ed Melissa Joseph and Superintendent, Rhonda Dean.

Gordee motioned to approve the agenda, as presented. Anderson seconded. Johnson asked to rescind the meeting minutes from the June 22, 2020 Regular meeting and the June 29, 2020 Work Session. Gordee made a motion to rescind the meeting minutes from the Agenda. Gordee made a new motion to approve the agenda with the admission of the Consent Agenda Johnson 2nd the motion. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

Public Comments

Minnesota Governor Tim Walz declared a state of emergency on Friday, March 13, 2020 and moved to limit the size of public gatherings in response to the COVID-19 virus. Therefore, attendance of the public at this meeting would not be feasible due to the emergency declaration, pursuant to State Statute.

Kayleen J Jensen expressed concerns over the return to school with distance learning. Full comment was read by Chair Edwards.

Consent Items

Campbell motioned, seconded by Anderson, to approve the following consent items: On a roll call vote, the following voted in favor: Praska, Gordee, Johnson, Campbell, Anderson, Edwards. Motion passed.

- Personnel:

1. Stephanie Sauer, hire as HS SPED BA 30 Step 01
2. Samantha Bloom HS Guidance Counselor (internal transfer) MA 01
3. Michelle O'Hern HS Guidance Counselor Secretary (internal transfer)
4. Jill Gordee IB Coordinator (internal transfer)
5. Alexa Dallin - RCC Front Desk
6. Hope Lakkonen - RCC Front Desk
7. Howie Brooks, resign as Custodian
8. Cory Meadows, resign as Custodian
9. Shay Slettedahl, resign 3rd Grade Teacher

- Open Enrollments

1	4	Delano	0879	9/8/2020	OE
2	8	Buffalo	0877	5/15/2020	OE
3	11	Buffalo	0877	05/15/2020	OE
4	4	Delano	0879	9/8/2020	OE
5	K	Buffalo	0879	9/8/2020	OE
6	6	Osseo	0279	09/8/2020	OE

High Student Achievement

Superintendent Dean presented on the Instructional Models the administrative staff planned for in accordance and guidance from MDE and MDH.

Principal Nyhus presented on the Day in a Life of a REAMS student and praised the hard work of her 15-member team that have been helping to plan for the fall. Nyhus also shared information around Assessment days. Grade K would be in person and Grade 1-4 will work by appointment only and further assessments would take place the first week of school.

Principal Anderson-Hume presented on how the Hybrid model would look like in RMS with family groups being a priority, teachers are rotating classes vs students, using 1 hour of the day to teach Distance Learning, and having home base rooms.

Principal Menard began by thanking his team of 7 that have been working on planning from the state level, a Day in the Life of a RHS student, and specifically talked about marrying the learning from Hybrid to Distance.

Director of Athletics and Activities, Dan Pratt gave an update on MSHSL and fall season will have Boys/Girls Soccer and Cross County and the school will have a Girls Tennis team.

Director of Teaching and Learning, Kevin Keller presented on his notes distance learning, local and statewide assessments and RAS common expectations.

IB Coordinator, Jill Gordee presented on transitioning in the role of IB coordinator, planning professional development opportunities, building a team around IB, building relationship with other leaders outside of Rockford to learn more about IB and network, and applications and verifications scheduling.

Director of Buildings and Grounds, Jim Leuer presented on the Signage, PPE, Outdoor Learning, and Ventilation that has been implemented in all the buildings for safe and healthy operations.

Fiscal Responsibility

Resolution of Acknowledgement of Contributions/Donations

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

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

Edge Home Finance Corp	\$10,000.00	Activities Donation
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Member Gordee moved the adoption of the following resolution. The motion for the adoption of the foregoing resolution was duly seconded by Johnson. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None

Whereupon said resolution was declared duly passed and adopted.

Superintendent Rhonda Dean updated the board on Enrollment Report and budget update and read a statement that was prepared by the district’s Business Manager.

Superintendent Rhonda Dean asked for approval for Additional Staffing: Elementary Teacher- 1 year hire for Distance Learning (two .5 teachers).

Vice Chair Campbell made a motion to approve the additional staffing, seconded by Anderson. On a roll call vote, the following voted in favor: Campbell, Anderson, Edwards. And the following voted against: Gordee, Johnson, Praska. Motion to approve did not carry.

Efficient and Effective Operations

Tier 1 Child Care

Interim Director of Community Ed Melissa Joseph discussed the Executive Order 20-82 and the school district must provide school-aged care for Eligible Children at no coast during the time those children are not receiving instruction in the school building during regular school hours.

Technology Update

Director of Technology, John Engel shared an update on device returns, 1:1 device initiative, camera have arrived, updated on device orders and when they will be arriving.

MSHSL Membership Approval

Anderson motioned to approve renewal of the MSHSL Membership. Gordee seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion passed.

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the

administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot

**Independent School District No. 883
(Rockford)**

November 3, 2020

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this:



**School Board Member
Vote for Up to Three**

- Amy Edwards
- Jessica Johnson
- Jennifer Kneeland
- _____
write-in, if any
- _____
write-in, if any
- _____
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot.

Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

Chair Edwards read the following resolution for adoption:

Adoption of Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 883 hereinafter the Superintendent Rhonda Dean is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the “Safe Learning Plan”), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that Blended Learning (Hybrid) will be the base Learning Model to be implemented at the commencement of the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. as follows:

Section 1: The Superintendent is hereby directed to implement the following base Learning Model to open the 2020-2021 school year: Blended Learning (hybrid) – NOTE: School Districts may wish to consider designating a district-wide Learning Plan or separate building-specific plans in recognition of the possibility that school buildings may be located in different counties where the localized health data may vary].

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District’s efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

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

Rockford Area Schools-Face Covering Policy, presented to the board prior to the meeting. Anderson moved to approve the Rockford Area Schools Face Covering Policy as presented, and Gordee seconded. On a roll call vote, the following voted in favor: Praska, Campbell, Gordee, Anderson, Johnson, Edwards. And the following voted against: None. Motion passed.

Sale of the School Store Inventory, Dan asked the Booster, Ryan and DECA to come up with a plan of the inventory. They are wanting to take the inventory for \$15,000.67 which will be spread evenly over three years. Johnson moved to approve the Rockford Area Schools Sale of School Store inventory, and Anderson seconded. On a roll call vote, the following voted in favor: Praska, Campbell, Gordee, Anderson, Johnson, Edwards. And the following voted against: None. Motion passed.

Board/Superintendent Updates and Announcements

There will be a board work session on Monday, September 21, 2020 at 5:30 and board regular session on Monday, September 21, 2020 at 6:30 pm at RHS for board members and via teleconference for the public.

There will be a board work session on Monday, August 31, 2020 at 6:30 at RHS for board members and via teleconference for the public.

The Board gave updates on their committee assignments and events attended. Gordee attended the MSBA Q&A and also met with Sher to go over budget, enrollment and audit. Anderson attended the MSBA Q&A, attended Wayzata planning and school board meeting, also read surrounding districts' planning guides. Praska attended the MSBA Q&A and other webinars on school openings. Johnson had a MAWSECO meeting, attended MSBA Q&A and has read other school reopening plans. Campbell attended the MSBA Q&A and the board agenda planning meeting. Edwards attended the board agenda planning meeting, attended AMSD, attended MSBA Q&A, and spent time checking in with community members. Superintendent Dean has attended local superintendent virtual meetings.

Gordee motioned to adjourn the meeting at 11:57 PM. Johnson seconded. On a roll call vote, the following voted in favor: Anderson, Campbell, Edwards, Praska, Gordee, and Johnson. And the following voted against: None. Motion carried.

Amanda Wyrowski
Recorder

Jessica Johnson
Clerk



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

Subject: Consent--Personnel

Meeting Date: September 21, 2020

Prepared by: Superintendent's Office

Date Prepared: September 15, 2020

Information

Briefing

Action

Enclosure Item(s)

Personnel Items:

Hire :

High School Principal Secretary

Desiree Koepke – REAMS Distance Learning Teacher MA 01

Kayla Manske – REAMS Distance Learning Teacher BA 04

Emily Matheson – 3rd Grade BA 01

Kacie Penick –ECSE Teacher BA 08

Bobbie Dahlke – ES Principal Secretary

Macie Berg – LTS 2nd Grade BA 01

Janis Matthys – Speech Pathologist REAMS MA 05

Howie Brooks – Custodian Sub

Jacob Roh – MS/HS SPED Para

Resignations:

Angela Anderson- RHS Principal Secretary

Christina Hedstrom – 1st Grade

Dana Schrempp – ECFE Parent Educator

Alexa Dallin – RCC Front Desk

Emily Bergman- REAMS Para

Christian Hoiland – RCC Front Desk

Laurie Kazimer – RCC Front Desk

Jeremy Wyrowski – Custodian Sub

Rehire from layoff:

Candace Benoit- CE Evening Supervision

Ivy Balcer – RCC Front Desk

Leave:

Nayeli Schroeder

Tamara Hedeem

Sue Russell

Colleen Peterson



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

Lane Changes:

Cara Flom BA to BA+ 10

Alexandra Probst BA to BA +10

Suzanne Gotz BA to BA+ 10

Kaitlyn Jack BA to BA +20

Beth Russell MA+ 20 to MA +30

Shawn Weddel BA to MA (pending verification)

Michael Tauber MA+ 10 to MA+ 30 (pending official transcripts)



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

Subject: OPEN ENROLLMENTS

Meeting Date: September 21, 2020

Prepared by: Superintendent's Office

Date Prepared: September 15, 2020

<input type="checkbox"/> Information	<input type="checkbox"/> Briefing	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Enclosure Item(s)
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Resident Students Attending Other Schools

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	8	Delano	879	9/8/2020	NR
2	K	Delano	879	9/8/2020	NR
3	K	Orono	278	9/8/2020	NR
4	3	Orono	278	9/8/2020	NR
5	7	Delano	879	9/8/2020	NR
6	11	Delano	879	9/8/2020	NR
7	K	Delano	879	9/8/2020	NR
8	2	Delano	879	9/8/2020	NR
9	K	Delano	879	9/8/2020	NR
10	K	Delano	879	9/8/2020	NR

Non-Resident Students Attending Rockford

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	10	Elk River	728	9/8/2020	OE
2	2	Anoka-Hennepin	11	9/8/2020	OE
3	9	Anoka-Hennepin	11	9/8/2020	OE
4	11	Wayzata	284	9/8/2020	OE
5	1	Brooklyn Park	279	9/8/2020	OE
6	6	Maple Grove	279	9/8/2020	OE
7	1	Osseo	279	9/8/2020	OE
8	10	Buffalo	887	9/8/2020	OE
9	PreK	Delano	879	9/8/2020	OE
10	K	Delano	879	9/8/2020	OE
11	1	Delano	879	9/8/2020	OE
12	2	Osseo	279	9/8/2020	OE
13	K	Osseo	279	9/8/2020	OE
14	8	Buffalo	887	9/8/2020	OE
15	12	Buffalo	887	9/8/2020	OE
16	K	Elk River	728	9/8/2020	OE
17	6	Osseo	279	9/8/2020	OE
18	1	Hanover	887	9/8/2020	OE
19	12	Osseo	279	9/8/2020	OE

20	10	Osseo	279	9/8/2020	OE
21	11	STMA	885	9/8/2020	OE
22	9	STMA	885	9/8/2020	OE
23	10	Buffalo	887	9/8/2020	OE
24	8	Osseo	279	9/8/2020	OE
25	7	Anoka-Hennepin	11	9/8/2020	OE
26	2	Anoka-Hennepin	11	9/8/2020	OE
27	11	Delano	879	9/8/2020	OE
28	K	Robbinsdale	281	9/8/2020	OE
29	K	Buffalo	887	9/8/2020	OE
30	5	Waconia	110	9/8/2020	OE
31	6	Osseo	279	9/8/2020	OE
32	4	Rogers	728	9/8/2020	OE
33	6	Rogers	728	9/8/2020	OE
34	K	Osseo	279	9/8/2020	OE
35	4	Buffalo	877	9/8/2020	OE
36	K	Buffalo	877	9/8/2020	OE
37	8	Big Lake	727	10/1/2020	OE
38	8	Sebeka	820	9/8/2020	OE
39	4	Big Lake	727	10/1/2020	OE
40	4	Sebeka	820	9/8/2020	OE
41	11	Delano	879	9/8/2020	OE
42	2	Osseo	279	9/8/2020	OE
43	5	Osseo	279	9/8/2020	OE
44	6	Osseo	279	9/8/2020	OE
45	K	Osseo	279	9/8/2020	OE
46	K	STMA	885	9/8/2020	OE

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



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

Subject: Approval of Staff Tenure

Meeting Date: September 21, 2020

Prepared by: Superintendent's Office

Date Prepared: September 15, 2020

Information

Briefing

Action

Enclosure Item(s)

The following licensed staff are eligible for tenure—

Lisa Peeler
Lanaya Fredericksen
Madison Holm
Laura Wheeler
Elizabeth Sigette
Nicole Miller (Adams)
Ryan Sparrman Johnson
Cara Flom
Suzanne Gotz
Brenda Oeding
Cassandra Korzendorfer
Krista Bird



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: Elementary Principal's Report

Meeting Date: September 21, 2020

Prepared by: Brenda Nyhus

Date Prepared: September 16, 2020

Information Briefing Action Enclosure Item(s)

REAMS Building Goal: To continue to work on engaging our EL and Special Education students based on the NorthStar Report that we received in 2018-2019.

REAMS was identified, because we receive Title I funding, for Targeted Support in the areas of EL and Special Education.

A North Star Team was identified and sent to MDE consistently during the first year of identification. During our second year, REAMS was assigned a team of three individuals from the Regional Centers of Excellence who have met with the staff during staff meetings, and with Kevin Keller and Brenda Nyhus consistently. This team continues to work with the REAMS staff to identify strategies, along with evidence-based practices (i.e. PRESS) to improve the inclusion and achievement levels of both of these identified areas.

Staff will be working on strategies such as:

- Talk, Read, Talk, Write
- Reviewing ACCESS Data
- Identifying a focus area and starting with the “why”
- Assisting students to move from being included to belonging.

FAST data will be reviewed throughout the year to assess progress in student achievement.



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

Subject: DTL Board Report

Meeting Date: Monday, September 21, 2020

Prepared by: Kevin Keller

Date Prepared: September 15, 2020

Information Briefing Action Enclosure Item(s)

1. Feedback to Practice
2. Staff Feedback
3. Testing

#ROCKETS883



DTL/DAC Report Sept. 2020



From Feedback to Practice

1. **Parent, Student, and Staff feedback was gathered in the spring and early summer**
2. **From feedback and staff input the RAS Digital Guidance for Online Learning were developed**
3. **REAMS, RMS-CES and RHS implemented customized plans to accommodate student developmental needs and align with the RAS Digital Guidance for Online Learning**
4. **Workshop week was designed to provide the maximum amount of classroom prep and Personalized Professional Development based on the RAS Digital Guidance for Online Learning**
5. **Feedback from workshop week will guide the Professional Development process for 20-21**



Parent Feedback

For Distance Learning to work:

- **Establish schedules/Provide structured environments**
- **Align website/platforms**
- **Daily Teacher/Student interaction**
- **More engagement**
- **More personalized video lessons and classes, not YouTube videos**

Rockford Response

- **Established articulated schedule for Distance Learning (DL) students**
- **K-2 Seesaw**
- **3-12 Google Classroom**
- **DL students engaged daily with synchronous and asynchronous learning opportunities**
- **All teachers have access to webcams and Screencast-O-Matic for live streams and asynchronous recording**



Digital Guidelines

RAS Guidance for Online Learning

1. **Online Management Systems**
2. **Core Online Instructional Tools**
3. **Course Organization and Expectations**
4. **Assignments and Assessment Guidance**
5. **Naming Conventions**
6. **Document Format**



REAMS Distance Learning Curriculum

Elementary students are the most difficult age group to successfully teach via distance learning.

Calvert Learning K-4 Curriculum [Efficacy Study](#)

Why Calvert?

1. Established company - 112 years
2. Student centered approach
3. Aligned with Minnesota Standards
4. Project based platform gives students a voice and choice
5. Designed to build academic skills



Staff Development

Workshop Week 20-21

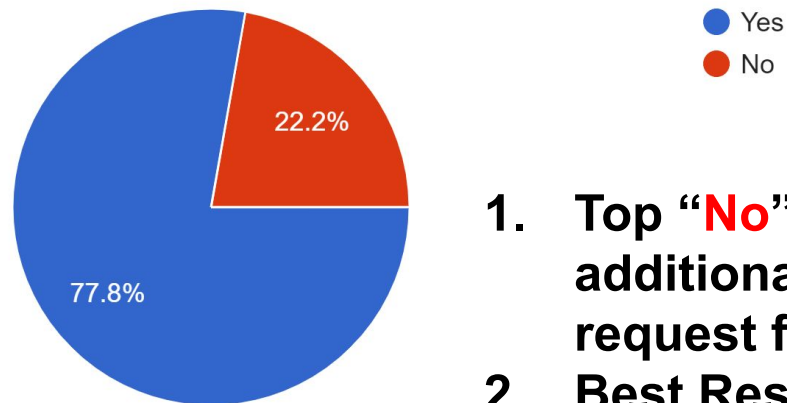
1. **Focused on classroom preparation and RAS Digital Guidelines**
2. **Personalized PD developed to fit the individual needs of the teachers - Modeled flipped PD**
3. **Teacher Feedback will guide additional PD opportunities**



Staff Development Feedback

Did you have adequate classroom prep time during Workshop Week 20-21?

45 responses



1. Top “**No**” responses - Four additional hours was the top request for additional time.
2. Best Response - Quite frankly, there is never enough time.

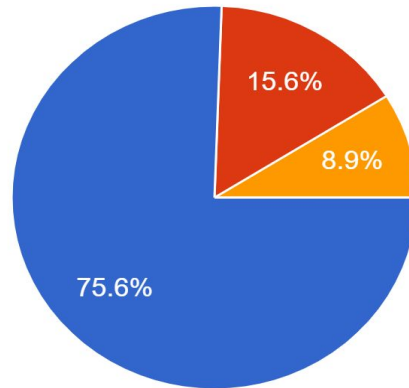
32



Personalized Tech Training

The Seesaw, Google, or Screencast-o-matic tech 101, 201, and Advances sessions I attended were...

45 responses



- enough technology training for Workshop Week.
- not enough technology training for Workshop Week.
- too much technology training for Workshop Week.

33



Teacher Feedback PD Requests

1. Relicensure Needs
2. Cultural Competency (Working with NWSISD)
3. Anti-Bias/Anti-Racism
4. Technology, Chromebook and App Specific Training
5. Distance Learning Techniques and Demos



Testing Update

1. **ACCESS** testing for English Learners starting
2. **FAST K-8: Fall Testing Completed in Sept.**
3. **Renaissance STAR Assessment**
 - a. **Grades 9-10**
 - i. **Dyslexia Screener**
 - ii. **Monitor Growth in Reading/Math**
 - iii. **Predicts MCA and ACT**
 - b. **Selected 11th grade students**





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

Subject: Principal on Special Assignment-Student Services

Meeting Date: September 21, 2020

Prepared by: Dr. Matthew J Scheidler

Date Prepared: September 15, 2020

Information Briefing Action Enclosure Item(s)

Highlighted Items:

- 1) Title IX Policy
- 2) Section 504 Plan Updates
 - a. Rockford Elementary Arts Magnet School (REAMS)
 - i. Section 504 Coordinator for REAMS: Matthew Scheidler
 - ii. Alternate Section 504 Coordinator for REAMS: Brenda Nyhus
 - iii. Title IX Coordinator for REAMS: Matthew Scheidler
 - iv. Alternate Title IX Coordinator for REAMS: Brenda Nyhus
 - b. Rockford Middle School-Center for Environmental Science (RMS-CES)
 - i. Section 504 Coordinator for RMS-CES: Matthew Scheidler
 - ii. Alternate Section 504 Coordinator for RMS-CES: Bobbi Anderson-Hume
 - iii. Title IX Coordinator for RMS-CES: Matthew Scheidler
 - iv. Alternate Title IX Coordinator for RMS-CES: Bobbi Anderson-Hume
 - c. Rockford High School (RHS)
 - i. Section 504 Coordinator for RHS: Matthew Scheidler
 - ii. Alternate Section 504 Coordinator for RHS: Paul Menard
 - iii. Title IX Coordinator for RHS: Matthew Scheidler
 - iv. Alternate Title IX Coordinator for RHS: Paul Menard

Adopted: NEW

Rockford Areas Schools #883 Policy 522

Orig. 1995

Revised: _____

Rev. 2020

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.]

The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations.]

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Matthew Scheidler, Principal on Special Assignment, 7650 County Road 50, Rockford, MN 55373 Phone: 763-477-5837 ext. 1006, Fax: 763-477-5025

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and

requesting that the school district investigate the allegation of sexual harassment.

1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);

2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
 3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.

4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents

generally or a specific complainant or respondent.

2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.
- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]

1. Any informal resolution process must be completed within thirty (30)

calendar days following the parties' agreement to participate in such informal process.

2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent

must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 - 6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

- 1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the

student-respondent; and

- c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a

school district employee sexually harassed a student.

- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

[NOTE: The Title IX regulations do not require school districts to conduct live

hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents

or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond

the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 - 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 - 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 - 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

- B. The school district must also maintain for a period of seven calendar years records of:
 - 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 - 2. Any appeal and the result therefrom;
 - 3. Any informal resolution and the result therefrom; and
 - 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



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

Subject: Acknowledgement of Contributions Resolution

Meeting Date: September 21, 2020

Prepared by: Superintendent’s Office

Date Prepared: September 16, 2020

Information Briefing Action Enclosure Item(s)

RESOLUTION

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

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

Rockford Area Schools received 1638 mask donations in total during the months of August and September! Thank you to our donors!!

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Abbey Kaufman	Masks	RAS General Fund
Sarah Gunderson	Masks	RAS General Fund
MC Wyrowski	Masks	RAS General Fund
Judy King	Masks	RAS General Fund
Anna Thelen	Masks	RAS General Fund
LaPlume Family	Masks	RAS General Fund
Sue Heairet	Masks	RAS General Fund
Debbie and Marissia Triemert	Masks	RAS General Fund
Jennifer Fox:	Masks	RAS General Fund
Jill Percy	Masks	RAS General Fund
Banken Enterprises	Masks	RAS General Fund
Trent Shipley with Trent Shipley, Keller Williams Realty Integrity NW and Shane Modrow with Modrow Insurance Agency, and the Rocket Pride Group	Masks	RAS General Fund
Cusciotta Family	Masks	RAS General Fund
Judy King	Masks	RAS General Fund
Boy’s Soccer Families	\$55.00	Boys Soccer Activity Fund
PUSH FROG Foundation	56 Supplies	Galaxy Kids
Brian and Jill Mastel	Gardening and Snack	Galaxy Kids



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

	Supplies	
Katie Webb and Family	Snacks	Galaxy Kids
Brittni Bronzyk	Gardening Supplies	Galaxy Kids



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

ITEM:

Subject: Preliminary Levy Certification

Meeting Date: September 21, 2020

Prepared by: Sher Tischner

Date Prepared: September 15, 2020

Information Briefing Action Enclosure Item(s)

We recommend that you approve the “maximum” levy for the preliminary certification.

ROCKFORD AREA SCHOOLS

Ind. School District #883

Proposed 9/21/2020

Program	Actual 2018 Pay 2019	Actual 2019 Pay 2020	Proposed "maximum" 2020 Pay 2021
General RMV Voter-JOBZ Exempt			
Referendum	\$ 1,337,100.00	\$ 1,362,761.92	\$ 1,378,841.57
Adjustments for Prior Years	\$ -	\$ 6,600.00	\$ (16,113.12)
SUBTOTAL	\$ 1,337,100.00	\$ 1,369,361.92	\$ 1,362,728.45
General RMV Other- JOBZ Exempt			
1st Tier Local Optional	\$ -	\$ 374,534.57	\$ 388,627.79
2nd Tier Local Optional	\$ 755,907.20	\$ 756,416.00	\$ 756,076.80
Equity	\$ 217,055.90	\$ 217,982.50	\$ 220,225.20
Transition	\$ 49,615.32	\$ 49,648.72	\$ 49,626.45
1st Tier Board Approved Referendum	\$ 348,399.30	\$ -	\$ -
Adjustments for Prior Years	\$ (15,049.80)	\$ 32,599.09	\$ (27,166.19)
SUBTOTAL	\$ 1,355,927.92	\$ 1,431,180.88	\$ 1,387,390.05
General NTC Other- JOBZ Exempt			
Operating Capital	\$ 116,133.96	\$ 117,654.55	\$ 132,354.23
Qcomp	\$ 157,009.28	\$ 155,246.00	\$ 157,018.30
Achievement & Integration	\$ 56,411.13	\$ 57,506.80	\$ 59,767.55
Safe Schools	\$ 64,180.80	\$ 64,224.00	\$ 64,195.20
Career & Technical	\$ 67,118.78	\$ 70,155.20	\$ 56,821.82
LTFM Maintenance	\$ 377,714.34	\$ 389,835.44	\$ 429,732.01
Building Land Lease	\$ 26,981.42	\$ 26,740.10	\$ 26,734.52
Fac & Equip Bond Adj	\$ (159,509.00)	\$ (160,821.15)	\$ (161,977.00)
Adjustments for Prior Years	\$ 5,770.79	\$ (10,440.54)	\$ 10,148.79
SUBTOTAL	\$ 711,811.50	\$ 710,100.40	\$ 774,795.42
COMMUNITY SERVICE- NTC- JOBZ Exempt			
Basic	\$ 78,250.74	\$ 78,250.74	\$ 78,250.74
Early Childhood Family Education	\$ 35,521.05	\$ 35,391.14	\$ 37,072.27
Home Visiting	\$ 678.48	\$ 848.76	\$ 887.89
SACC Extended Day - Handicapped	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Adjustments for Prior Years	\$ 523.85	\$ 951.73	\$ 2,095.72
SUBTOTAL	\$ 129,974.12	\$ 130,442.37	\$ 133,306.62
General Debt- NTC- Voter Nonexempt			
Bldg. Construction Debt	\$ 4,349,554.37	\$ 4,329,385.69	\$ 4,462,877.40
Adjustments for Prior Years	\$ (252,478.81)	\$ (229,206.25)	\$ (294,286.09)
SUBTOTAL	\$ 4,097,075.56	\$ 4,100,179.44	\$ 4,168,591.31
General Debt- NTC- Other Nonexempt			
Capital Projects (reduction in general)	\$ 159,509.00	\$ 160,821.15	\$ 161,977.00
Adjustments for Prior Years	\$ (9,001.05)	\$ (8,724.06)	\$ (10,102.22)
SUBTOTAL	\$ 150,507.95	\$ 152,097.09	\$ 151,874.78
TOTAL LEVY	\$ 7,782,397.05	\$ 7,893,362.10	\$ 7,978,686.63

SubTotal by Tax Base

Referendum Market Value	\$ 1,452,337.56	\$ 2,800,542.80	\$ 2,750,118.50
Net Tax Capacity	\$ 5,008,553.30	\$ 5,092,819.30	\$ 5,228,568.13

Voter Approved	\$ 4,079,392.49	\$ 5,469,541.36	\$ 5,531,319.76
Other	\$ 2,381,498.37	\$ 2,423,820.74	\$ 2,447,366.87



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

Subject: Staffing

Meeting Date: September 14, 2020

Prepared by: Superintendent's Office

Date Prepared: September 21, 2020

Information Briefing Action Enclosure Item(s)

Action for the following:

1. Human Resources Director
2. Facilities and Safety Coordinator or Custodian
3. Maintenance Grounds Security-Job Description Update

School Board Regular Meeting September 21, 2020



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OUR COMMITMENTS

SAFETY

The health and safety of our students and staff is a top priority. Plans will reflect guidance from the CDC, Minnesota Department of Health, and Minnesota Department of Education.

FLEXIBILITY

We want to get back to doing what we do best - teaching and learning with students in person. However, plans will be developed to allow for a fluid response when moving between in-person and distance learning scenarios as necessary.

EQUITY

Our commitment to equity means programs and services will be in place at the all schools - regardless of the scenario - to ensure that race, gender, class and disability will not predict students' success.

RESPONSIBILITY

Plans will consider what is fiscally responsible to our community considering the financial resources of the District.



Human Resources Director



Human Resources Director

Core Responsibilities

New Employee Onboarding

Employee Insurance Benefits

Employee Leaves of Absence

Employee Performance Evaluations and Probationary Status

Human Resource Software Management System

Employee Negotiations and Labor Agreements of
Employment

Title IX Coordinator

Salary Ranges

Annandale 86,000

Buffalo 132,959

Cambridge 115,000

Chisago Lakes 87,500

Elk River 145,000

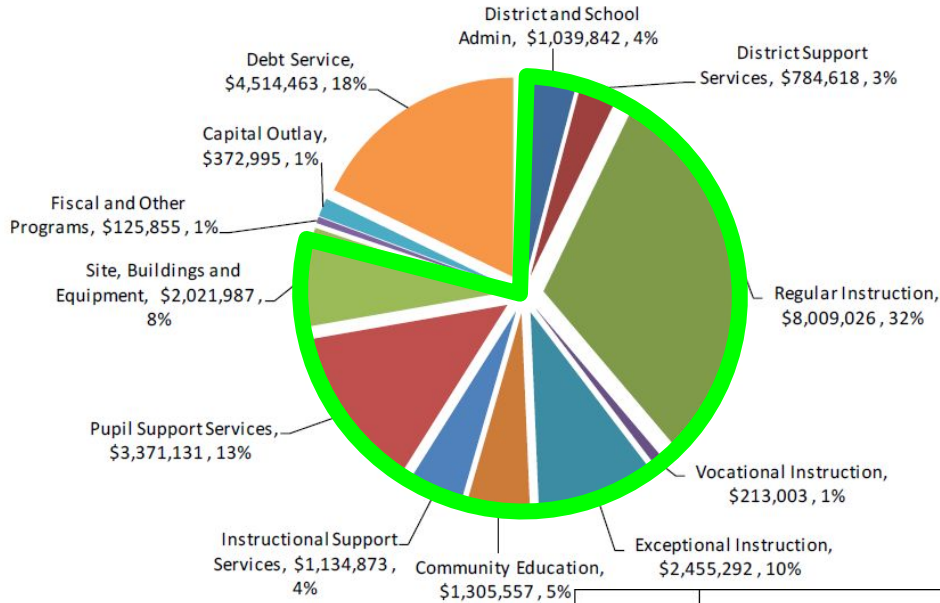
St Francis 127,000

Big Lake 86,000

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Breakdown of Expenditures for Independent School District No. 883 For the Year Ended June 30, 2019



Breakdown of Spending

3/4 of this chart requires direct Human Resource Support

4% spend on Admin is low compared to other school districts

000's	District & School Admin	7%	School Board, Superintendent Office, School Admin. (Principals and Principal Secretaries)
100's	District Support Services	4%	MARSS Secretaries, Technology, Business Office
200's	Regular Instruction	48%	Teachers, Para's, Clerical, Extra Time
300's	Vocational Instruction	1%	Teachers, Para's, Clerical, Extra Time
400's	Exceptional Instruction	15%	Teachers, Para's, Clerical, Extra Time
500's	Community Education	8%	All Community Education Staff
600's	Instructional Support Service	6%	Teachers, Para's, Clerical, Extra Time
700's	Pupil Support Services	5%	Teachers, Para's, Clerical, Extra Time
800's	Site, Buildings and Equipment	6%	Director of Building and Grounds and custodial staff
900's	Fiscal and Other Programs	0%	



Human Resources Director

Core Responsibilities

New Employee Onboarding

Employee Insurance Benefits

Employee Leaves of Absence

Employee Performance Evaluations and Probationary Status

Human Resource Software Management Systems

Employee Negotiations and Labor Agreements of
Employment

Title IX Coordinator

Who takes care of this now

Superintendent

Payroll / HR Clerk

Business Manager

Attorneys

Contracted Services

Principals

Administration

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***The role of HR in school districts has expanded exponentially, including matters such as, ACA, FFCRA, FMLA, Workers Comp, Retirement, etc**

2020-2021



Rockford Area Schools

Facilities Safety Coordinator



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SAFETY/FACILITIES: Coordinator or Custodian

Facilities Safety Coordinator

Increase in need for cleaning and disinfecting protocols

Expansion of facilities

Outdoor classrooms

Increase in workforce needing training that is ongoing for safety and cleaning

OSHA and SFM Liaison

LTFM for funding the position

Custodian

New Position

Full-Time

General Fund

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Position Title: Director of Human Resources	Department: Human Resources	Immediate Supervisor: Superintendent
Supervisor	12 months / 260 days	Salary \$80,000

Job Summary

Under the direction of the Superintendent, the Human Resources Specialist is responsible for the administration of multiple human resource department functions. Duties of the position include responsibility for employee onboarding, insurance benefit administration, employee leaves of absence, the creation and maintenance of personnel data, monitoring of performance evaluations, mandatory employee training, all state and federal reporting and providing exceptional customer service to the department's internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

New Employee Onboarding

1. Conducts new employee orientations for benefits-eligible employees.
2. Distributes, reviews for completeness, and collects all new employee documentation ensuring compliance with district department policies and procedures and state/federal laws. Enter information into the HR system and student management system.
3. Reviews benefit options and assists with benefits enrollment processes.
4. Directs the follow-up on all new employees for payroll and benefits to ensure the employee file is complete.
5. Updates, maintains, and distributes employee seniority lists as required by collective bargaining agreements.
6. Works to maintain a positive relationship between employees and district administration. Assists employees and administration with issues that arise regarding payroll process and work issues.

Employee Insurance Benefits

1. Interprets benefits sections of employee agreements and determines insurance eligibility.
2. Assists employees with benefit plan inquiries and requests for status changes based on qualified events as defined by the Internal Revenue Service (IRS).
3. Sends online benefit enrollment and status change link employees for processing and monitors receipt
4. Manages third-party administrator's online system for open enrollment, employee status changes, benefit terminations and COBRA notices
5. Monitors and administers insurance benefits for employees on approved leaves of absence.
6. Maintains confidentiality of all department materials and insurance benefit information.



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7. Attends and represents the department of annual employee insurance information sessions.

Employee Leaves of Absence

1. Manages employees leaves of absence including FMLA, child care, medical, etc.
2. Assists employees with requests for leaves of absence including providing processes, necessary forms, etc.
3. Receives and processes employee requests for leaves of absence including required medical documentation.
4. Utilizes Department of labor forms for leaves pursuant to the Family and Medical Leave Act (FMLA).
5. Processes leave paperwork in compliance with district policies, employee work agreements, and state/federal law.

Employee Performance Evaluations and Probationary Status

1. Maintains and distributes schedules for evaluation of licensed and non-licensed employees to supervisors.
2. Monitors annual records to ensure employees have been evaluated in a manner consistent with their work agreement including six (6) month initial reviews, annual reviews, and probationary teacher evaluations. Works with supervisors to ensure performance evaluation timelines are met.
3. Monitors probationary teacher files to determine who qualifies for continuing contract status and provides names to department administrative assistants letter preparation.

Human Resource Software Management System

1. Updates and maintains employee information for staffing, budgeting and negotiation costing purposes.
2. Receives and processes resignations, terminations and retirements for employees including ending assignments in human resources/finance systems and submitting COBRA notice requests to third-party administrators.

Employee Negotiations and Labor Agreements of Employment

1. Serves as resource to the Superintendent and Director of Business for negotiations and labor agreements.
2. Provides background and research for employee negotiations including salary surveys and market studies.
3. Copies and files confidential and negotiation materials.
4. Maintains security and confidentiality of all confidential and negotiation materials.

Title IX Coordinator:

Responsibilities of the Title IX Coordinator

- The Title IX coordinator's primary responsibility is to coordinate the school district's compliance with Title IX
- Understand Title IX to ensure that procedural requirements of the legislation are being met.
- Ensure the school district is complying with Title IX.



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- Coordinate the grievance procedure for Title IX complaints.
- Work to decrease sex discrimination in the school district.

OTHER RESPONSIBILITIES

- Implements, compiles, and prepares various reports for federal, state and local officials/agencies including Minnesota Department of Education Staff Automated (STAR) reporting.
- Assists teachers in compiling and documenting information necessary for applying for lane changes. Reviews information to ensure completeness.
- Oversees district's automated substitute calling system and stays abreast of software enhancements.
- Provides employee training to building/department administrative assistants and ongoing staff development.
- Manages workers compensation claims, reporting, including OSHA reporting.
- Performs other duties as assigned but not limited to the following:
 - Attends training sessions, district in services or staff meetings.
 - Assists in special projects, as appropriate.
 - Learns and is cross trained in other administrative and support functions within the department/program/building.
- Attends work regularly and punctually.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelors or equivalent required. Relating to Human Resources, Business Administration, or related field.
- Minimum of three (3) years of work experience in human resources in Education or related field.
- SHRM-CP Certification preferred

Knowledge required to perform the essential functions of the job:

- Proficiency in Microsoft Office, Google Docs, Adobe Acrobat and other advanced computer skills.
- Knowledge of collective bargaining procedures, public sector labor and employment law.
- Ability to understand spreadsheets and apply mathematical principles to staffing; computer skills in use of information systems.
- Ability to communicate with a variety of personnel; ability to verbally problem solve.
- Knowledge of payroll, benefits and tax reporting.
- Communication skills that target problem resolution and enhance customer service.
- Ability to understand and apply human resource and employee relation concepts, principles, laws, rules and processes.
- Knowledge of district administrative policies and procedures

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:



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- Planning, administering and implementing human resource programs, reporting and functions.
- Maintaining strict confidentiality in handling sensitive employee documentation and information.
- Analyzing and interpreting collective bargaining agreements.
- Writing reports, business correspondence and procedure manuals.
- Effectively presenting information and responding to questions from groups of administrators, supervisors, employees, vendors, and the general public.
- Defining problems, collect data, establish facts, and draw conclusions.
- Developing effective working relationships with staff.
- Communicating clearly and concisely, both orally and in writing
- Applying knowledge of current research and theory in specific fields.
- Performing duties with awareness of all district policies.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

- Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects



ROCKFORD AREA SCHOOLS

Position Title: Facilities and Safety Coordinator	Department: Buildings and Grounds	Immediate Supervisor: Director of Buildings and Grounds
Coordinator	12 months / 260 days	Salary \$66,000

Job Summary

Under the direction of the Director of Buildings and Grounds, the Facilities and Safety Coordinator is responsible for the training and coordination of facilities, maintenance, and safety protocols and trainings for the entire district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will be the District Safety trainer/coordinator
- Supervise and train all safety programs (new and current) within the district to all district staff
- Increase safety awareness district-wide
- Work with SFM Work Comp to lower work comp claims and costs
- Work with Resource Training on all safety inspections and data logging, working to possibly eliminate some of the costs paid to RST
- Conduct monthly safety meetings / attend each schools staff meetings
- Conduct all safety inspections currently done by outside contractors
 - Bleacher inspections
 - All Athletic inspections such as basketball baskets, volleyball net at the HS, curtains in all the gyms and RCC
 - Lead in water testing
 - Mock OSHA walk through
- Develop safety training program for all equipment use for all the buildings and grounds staff such as training videos annually for large grounds equipment, riding scrubbers and small custodial equipment
- Develop a ladder training program
- Develop an Aerial lift training program
- Continue and add more awareness for our PPE program DW
- IAQ - Indoor Air Quality
- Playground equipment inspections and record keeping
- Develop a salt free sidewalk plan to save funds, concrete deterioration and the environment
- Check all gymnastics equipment and record keep for the school district
- Work on developing future LTFM projects with the Director of Buildings and Grounds



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SECURITY

- Supervise all security systems DW such as for confidential material
 - Card access
 - Add Administration to secure locations
 - Set schedules on doors
 - Look at adding more card access in certain areas for upgrades security
 - Help manage key distribution DW, record all key control
 - Alarm panels
 - Enter and delete staff in each alarm panel for use in burglary panel
 - Fire Alarm Panels
 - Make sure they are operational
 - Work with all vendors to setup annual alarm testing
 - All other Fire related inspections, reports
 - Annual Fire extinguisher inspections
 - SemiAnnual Ansel fire inspections



**Rockford Area Schools
Job Description**

Custodian - Maintenance/Grounds/Security

General Definition of Work

Performs intermediate skilled trades work operating and maintaining facilities systems, cleaning District facilities and grounds, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Buildings and Grounds.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Operates and programs heating, ventilation and air conditioning (HVAC) systems; operates boilers.
- Assigns and programs security system codes; trains users; assigns and programs fobs and keycards.
- Removes snow and ice from District facilities.
- Sets up for events both indoors and outdoors.
- Maintains grounds and athletic fields.
- Performs custodial duties in the absence of a custodian. assigned work order
- Completes a variety of "FMX" Facility Maintenance request (plumbing, electrical, appliances, carpentry, cleaning, deliveries, equipment maintenance, vandalism removal and animal control).

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of computerized lighting, security alarm, fire alarm systems; comprehensive knowledge of HVAC systems; ability to read blue prints for plumbing, electrical, mechanical and architectural standards; thorough knowledge of boiler operations; general knowledge of parts manuals for equipment; general knowledge of equipment cleaning manuals; general ability to record completed maintenance and repair requests, thorough knowledge set-up and take-down needs for special events; thorough knowledge of fire extinguisher, exit and emergency light maintenance, general knowledge of eye wash/drench shower maintenance; general knowledge of the use of cleaning equipment, hand and power tools and bobcat operations; thorough knowledge of standard office equipment, computer hardware and related software including email and internet; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

All Buildings and Grounds equipment, including but not limited to vehicles, lifts, scrubbers

Education and Experience

High school diploma or GED and moderate experience, or equivalent combination of education and experience.
Minimum of 3 years knowledge in general maintenance, grounds maintenance, custodial maintenance

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel, frequently requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to



Rockford Area Schools Job Description

receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, Bodily fluids and Bees and wasps; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

~~Boilers License preferred~~ **1st class boilers license**

~~Security system and fire alarm operation training~~

~~HVAC operations training~~ **General knowledge of HVAC controls and systems**

~~Irrigation controller operation training~~ **Knowledge with Irrigation controls and repairing Irrigation systems**

~~Blood-Bourne pathogens training~~

~~Security system programing training~~

~~Card/fob access programming training~~

~~Lighting systems training~~

~~Valid driver's license in the State of Minnesota~~ **Must maintain a drivers license while working in this position while operating district vehicles**

General knowledge of all CMMIS systems

Be able to work a modified shift based on weather and district needs
Be able to work overtime occasionally based on district emergencies and Events
Knowledge to operate all Grounds equipment safely and properly
Be able to read a voltage meter
Be available for after hour calls on nights, weekends and holidays for alarm calls, water breaks, irrigation problems, energy curtailments