



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

Building a Community for Life-long Learning

Agenda for June 21, 2021

6:30 PM

Rockford Community Center

7600 County Rd 50

Rockford, MN 55373

1. **CALL MEETING TO ORDER**
 - A. Pledge of Allegiance
 - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
 - A. Consent--Approval of Minutes 3
 - B. Consent--Personnel 13
 - C. Consent--Approval of Bills and Wire Transfers 15
 - D. Consent--Approval of Open Enrollments 23
 - E. Consent -- Staff and Parent Calendar 2021-2022 modification 24
 - F. Consent -- Approval of Principal's Union Master Agreement 2020-2022 30
 - G. Consent -- ESY Personnel 31
 - H. Consent -- Property, Liability, Workers Compensation Renewal 32
5. **HIGH STUDENT ACHIEVEMENT**
 - A. Director of Teaching and Learning's Report 58
 - B. Summer School Update 61
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 - A. LTFM plan and ICS update 62
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 - F. GALAXY Kids School Age Childcare Parent-Staff handbook 2021-2022 144
 - G. RMS-CES Staff Handbook Supplement 2021-2022 158
 - H. Early Childhood Programs Staff Handbook and Launching Pad 181
Preschool Parent Handbook 2021-2022
9. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
 - A. Work Session - June 28, 2021, 6:30 pm, this will be a closed session to discuss the



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

Superintendent's Evaluation.

- B. Work Session: Monday, July 19, 5:30pm at the Heritage Room at RHS and a Regular Meeting of the Board of Education on Monday, July 19, at 6:30pm at the same location.
- C. Board Committee Updates

10. ADJOURNMENT

Our Mission: **Building a Community for Life-Long Learning**

Our Vision:

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

Rockford Board of Education

Brady Anderson

Eric Gordee

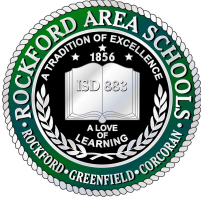
Jenny Kneeland

Amy Edwards

Jessica Johnson

Beth Praska

Superintendent Rhonda Dean



ROCKFORD AREA SCHOOLS
Independent School District 883
School Board Work Session Minutes
Monday, May 17, 2021

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, April 5, 2021. Co-chair Praska called the work session meeting to order at 5:30 pm. Members Kneeland, Gordee, Johnson, Praska, Anderson, and Edwards were present. Also present was Superintendent Rhonda Dean and Director of Teaching and Learning Kevin Keller

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

Technology Integration Specialist review

Director Keller presented information on the Tech Integration Specialist position. This was a discussion topic only.

Superintendent Salary for the 2021-2022 school year

The Board discussed the Superintendent salary for the 2021-22 school year. This was a discussion topic only.

Staffing Update

Superintendent Dean presented an update on staffing. This was a discussion topic only.

Johnson motioned to adjourn the work session, seconded by Gordee. The following voted in favor: Praska, Johnson, Kneeland, Anderson, Gordee, Edwards. And the following voted against: None. Motion passed.

Meeting adjourned at 6:19 p.m.

Ivonne Padilla
Recorder

Jessica Johnson
Clerk



Independent School District #883

Regular School Board Meeting

May 17, 2021

Chair Edwards called the meeting to order at 6:31 p.m.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Board Roll Call

Members present: *Anderson, Edwards, Gordee, Johnson, Kneeland, Praska and Superintendent Dean.* Also present were *Business Manager Tanley Lego, HR Director Erin Raukar, Activities Director Daniel Pratt, RHS Principal Paul Menard, IB Coordinator Jill Gordee, Kevin Keller Director of Teaching and Learning, and Jeff Kienitz Director of Technology.*

Members absent: *None*

APPROVAL OF AGENDA

Motion by Kneeland, seconded by Praska, to approve the agenda as presented. Board member Gordee requested to move agenda item 4H (Consent - Technology Integration Specialist) to item 8E. Board member Anderson motioned to amend the agenda as requested by Gordee, Praska seconded. Roll call vote, the following voted in favor: Johnson, Kneeland, Gordee, Anderson, Praska, and Edwards. And the following voted against: None.

Call for second approval of agenda as modified, motion by Kneeland, seconded by Praska. Roll call vote, the following voted in favor: Johnson, Kneeland, Gordee, Anderson, Praska, and Edwards. And the following voted against: None.

Motion carried unanimously

PUBLIC COMMENTS

Kari Heitke requested that Senior Awards Night be in person.

Michael Sather requested that schools go back to normal regarding Senior Awards Night being in person.

CONSENT ITEMS

Gordee motioned, seconded by Anderson, to approve the following consent items. The following voted in favor: Johnson, Kneeland, Gordee, Anderson, Praska, and Edwards. And the following voted against: None. *Motion passed unanimously.*

- **Minutes:**
April 19, 2021 Regular Meeting

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
Hire	Natalie	Langford	RMS Health Office Assistant	06/01/2021
Hire	Nicholle	Luehrs	HS MYP Language & Literature	2021-22 School Year
Hire	Mitchell	Johnson	RCC Front Desk	5/15/2021
Hire	Emily	Bartels	Speech Language Pathologist	2021-22 School Year
Hire	Benjamin	Clark	RCC Front Desk	4/21/2021
Hire	Taylor	Netjes	LTS Kindergarten	4/26/2021 - 6/7/2021
Non-Renewal Long Term Substitute	Macie	Berg	LTS Kindergarten	6/7/2021
Retirement	Stephanie	Seiler	RMS Para Professional	6/7/2021
Retirement	Tess	Stavlo	Technology Assistant II	6/7/2021
Resignation	Elizabeth	Sigette	REAMS School Counselor	6/7/2021
Resignation	Kacy	Rodamaker	RMS Para Professional	6/7/2021
Resignation	Natalie	Langford	Health Office Substitute	5/31/2021
Resignation	Jason	Hester	NHS Advisor	6/7/2021
Lane Change	Kathy	Mattson	MA to MA 10	

- **Intent to Negotiate**

District received a letter of intent to negotiate the master agreement with Education Minnesota - Rockford Local #4739. Board members to participate in negotiations are Eric Gordee with Amy Edwards as an alternate, Jessica Johnson and Beth Praska.

- **Bills and Wire Transfers:**

April 2021 (listing attached)

Fund 01	\$1,068,509.32
Fund 02	69,649.78
Fund 04	6,466.58
Fund 21	5,404.25
Fund 45	2,004.33
Total:	\$ 1,152,034.26

- **Open Enrollments:**

Resident Students Attending Other Schools

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	K	Osseo	279	9/7/2021	OE
2	K	Howard Lake Waverly Winsted Schools	2687	9/7/2021	OE

Non-Resident Students Attending Rockford

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	8	Delano	879	3/27/21	NR
2	8	Delano	879	3/27/21	NR
3	12	Delano	879	3/27/21	NR
4	5	Osseo	279	4/13/21	NR
5	2	Buffalo	877	5/1/2021	NR
6	4	Buffalo	877	5/1/2021	NR
7	K	Delano	879	9/7/2021	NR
8	K	Osseo	279	9/7/2021	NR
9	K	Fridley	014	9/7/2021	NR
10	K	Buffalo	877	9/7/2021	NR
11	K	Osseo	279	9/7/2021	NR
12	K	Delano	879	9/7/2021	NR
13	K	Buffalo	877	9/7/201	NR
14	K	Anoka-Hennepin	11	9/7/2021	NR
15	K	Buffalo	877	9/7/2021	NR
16	K	Buffalo	877	9/7/2021	NR
17	K	Osseo	279	9/7/2021	NR
18	K	Buffalo	877	9/7/2021	NR
19	K	Buffalo	877	9/7/2021	NR
20	K	Anoka-Hennepin	11	6 9/7/2021	NR

- **Superintendent Salary**

The salary for the Superintendent will increase 1% for the 2021-2022 school year.

- **District Office Updated Job Descriptions and Position Titles**

The following District Office positions have been updated. All three positions were previously aligned under the Accounts Clerk job description. Three distinct job descriptions have been created to accurately reflect essential functions of each position.

Title Changes

Prior Titles

- *Account Clerk/MARSS Coordinator*
- *Account Clerk Payroll*
- *Account Clerk AR/AP*

Updated Titles

- *District Office Assistant & MARSS Coordinator*
- *Pay & Benefits Coordinator*
- *Purchasing & Account Clerk*

- **Approval of SSEU - 2020-2022**

The School Service Employees Union No. 284 Agreement was approved for the 2020-21 and 2021-22 school year.

- **Non-Classified Contract Continuation for 2021-22 School Year**

There was a proposal for the non-classified contracts for the 2021-22 school year to continue: Activities Director (1), Building Safety Specialist (1), Business Manager (1), Community Education Director (1), Community Education Gymnastics Coordinator (1), Director of Buildings & Grounds (1), Director of Human Resources (1), Director of Teaching & Learning (1), Director of Technology (1), District Office Assistant & MARSS Coordinator (1), ECFE / SR Coordinator (1), Executive Assistant to Superintendent (1), Health Office Assistant (2), Payroll & Benefits Coordinator (1), Purchasing & Account Clerk (1), RCC Membership Coordinator (1), SACC Coordinator (1), Technology Assistant II (3) and Technology Assistant / District Testing (1)

- **Approval of Taher for Food Services Contract Renewal 21-22 and June 21 summer extended services**

The contract for food service for the upcoming normal scheduled fiscal school year 2021-22 and for the Summer Food service until the end of June 30, 2021 got approved.

HIGH STUDENT ACHIEVEMENT

Principal Paul Menard presented regarding RHS goals update, gave a recap about grand parade and prom, graduation ceremony plans and STAR testing planning and process for 2021-2022.

IB Coordinator Jill Gordee reviewed and updated the Board regarding the IB Policies: Language Policy, Inclusion Policy, Assessment Policy, and Academic Policy as well as proposed Rockford High School Professional Development Plan for Summer 2021 and school year 2021-2022.

Activities Director Daniel Pratt gave an update on all the highlights from the 2020-21 school year in the activities department.

Director of Teaching and Learning Kevin Keller presented a data and testing update as well as presented the QComp annual report and the Qcomp proposed plan changes.

A resolution to certify the listing of graduates was presented by Superintendent Dean. Johnson motioned, seconded by Praska, to approve the following resolution:

BE IT RESOLVED, by the School Board of Independent School District No. 883, authorizes Rockford High School Principal Paul Menard to grant high school diplomas on Friday, May 28, 2021 to all Rockford Area School district students that have met the State of Minnesota and Rockford Area School District graduation requirements.

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

Whereupon said resolution was declared duly passed and adopted.

FISCAL RESPONSIBILITY

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

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

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

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

Donor	Amount	Fund
Rocket Boosters	\$86.76	Girls & Boys Golf Activity Accounts
Eric & Jill Gordee	\$2,000.00	Wrestling Activity Account
Dixon Family	Staff Supplies	REAMS General Fund
K Nolby	Water Bottles	REAMS Classroom General Fund
Casey's General Stores	\$24.20	ES gift account
Meyer Family	Misc Supplies	REAMS General Fund
Box Tops	\$11.20	MS gift account
V Wermager	Classroom Art Supplies	REAMS Classroom General Fund

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

Whereupon said resolution was declared duly passed and adopted.

- **Refunding Bond Series 2021A**

Gordee presented the motion to approve the resolution ratifying the sale of general obligation capital facilities refunding bonds, series 2021A, in the original aggregate principal amount of \$590,000. Kneeland seconded.

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

Whereupon said resolution was declared duly passed and adopted.

- **Preliminary Budget 2021-2022**

Business Manager Lego presented the preliminary budget for 2021-22. The final budget will be presented at the next board business meeting on June 21st, 2021.

Johnson motioned for a brief recess. Anderson seconded. On a roll call vote, the following voted in favor: Anderson, Edwards, Gordee, Johnson, Kneeland, and Praska. And the following voted against: None. Board recessed at 8:24pm.

At 8:30pm the board reconvened.

EFFICIENT & EFFECTIVE OPERATIONS

- **Technology Update:** Director Kienitz presented an update on all the items that he has been working on since his start date. Some of the categories that he presented include: technology operations, district support, ⁹teaching and learning support.

- **District Parent-Student Handbook 2021-2022:** Superintendent Dean presented the changes for the parent-student handbook for the 2021-22 school year. The handbook will be presented for approval at the June 21st business meeting.
- **School Board Meetings Schedule 2021-2022:** Superintendent Dean presented the board meeting schedule for the school year 2021-22.

Gordee motioned to approve the school board meeting schedule as presented. Anderson seconded. Everyone voted in favor. Motion passed unanimously.

2021	Time	Meeting Type
July 19, 2021	5:30 p.m.	Work Session
July 19, 2021	6:30 p.m.	Regular Meeting
August 16, 2021	6:30 p.m.	Regular Meeting
August 30, 2021	6:30 p.m.	Work Session
September 20, 2021	5:30 p.m.	Work Session
September 20, 2021	6:30 p.m.	Regular Meeting
October 4, 2021	6:30 p.m.	Work Session
October 18, 2021	6:30 p.m.	Regular Meeting
November 15, 2021	5:30 p.m.	Work Session
November 15, 2021	6:30 p.m.	Regular Meeting
December 6, 2021	6:30 p.m.	Work Session
December 20, 2021	6:30 p.m.	Regular Meeting (and Truth in Taxation Hearing)

2022	Time	Meeting Type
January 3, 2022	6:30 p.m.	Organizational Meeting
January 19, 2021	5:30 p.m.	Work Session (moved due to MLK Jr. Day)
January 19, 2021	6:30 p.m.	Regular Meeting (moved due to MLK Jr. Day)
February 7, 2022	6:30 p.m.	Work Session
February 23, 2022	6:30 p.m.	Regular Meeting (moved due to President's Day)
March 21, 2022	5:30 p.m.	Work Session
March 21, 2022	6:30 p.m. 10	Regular Meeting

April 4, 2022	6:30 p.m.	Work Session
April 18, 2022	6:30 p.m.	Regular Meeting
May 16, 2022	5:30 p.m.	Work Session
May 16, 2022	6:30 p.m.	Regular Meeting
June 20, 2022	6:30 p.m.	Regular Meeting
June 27, 2022	6:30 p.m.	Work Session

- **Face Covering Policy:**

School Board members had a discussion of the guidance from MDE to rescind the face mask policy. Gordee presented a conditional motion to rescind the district face mask policy 808 in accordance to MDE guidance. Anderson seconded. The following voted in favor: Anderson, Edwards, Gordee, Johnson, Kneeland, and Praska. And the following voted against: None.

Motion passed unanimously.

- **Technology Integration Position**

A discussion of the benefits, duties and job description of the Technology Integration Specialist position took place to see if this is a position that will be funded for next school year. Gordee presented a motion to have the continuation of the Tech Integration Specialist position during the 2021-22 school year and to have a review of the position and funding in March 2022.

CLOSED SESSION

Gordee moved to enter into a closed session as pursuant to MN Statute 13D.03, to discuss contract and negotiations update. Praska seconded. The meeting was closed at 9:47 pm. The following voted in favor: Johnson, Kneeland, Gordee, Anderson, Praska, and Edwards. The following voted against: None.

Motion carried unanimously

Chair Edwards stated that the Board will be discussing contract and negotiations updates.

Praska motioned to adjourn the closed meeting at 10:07 p.m. Anderson seconded. On a roll call vote, the following voted in favor: Anderson, Gordee, Johnson, Kneeland, Praska and Edwards. And the Following voted against: None.

Regular meeting re-opened at 10:07p.m.

BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS

A regular meeting is scheduled for June 21, 2021, at 6:30 p.m. in person, at the Community Center. A work session will take place on Monday, June 28, 2021, at 6:30 pm in person, at the Community Center.

- **Board Committee Updates**

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

Board/Superintendent Updates and Announcements

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

- Gordee attended principal negotiations, facilities meeting and a budget review with Business Manager Lego..
- Praska attended negotiations meetings, SEE Meeting, pre-board meeting planning with Superintendent Dean and Chair Edwards.
- Anderson attended the Community Education Advisory Council and the Awards selection meeting.
- Johnson attended MAWSECO meetings, negotiations meetings, a Chamber of Commerce event and the Awards selection meeting.
- Kneeland attended a Chamber of Commerce meeting and the Awards selection meeting.
- Edwards attended the board meeting planning with Director Praska and Superintendent Dean, attended a facilities meeting and an AMSD legislative advocacy meeting.
- Superintendent Dean negotiations meetings, met with Chair Edwards and Director Praska regarding board meeting pre-planning, attended a facilities meeting. Updated on the social media reach through Facebook and Instagram, and is looking into having online registration and online free and reduced lunch forms.

Regular Session

Anderson motioned to adjourn the meeting at 10:21 p.m. Gordee seconded. The following voted in favor: Anderson, Gordee, Johnson, Kneeland, Praska, and Edwards. And the following voted against: None.

Ivonne Padilla
Recorder

Jessica Johnson
Clerk



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

Subject: Consent Personnel

Meeting Date: June 21, 2021

Prepared by: Department of Human Resources

Date Prepared: June 16, 2021

Information
 Briefing
 Action
 Enclosure Item(s)

Status	First	Last	Position	Date(s)
Hire	Howie	Brooks	Custodian	5/24/2021
Hire	Elisa	Biorn	Student Asst. Gymnastics Coach	6/7/2021
Hire	Robert	Bourdain	Custodian	6/7/2021
Hire	Allie	Campbell	Student Asst. Gymnastics Coach	6/7/2021
Hire	Heidi	Trandahl	RCC Front Desk	6/7/2021
Hire	Yared	Garcia	SACC Assistant Summer	6/8/2021
Hire	Mary	Austad	SACC Assistant Summer	6/8/2021
Hire	Grace	Finger	PT Seasonal SACC Stu Worker	6/8/2021
Hire	Mitchell	Johnson	Part Time Seasonal SACC	6/8/2021
Hire	Anna	Satre	Dance Instructor	6/8/2021
Hire	Heidi	Trandahl	Part Time Seasonal SACC	6/8/2021
Hire	Christa	Larson	DO Assist Temporary Assignment	6/14/2021-7/16/2021
Hire	Justin	Griffin	Tennis Instructor	6/14/2021
Hire	Brett	Ripley	CE Instructor	6/14/2021
Hire	Anastasia	McQueen	LTS EL Teacher	August 2021-TBD
Hire	Andrea	Baker	HS SPED Teacher	2021-22 School Year
Hire	Kerry	Toso Carlson	Secondary EL Teacher	2021-22 School Year
Continued Assignment	Jill	Gordee	IB Coordinator	2021-22 School Year
Leave of Absence	Brenda	Barnes	Lead Custodian	5/17/2021 - 6/4/2021
Leave of Absence	John	Jorgensen	Custodian	5/21/2021 - 6/14/2021



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

Resignation	Jason	Hester	MS Baseball Coach	End of 2021 Season
Resignation	Emma	Webster	Gymnastics	End of 2021 Season
Resignation	Brenda	Barnes	Lead Custodian	6/7/2021
Resignation	Kelly	Gray	RHS Science & AVID Teacher	6/7/2021
Resignation	Kelly	Gray	MS Volleyball Coach	6/7/2021
Resignation	Kaitlyn	Jack	Media Specialist	6/7/2021
Resignation	Bruce	Koenen	Varsity Boy's Golf Coach	6/7/2021
Resignation	Kate	Leipholz	JV Girl's Soccer Coach	6/7/2021
Resignation	Gale	Thomas	RHS Paraprofessional	6/7/2021
Resignation	Emma	Webster	REAMS SPED Teacher	6/7/2021
Resignation	Laura	Wheeler	4th Grade Teacher	6/7/2021
Resignation	Michelle	Paulson	REAMS Kindergarten	6/7/2021
Resignation	Kathy	Ehlers	DO Assist & MARSS Coordinator	6/15/2021
Resignation	Sarah	Pflipsen	Para Professional	6/21/2021
Resignation	Jessica	Peters	SACC (Galaxy) Coordinator	6/22/2021
Retirement (Updated)	Tess	Stavlo	Technology Assistant II	7/14/2021
Retirement	Lloyd	Walters	RHS Math	9/30/2021
Non-Renewal LT Sub	Taylor	Netjes	LTS Kindergarten	6/7/2021
Lane Change	Jessica	Matheson	BA 10 to BA 20	
Lane Change	Calli	Zastopil	BA to BA 10	
Lane Change	Alex	Vasseei	BA to BA 10	



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

Subject: Approval of Bills and Wire Transfers

Meeting Date: June 21,2021

Prepared by: Tanley Lego

Date Prepared: June 14,2021

Information

Briefing

Action

Enclosure Item(s)

May 2021 (listing attached)

Fund 01	\$1,494,270.07
Fund 02	68,066.05
Fund 04	10,690.08
Fund 21	27,548.08
Fund 45	2025.16
<hr/>	
Total:	\$1,602,599.44

Note: Reconciled as of 6/14/2021 by Tanley Lego, Business Manager

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
ASSO		53392		Wire	1 4050		AFLAC		No	Yes	No	05/21/2021	532.52
ASSO		53393		Wire	1 3370		MN CHILD SUPPORT PMT CENTER		No	Yes	No	05/03/2021	323.50
ASSO		53394		Wire	1 3370		MN CHILD SUPPORT PMT CENTER		No	Yes	No	05/14/2021	323.50
ASSO		53395		Wire	1 5459		LEGAL SHIELD		No	Yes	No	05/14/2021	220.30
ASSO		53396		Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	05/13/2021	19,784.87
ASSO		53397		Wire	1 1938		TRA		No	Yes	No	05/13/2021	55,555.85
ASSO		53398		Wire	1 1962		MINNESOTA DEPT OF REVENUE		No	Yes	No	05/17/2021	19,195.90
ASSO		53399		Wire	1 1962		MINNESOTA DEPT OF REVENUE		No	Yes	No	05/03/2021	18,404.18
ASSO		53400		Wire	1 2006		US GOVERNMENT		No	Yes	No	05/03/2021	110,458.82
ASSO		53401		Wire	1 2006		US GOVERNMENT		No	Yes	No	05/03/2021	112,422.36
ASSO		53404		Wire	1 1938		TRA		No	Yes	No	05/27/2021	55,365.88
ASSO		53405		Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	05/27/2021	20,544.94
ASSO		53406		Wire	1 2470		MSRS		No	Yes	No	05/27/2021	16,204.44
ASSO		53497		Wire	1 7649		TSA CONSULTING GROUP, INC.		No	Yes	No	05/21/2021	39,657.43
ASSO		53501		Check	1 8214		DEREK PEPIN		Yes	No	Yes	05/20/2021	0.00
ASSO		53503		Wire	1 8119		GIS BENEFITS, INC.	S Corporation	No	Yes	No	05/20/2021	16,040.04
ASSO		53554		Wire	1 4718		MN TRUST		No	Yes	No	05/31/2021	259.65
ASSO		53599		Wire	1 4718		MN TRUST		No	Yes	No	05/31/2021	20.83
ASSO		53174	99813	Check	1 8122		PROJECTOR LAMPS LLC	LLC - Partnership	Yes	Yes	Yes	05/05/2021	(218.80)
ASSO		53330	99937	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	05/06/2021	77,723.98
ASSO		53335	99938	Check	1 5853	remit	ALL STATE COMMUNICATIONS, INC		Yes	Yes	No	05/06/2021	4,160.00
ASSO		53350	99939	Check	1 7885		AMPLIFIED IT, LLC		Yes	Yes	No	05/06/2021	1,575.00
ASSO		53357	99940	Check	1 8203		BERGESON, JOHN	Ind/Sole Proprietor	Yes	Yes	No	05/06/2021	150.00
ASSO		53340	99941	Check	1 6672		BRYAN ROCK PRODUCTS, INC.		Yes	Yes	No	05/06/2021	725.87
ASSO		53319	99942	Check	1 1180		CENTERPOINT ENERGY		Yes	Yes	No	05/06/2021	132.78
ASSO		53346	99943	Check	1 7692		COLEMAN, ROBERT		Yes	No	No	05/06/2021	144.00
ASSO		53344	99944	Check	1 7519		COMMON THREAD CUSTOM APPAREL		Yes	No	No	05/06/2021	1,451.60
ASSO		53342	99945	Check	1 7192		COMPASS MINERALS AMERICA		Yes	Yes	No	05/06/2021	16,417.80
ASSO		53353	99946	Check	1 8071		CREATIVE STAFFING SOLUTIONS		Yes	Yes	No	05/06/2021	787.50
ASSO		53324	99947	Check	1 2159		DELANO PUBLIC SCHOOLS		Yes	No	No	05/06/2021	250.00
ASSO		53332	99948	Check	1 4890		GOLF TEAM PRODUCTS		Yes	Yes	No	05/06/2021	338.00
ASSO		53318	99949	Check	1 1113		GRAINGER		Yes	Yes	No	05/06/2021	641.52
ASSO		53334	99950	Check	1 5416		GRIMM DESIGN, LLC		Yes	No	No	05/06/2021	300.00
ASSO		53351	99951	Check	1 7892		HILL, JUSTINE		Yes	Yes	No	05/06/2021	30.00
ASSO		53329	99952	Check	1 4022		INFINITE CAMPUS		Yes	Yes	No	05/06/2021	250.00
ASSO		53323	99953	Check	1 1290		ISD 466 DASSEL-COKATO		Yes	Yes	No	05/06/2021	135.00
ASSO		53325	99954	Check	1 2339		ISD 876-ANNANDALE HIGH SCHOOL		Yes	Yes	No	05/06/2021	150.00
ASSO		53317	99955	Check	1 1102		JW PEPPER		Yes	Yes	No	05/06/2021	40.98
ASSO		53336	99956	Check	1 6029		KIDZART		Yes	Yes	No	05/06/2021	336.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
ASSO		53347	99957	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	Yes	No	05/06/2021		475.00
ASSO		53348	99958	Check	1	7857	MCLEOD COMMUNITY SOLAR ONE LLC		Yes	Yes	No	05/06/2021		1,812.86
ASSO		53349	99959	Check	1	7858	MEEKER COMMUNITY SOLAR ONE LLC		Yes	Yes	No	05/06/2021		2,033.83
ASSO		53333	99960	Check	1	5354	MILLER, PAUL	Ind/Sole Proprietor	Yes	Yes	No	05/06/2021		154.00
ASSO		53341	99961	Check	1	6973	MVP LOGISTICS, LLC		Yes	Yes	No	05/06/2021		16.93
ASSO		53337	99962	Check	1	6191	NAC MECHANICAL & ELECTRICAL SER'		Yes	Yes	No	05/06/2021		3,245.00
ASSO		53326	99963	Check	1	3291	PEARSON	remit2	Yes	Yes	No	05/06/2021		128.00
ASSO		53354	99964	Check	1	8072	PEDIATRIC HOME SERVICE		Yes	Yes	No	05/06/2021		675.00
ASSO		53352	99965	Check	1	8014	PELANT, REBECCA		Yes	Yes	No	05/06/2021		100.00
ASSO		53355	99966	Check	1	8122	PROJECTOR LAMPS LLC	LLC - Partnership	Yes	Yes	No	05/06/2021		218.80
ASSO		53327	99967	Check	1	3403	RANDY'S SANITATION INC		Yes	Yes	No	05/06/2021		1,751.40
ASSO		53328	99968	Check	1	3915	REINHART FOOD SERVICE		Yes	Yes	No	05/06/2021		238.60
ASSO		53322	99969	Check	1	1266	SAFE COMMUNITIES OF WRIGHT CTY		Yes	No	No	05/06/2021		50.00
ASSO		53338	99970	Check	1	6282	SOUTHWEST METRO EDUCATIONAL C		Yes	Yes	No	05/06/2021		990.35
ASSO		53321	99971	Check	1	1254	STATE OF MINNESOTA - FIRE MARSHA		Yes	Yes	No	05/06/2021		6,547.79
ASSO		53339	99972	Check	1	6437	TASC		Yes	Yes	No	05/06/2021		500.00
ASSO		53345	99973	Check	1	7545	TEACHERS ON CALL		Yes	Yes	No	05/06/2021		5,188.98
ASSO		53331	99974	Check	1	4719	TRACTOR SUPPLY COMPANY		Yes	Yes	No	05/06/2021		324.55
ASSO		53343	99975	Check	1	7286	WHYTRY LLC		Yes	Yes	No	05/06/2021		599.00
ASSO		53356	99976	Check	1	8202	WILLIAMS, THOMAS	Ind/Sole Proprietor	Yes	Yes	No	05/06/2021		154.00
ASSO		53316	99977	Check	1	1016	WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	Yes	No	05/06/2021		521.10
ASSO		53320	99978	Check	1	1215	XCEL ENERGY		Yes	Yes	No	05/06/2021		16,697.75
ASSO		53360	99979	Check	1	6623	ADVANCED IMAGING SOLUTIONS		Yes	Yes	No	05/06/2021		5,449.00
ASSO		53359	99980	Check	1	6377	DISH		Yes	Yes	No	05/06/2021		108.04
ASSO		53385	99981	Check	1	7798	ALBIN ACQUISITION CORP		Yes	Yes	No	05/13/2021		26.90
ASSO		53389	99982	Check	1	8207	BOOTH, KENNETH	Ind/Sole Proprietor	Yes	Yes	No	05/13/2021		160.00
ASSO		53363	99983	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	05/13/2021		4,967.28
ASSO		53387	99984	Check	1	8071	CREATIVE STAFFING SOLUTIONS		Yes	Yes	No	05/13/2021		901.69
ASSO		53384	99985	Check	1	7749	DELANO RENTAL		Yes	Yes	No	05/13/2021		296.40
ASSO		53375	99986	Check	1	4890	GOLF TEAM PRODUCTS		Yes	Yes	No	05/13/2021		644.00
ASSO		53379	99987	Check	1	6481	GRADY'S ACE HARDWARE		Yes	Yes	No	05/13/2021		482.11
ASSO		53373	99988	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	05/13/2021		108.84
ASSO		53368	99989	Check	1	1566	ISD 2687-HLWW		Yes	Yes	No	05/13/2021		100.00
ASSO		53374	99990	Check	1	4811	KUPHAL BRENT		Yes	No	No	05/13/2021		166.00
ASSO		53383	99991	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	Yes	No	05/13/2021		555.00
ASSO		53364	99992	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	05/13/2021		7,654.22
ASSO		53365	99993	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	05/13/2021		27.15
ASSO		53370	99994	Check	1	2216	MENARDS INC		Yes	Yes	No	05/13/2021		151.14
ASSO		53376	99995	Check	1	5403	MIDWEST SPECIAL INSTRUMENTS		Yes	Yes	No	05/13/2021		129.69

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												Date		
ASSO		53380	99996	Check	1	6577	OFTEDAL, RICHARD		Yes	Yes	No	05/13/2021		77.00
ASSO		53362	99997	Check	1	1091	SCHMITT MUSIC CENTER		Yes	Yes	No	05/13/2021		275.75
ASSO		53367	99998	Check	1	1530	SIPE, GARY		Yes	Yes	No	05/13/2021		77.00
ASSO		53371	99999	Check	1	2247	SLADEK, DAVE		Yes	No	No	05/13/2021		166.00
ASSO		53386	100000	Check	1	7959	SO BRIGHT PRODUCTIONS		Yes	Yes	No	05/13/2021		9,100.00
ASSO		53382	100001	Check	1	7611	SOURCEWELL		Yes	Yes	No	05/13/2021		25.00
ASSO		53388	100002	Check	1	8112	SPORTS ATTACK, LLC	LLC - Partnership	Yes	Yes	No	05/13/2021		5,474.00
ASSO		53372	100003	Check	1	2301	STADTLANDER, DARWIN		Yes	No	No	05/13/2021		77.00
ASSO		53378	100004	Check	1	6437	TASC		Yes	Yes	No	05/13/2021		23.00
ASSO		53381	100005	Check	1	7545	TEACHERS ON CALL		Yes	Yes	No	05/13/2021		4,424.90
ASSO		53369	100006	Check	1	2208	TECH/CHECK		Yes	Yes	No	05/13/2021		280.00
ASSO		53366	100007	Check	1	1461	REMIT THE INSTRUMENTALIST		Yes	No	No	05/13/2021		15.00
ASSO		53377	100008	Check	1	6393	VORT CORPORATION		Yes	Yes	No	05/13/2021		68.50
ASSO		53390	100009	Check	1	6356	MITEL NETSOLUTIONS		Yes	Yes	No	05/13/2021		3,212.82
ASSO		53391	100010	Check	1	7738	REMIT GRANITE TELECOMMUNICATIONS, LLC		Yes	Yes	No	05/13/2021		2,206.41
ASSO		53422	100011	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	05/17/2021		8,588.81
ASSO		53423	100012	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	05/17/2021		97,060.67
ASSO		53458	100013	Check	1	8195	ALL FURNITURE INC.		Yes	Yes	No	05/17/2021		2,035.00
ASSO		53433	100014	Check	1	6163	ASSOCIATION FOR FACILITIES ENGINE		Yes	No	No	05/17/2021		250.00
ASSO		53431	100015	Check	1	5807	BOADA, JULIE		Yes	Yes	No	05/17/2021		1,125.00
ASSO		53442	100016	Check	1	7224	BSN SPORTS, LLC		Yes	Yes	No	05/17/2021		637.99
ASSO		53437	100017	Check	1	6600	COMMITTEE FOR CHILDREN		Yes	Yes	No	05/17/2021		29.00
ASSO		53444	100018	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	Yes	No	05/17/2021		59,888.00
ASSO		53452	100019	Check	1	8071	CREATIVE STAFFING SOLUTIONS		Yes	Yes	No	05/17/2021		826.88
ASSO		53446	100020	Check	1	7570	CST MN - BIN # 170065		Yes	Yes	No	05/17/2021		40,000.00
ASSO		53441	100021	Check	1	7201	remit DOORWAY TO COLLEGE FOUNDATION		Yes	Yes	No	05/17/2021		1,870.00
ASSO		53432	100022	Check	1	5992	ECM PUBLISHERS, INC.		Yes	Yes	No	05/17/2021		182.05
ASSO		53427	100023	Check	1	4890	GOLF TEAM PRODUCTS		Yes	Yes	No	05/17/2021		114.00
ASSO		53447	100024	Check	1	7615	HASTY AWARDS		Yes	Yes	No	05/17/2021		148.08
ASSO		53448	100025	Check	1	7677	HERMAN'S LANDSCAPE SUPPLIES INC		Yes	Yes	No	05/17/2021		5,492.50
ASSO		53409	100026	Check	1	1057	HILLYARD		Yes	Yes	No	05/17/2021		14,256.28
ASSO		53430	100027	Check	1	5177	HOLT - PETERSON CHARTER BUS		Yes	Yes	No	05/17/2021		660.00
ASSO		53420	100028	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	05/17/2021		183.81
ASSO		53426	100029	Check	1	4673	INTEGRIPRINT		Yes	Yes	No	05/17/2021		461.32
ASSO		53415	100030	Check	1	2014	J & R SCHOOL SUPPLIES		Yes	No	No	05/17/2021		170.00
ASSO		53410	100031	Check	1	1102	JW PEPPER		Yes	Yes	No	05/17/2021		395.48
ASSO		53438	100032	Check	1	6603	LANO EQUIPMENT LORETTO		Yes	Yes	No	05/17/2021		39,542.97
ASSO		53421	100033	Check	1	4207	LAURSEN STEVEN C		Yes	Yes	No	05/17/2021		346.00
ASSO		53454	100034	Check	1	8090	LUTHERAN SOCIAL SERVICES-HOMME		Yes	Yes	No	05/17/2021		4,209.40

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ASSO		53457	100035	Check	1	8192	MAXBAT, INC.	S Corporation	Yes	Yes	No	05/17/2021		507.00
ASSO		53418	100036	Check	1	2518	remit MCGRAW - HILL SCHOOL EDUCATION		Yes	Yes	No	05/17/2021		48.12
ASSO		53416	100037	Check	1	2216	MENARDS INC		Yes	Yes	No	05/17/2021		91.51
ASSO		53434	100038	Check	1	6274	METRO PAVING		Yes	No	No	05/17/2021		6,000.00
ASSO		53408	100039	Check	1	1039	MINNESOTA ELEVATOR, INC		Yes	Yes	No	05/17/2021		442.84
ASSO		53412	100040	Check	1	1210	MOUNTAIN STREAM SPORTS		Yes	Yes	No	05/17/2021		476.41
ASSO		53449	100041	Check	1	7751	NATIONAL BUSINESS FURNITURE, LLC		Yes	Yes	No	05/17/2021		10,442.52
ASSO		53451	100042	Check	1	7783	remit NATIONAL RECOGNITION PRODUCTS		Yes	No	No	05/17/2021		2,790.20
ASSO		53439	100043	Check	1	6913	NEE INVESTMENT 9, LLC		Yes	Yes	No	05/17/2021		743.11
ASSO		53413	100044	Check	1	1366	NEFF/JOSTENS		Yes	Yes	No	05/17/2021		165.95
ASSO		53436	100045	Check	1	6569	NWEJE, KARLA		Yes	No	No	05/17/2021		2,500.00
ASSO		53453	100046	Check	1	8072	PEDIATRIC HOME SERVICE		Yes	Yes	No	05/17/2021		1,350.00
ASSO		53459	100047	Check	1	8206	PILGRIM DRY CLEANERS, INC.	S Corporation	Yes	No	No	05/17/2021		116.00
ASSO		53455	100048	Check	1	8100	REINDERS, INC.		Yes	Yes	No	05/17/2021		91.30
ASSO		53425	100049	Check	1	4535	ROCKFORD/GREENFIELD CHAMBER O		Yes	No	No	05/17/2021		15.00
ASSO		53411	100050	Check	1	1128	rSchoolToday (DWC)		Yes	Yes	No	05/17/2021		75.00
ASSO		53428	100051	Check	1	4937	RUSSELL SECURITY RESOURCE INC		Yes	Yes	No	05/17/2021		3,172.00
ASSO		53417	100052	Check	1	2348	remit3 SCHOLASTIC BOOKS		Yes	Yes	No	05/17/2021		150.70
ASSO		53435	100053	Check	1	6279	SHI INTERNATIONAL CORP.		Yes	Yes	No	05/17/2021		1,720.00
ASSO		53456	100054	Check	1	8188	SOUTHPAW ENTERPRISES, INC.	S Corporation	Yes	Yes	No	05/17/2021		38.00
ASSO		53424	100055	Check	1	4387	TAHER INC - BIN# 135092		Yes	Yes	No	05/17/2021		68,011.05
ASSO		53445	100056	Check	1	7545	TEACHERS ON CALL		Yes	Yes	No	05/17/2021		4,720.24
ASSO		53450	100057	Check	1	7778	TEAMWORKS INTERNATIONAL, INC		Yes	No	No	05/17/2021		6,592.18
ASSO		53443	100058	Check	1	7392	THOUGHT FARM LLC		Yes	No	No	05/17/2021		544.00
ASSO		53429	100059	Check	1	5149	TOLL COMPANY		Yes	Yes	No	05/17/2021		65.88
ASSO		53419	100060	Check	1	3293	TREMCO		Yes	Yes	No	05/17/2021		886.15
ASSO		53440	100061	Check	1	7050	WAYZATA RESULTS, INC.		Yes	Yes	No	05/17/2021		800.00
ASSO		53414	100062	Check	1	1841	WRIGHT TECHNICAL CENTER		Yes	No	No	05/17/2021		941.42
ASSO		53471	100063	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	05/20/2021		87,694.03
ASSO		53463	100064	Check	1	1369	ABC LETTERING		Yes	No	No	05/20/2021		75.00
ASSO		53469	100065	Check	1	3100	AWARD EMBLEM MFG. CO., INC		Yes	No	No	05/20/2021		280.36
ASSO		53475	100066	Check	1	6015	AWARDS DIRECT - DIRECT IMPRESSIC		Yes	Yes	No	05/20/2021		15.20
ASSO		53495	100067	Check	1	8211	BIG BORE BBQ CO.		Yes	No	No	05/20/2021		241.61
ASSO		53491	100068	Check	1	8194	BULKBOOKS.COM	S Corporation	Yes	Yes	No	05/20/2021		1,037.60
ASSO		53462	100069	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	05/20/2021		2,142.76
ASSO		53479	100070	Check	1	7519	COMMON THREAD CUSTOM APPAREL		Yes	No	No	05/20/2021		1,130.00
ASSO		53492	100071	Check	1	8201	CREATIVE PRODUCT SOURCING, INC.	S Corporation	Yes	Yes	No	05/20/2021		854.92
ASSO		53485	100072	Check	1	8071	CREATIVE STAFFING SOLUTIONS		Yes	Yes	No	05/20/2021		830.25
ASSO		53481	100073	Check	1	7570	CST MN - BIN # 170065		Yes	Yes	No	05/20/2021		78,773.26

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											Void	Date	
ASSO		53484	100074	Check	1	7947	FOX, DAVID & JENNIFER		Yes	Yes	No	05/20/2021	51.00
ASSO		53494	100075	Check	1	8210	HERO'S TIMING	Ind/Sole Proprietor	Yes	No	No	05/20/2021	1,000.00
ASSO		53472	100076	Check	1	5165	ICS CONSULTING, INC		Yes	Yes	No	05/20/2021	795.00
ASSO		53470	100077	Check	1	4022	INFINITE CAMPUS		Yes	Yes	No	05/20/2021	500.00
ASSO		53461	100078	Check	1	1102	JW PEPPER		Yes	Yes	No	05/20/2021	511.23
ASSO		53476	100079	Check	1	6205	LAGERGREN, MARK		Yes	Yes	No	05/20/2021	150.00
ASSO		53482	100080	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	Yes	No	05/20/2021	340.00
ASSO		53465	100081	Check	1	1751	MINNESOTA HISTORICAL SOCIETY		Yes	No	No	05/20/2021	24.15
ASSO		53477	100082	Check	1	6973	MVP LOGISTICS, LLC		Yes	Yes	No	05/20/2021	17.68
ASSO		53493	100083	Check	1	8204	NATURAL SHORE TECHNOLOGIES, INC	S Corporation	Yes	Yes	No	05/20/2021	295.00
ASSO		53490	100084	Check	1	8144	OXFORD UNIVERSITY PRESS USA		Yes	Yes	No	05/20/2021	15,975.80
ASSO		53486	100085	Check	1	8072	PEDIATRIC HOME SERVICE		Yes	Yes	No	05/20/2021	675.00
ASSO		53488	100086	Check	1	8122	PROJECTOR LAMPS LLC	LLC - Partnership	Yes	Yes	No	05/20/2021	92.50
ASSO		53474	100087	Check	1	5699	RAMACHER, RACQUEL	Ind/Sole Proprietor	Yes	No	No	05/20/2021	135.60
ASSO		53487	100088	Check	1	8100	REINDERS, INC.	remit	Yes	Yes	No	05/20/2021	230.00
ASSO		53467	100089	Check	1	1946	SCHMIDT, AMY		Yes	Yes	No	05/20/2021	153.60
ASSO		53460	100090	Check	1	1012	SCHOOL SPECIALTY INC		Yes	Yes	No	05/20/2021	101.73
ASSO		53489	100091	Check	1	8143	SCRIBBLES SOFTWARE	C Corporation	Yes	Yes	No	05/20/2021	97.40
ASSO		53466	100092	Check	1	1933	SCSU - SENIOR TO SOPHOMORE		Yes	Yes	No	05/20/2021	14,740.00
ASSO		53480	100093	Check	1	7545	TEACHERS ON CALL		Yes	Yes	No	05/20/2021	4,824.96
ASSO		53468	100094	Check	1	2208	TECH/CHECK		Yes	Yes	No	05/20/2021	70.00
ASSO		53483	100095	Check	1	7786	TERRAFORM PHOENIX II ARCADIA	REMIT	Yes	Yes	No	05/20/2021	300.54
ASSO		53464	100096	Check	1	1461	THE INSTRUMENTALIST	REMIT	Yes	No	No	05/20/2021	134.00
ASSO		53473	100097	Check	1	5547	UPS		Yes	Yes	No	05/20/2021	22.02
ASSO		53478	100098	Check	1	7050	WAYZATA RESULTS, INC.		Yes	Yes	No	05/20/2021	825.00
ASSO		53496	100099	Check	1	8212	WHITE, CHRISTINA	Ind/Sole Proprietor	Yes	Yes	No	05/20/2021	2,000.00
ASSO		53500	100100	Check	1	2009	EDUCATION FOUNDATION - EMR		Yes	Yes	No	05/20/2021	9,185.28
ASSO		53498	100101	Check	1	1644	ISD #883 EDUCATION FOUNDATION		Yes	No	No	05/20/2021	467.70
ASSO		53499	100102	Check	1	1969	SCHOOL SERVICE EMPLOYEES		Yes	No	No	05/20/2021	1,956.92
ASSO		53502	100103	Check	1	8214	DEREK PEPIN		Yes	Yes	No	05/20/2021	56.00
ASSO		53505	100104	Check	1	8001	55 WEST AUTO SALES LLC		Yes	Yes	No	05/26/2021	30,392.00
ASSO		53504	100105	Check	1	1159	BANKWEST-CASH		Yes	Yes	No	05/26/2021	25.00
ASSO		53533	100106	Check	1	6598	ALL SEASONS SPORTS, LLC		Yes	No	No	05/27/2021	750.00
ASSO		53529	100107	Check	1	6182	BAIN, GARY		Yes	No	No	05/27/2021	154.00
ASSO		53513	100108	Check	1	1968	BANKWEST ROCKFORD		Yes	No	No	05/27/2021	75.00
ASSO		53534	100109	Check	1	6601	BRAINPOP LLC	REMIT	Yes	No	No	05/27/2021	150.00
ASSO		53544	100110	Check	1	8109	BULK BOOKSTORE ²⁰		Yes	No	No	05/27/2021	847.00
ASSO		53545	100111	Check	1	8194	BULKBOOKS.COM	S Corporation	Yes	No	No	05/27/2021	957.60
ASSO		53552	100112	Check	1	8222	CBIZ INVESTMENT ADVISORY SERVICE	LLC - C Corp	Yes	No	No	05/27/2021	9.23

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												Date		
ASSO		53527	100113	Check	1	5507	CITY OF GREENFIELD WATER & SEWE		Yes	No	No	05/27/2021		2,371.70
ASSO		53510	100114	Check	1	1181	CITY OF ROCKFORD		Yes	No	No	05/27/2021		1,140.51
ASSO		53537	100115	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	No	No	05/27/2021		5,816.00
ASSO		53550	100116	Check	1	8219	DEGERSTROM, SEAN	Ind/Sole Proprietor	Yes	No	No	05/27/2021		90.00
ASSO		53551	100117	Check	1	8220	GRAMS, SCOTT	Ind/Sole Proprietor	Yes	No	No	05/27/2021		77.00
ASSO		53526	100118	Check	1	5416	GRIMM DESIGN, LLC		Yes	No	No	05/27/2021		495.00
ASSO		53507	100119	Check	1	1057	HILLYARD		Yes	No	No	05/27/2021		4,571.24
ASSO		53525	100120	Check	1	5177	HOLT - PETERSON CHARTER BUS		Yes	No	No	05/27/2021		1,320.00
ASSO		53523	100121	Check	1	4673	INTEGRIPRINT		Yes	No	No	05/27/2021		259.01
ASSO		53524	100122	Check	1	4811	KUPHAL BRENT		Yes	No	No	05/27/2021		245.00
ASSO		53518	100123	Check	1	2448	LHOTKA, MIKE		Yes	No	No	05/27/2021		150.00
ASSO		53548	100124	Check	1	8216	remit MACMILLAN HOLDINGS LLC		Yes	No	No	05/27/2021		9,619.89
ASSO		53540	100125	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	05/27/2021		30.00
ASSO		53541	100126	Check	1	7857	MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	05/27/2021		1,422.80
ASSO		53542	100127	Check	1	7858	MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	05/27/2021		1,847.81
ASSO		53514	100128	Check	1	2216	MENARDS INC		Yes	No	No	05/27/2021		70.00
ASSO		53531	100129	Check	1	6274	METRO PAVING		Yes	No	No	05/27/2021		58,055.00
ASSO		53516	100130	Check	1	2248	MILLER, TODD		Yes	No	No	05/27/2021		77.00
ASSO		53532	100131	Check	1	6313	MINNESOTA COMMUNITY ED. ASSOC.		Yes	No	No	05/27/2021		45.00
ASSO		53535	100132	Check	1	6847	MN DECA		Yes	No	No	05/27/2021		160.00
ASSO		53530	100133	Check	1	6187	MN FFA		Yes	No	No	05/27/2021		565.00
ASSO		53528	100134	Check	1	6106	remit NATIONAL FFA ORGANIZATION		Yes	No	No	05/27/2021		206.00
ASSO		53547	100135	Check	1	8215	NELSON, LEAH	Ind/Sole Proprietor	Yes	No	No	05/27/2021		1,200.00
ASSO		53520	100136	Check	1	4341	NORTH STAR AWARDS & TROPHIES		Yes	No	No	05/27/2021		57.00
ASSO		53536	100137	Check	1	7442	NORTHAGEN, DUANE	Ind/Sole Proprietor	Yes	No	No	05/27/2021		77.00
ASSO		53543	100138	Check	1	7873	ON SITE COMPANIES, INC.		Yes	No	No	05/27/2021		1,303.00
ASSO		53519	100139	Check	1	3291	remit1 PEARSON		Yes	No	No	05/27/2021		3,530.36
ASSO		53521	100140	Check	1	4366	REGION 5A SECRETARY		Yes	No	No	05/27/2021		300.00
ASSO		53522	100141	Check	1	4466	SCHMID BRIAN		Yes	No	No	05/27/2021		154.00
ASSO		53508	100142	Check	1	1091	SCHMITT MUSIC CENTER		Yes	No	No	05/27/2021		710.63
ASSO		53506	100143	Check	1	1012	SCHOOL SPECIALTY INC		Yes	No	No	05/27/2021		140.81
ASSO		53511	100144	Check	1	1530	SIPE, GARY		Yes	No	No	05/27/2021		77.00
ASSO		53515	100145	Check	1	2247	SLADEK, DAVE		Yes	No	No	05/27/2021		85.00
ASSO		53517	100146	Check	1	2301	STADTLANDER, DARWIN		Yes	No	No	05/27/2021		77.00
ASSO		53509	100147	Check	1	1111	SUPER DUPER PUBLICATIONS		Yes	No	No	05/27/2021		203.50
ASSO		53538	100148	Check	1	7545	TEACHERS ON CALL		Yes	No	No	05/27/2021		4,812.76
ASSO		53512	100149	Check	1	1828	TRAEN, TODD		Yes	No	No	05/27/2021		160.00
ASSO		53539	100150	Check	1	7649	TSA CONSULTING GROUP, INC.		Yes	No	No	05/27/2021		347.48
ASSO		53549	100151	Check	1	8218	UNDERWOOD, CASEY	Ind/Sole Proprietor	Yes	No	No	05/27/2021		90.00

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
ASSO		53546	100152	Check	1 8202		WILLIAMS, THOMAS	Ind/Sole Proprietor	Yes	No	No	05/27/2021	77.00
Bank Total:												\$1,436,858.27	
WEST		53402		Wire	1 6431		HR SIMPLIFIED		No	Yes	No	05/01/2021	6,635.54
WEST		53403		Wire	1 6431		HR SIMPLIFIED		No	Yes	No	05/14/2021	6,506.37
WEST		53407		Wire	1 1977		BLUE CROSS BLUE SHIELD of MN		No	Yes	No	05/01/2021	145,066.05
WEST		53658		Wire	1 1977		BLUE CROSS BLUE SHIELD of MN		No	Yes	No	05/31/2021	7,533.21
Bank Total:												\$165,741.17	
Report Total:												\$1,602,599.44	



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

Subject: OPEN ENROLLMENTS

Meeting Date: June 21, 2021

Prepared by: Superintendent's Office

Date Prepared: June 20, 2021

Information Briefing Action Enclosure Item(s)

Resident Students Attending Other Schools

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	7	Delano	879	9/7/2021	OE
2	5	Delano	879	9/7/2021	OE
3	9	Delano	879	9/7/2021	OE
4	2	Delano	879	9/7/2021	OE
5	10	Westonka	277	5/13/2021	OE
6	7	Delano	879	9/7/2021	OE
7	8	Delano	879	9/7/2021	OE
8	Pre-K	Howard Lake Waverly - Winstead	2687	8/30/2021	OE

Non-Resident Students Attending Rockford

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	7	Buffalo	877	9/7/2021	NR
2	6	Buffalo	877	9/7/2021	NR
3	8	Osseo	279	9/7/2021	NR
4	6	Osseo	279	9/7/2021	NR
5	6	Elk River	728	9/7/2021	NR
6	K	Osseo	279	9/7/2021	NR
7	K	St. Michael-Albertville	885	5/3/2021	NR
8	12	Delano	879	9/7/2021	NR
9	3	Buffalo	877	9/7/2021	NR
10	4	Buffalo	877	9/7/2021	NR
11	6	Elk River	728	9/7/2021	NR
12	3	Elk River	728	9/7/2021	NR
13	6	Osseo	279	9/7/2021	NR

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



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

Subject: Staff and Parent Calendar for 2021-2022

Meeting Date: June 21, 2021

Prepared by: Superintendent's Office

Date Prepared: May 26, 2021

Information

Briefing

Action

Enclosure Item(s)

There was a change to the staff and parent calendar for the 2021-2022 school year. The dates of the open house for RMS and RHS were changed to RMS being on September 1st now and RHS on September 2nd.



Rockford Area Schools 2021-22 Calendar

Approved 3-16-2020

Student Days-174 Teacher Work Days-183

Qtr Ends Qtr Ends
 1st- 42 **Nov 5** 3rd- 44 **Mar 25**
 2nd- 45 **Jan 11** 4th- 43 **Jun 3**

RAS Staff Version

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

0 2 2 2

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 20 20.37 20.75
5

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 19 19.3 19.3

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 21 20.5 20

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 17 17 17

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24L	25	26	27	28	29
30	31					

20 21 21.3 21

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

19 19 19 19.5

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

19 20 19.3 19.37

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4L	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 19 19 19

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 21 21 21

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 4 4 4

	Staff Dev Day		8L Late Start Day		4 REAMS Assessment Days/Parent-Teacher Conf.
	Staff Dev/Work Day		12 End of Quarter/Mid-Term/End of Semester		9 RMS-CES Parent-Teacher Conferences/STEM
	No School Day		18 Mentor-Mentee (Aug)		25 P-T Conferences/Reg.Night/Graduation
	24 Staff Holiday		8 Staff Make Up Days (June)		

Student	REAMS	RMSCES	RHS
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REAMS 2021-22 Calendar DETAILS

	REAMS Student	REAMS	Staff	Detail
August	0	16 Hrs	2 Days	Aug. 17-18 New Faculty Workshop Days Aug. 30-31 Full Day Staff Dev/Work Days (work hours-7:20 am–3:20 pm) (16 hours)
September	17	160	20	Sept 1-2 Full Day Staff Dev/Work Day (work hours-7:20 am–3:20 pm) (16 hours) (Eight work-time hours can be flexed during week of August 23-26, upon principals approval) Total First Week: 32 Hours Sept. 6 District No School, Labor Day Sept. 7-8 Assessment Days - (work hours —Tues. 11 am-7 pm; Weds. 8 am-4 pm) (16 hours) (Counts as one student day)
October	19	152	19	Oct. 21-22 District No School, MN Teacher Convention
November	19	168	21	Nov. 4 Half Day PM P-T Conferences (additional work hours 3:20–7:20 pm) (4 hours) Nov. 8 Full Day Staff Dev/Work Days (work hours-7:20 am–3:20 pm) (8 hours); Half Day PM P-T Conferences (additional work hours 3:20–7:20 pm) (4 hours) Nov. 25-26 District No School, Thanksgiving Break
December	17	136	17	Dec. 24- 31 District No School, Winter Break (Year-Round Staff Holiday Observed 24, 27, 30 and 31)
January	20	168	21	Jan. 17 Full Day District Staff Dev Day (work hours-7:20 am–3:20 pm) (8 hours) Jan. 24 District Late Start Day (Work Time only) (work hours-7:20 am–3:20 pm)
February	19	152	19	Feb. 21 District No School, President’s Day
March	19	160*	20*	Mar. 3 Kindergarten Round-up (*kindergarten/office staff only, stipend 4 hours) Mar. 7 Half Day PM P-T Conferences (additional work hours 3:20–7:20 pm) (4 hours) Mar. 10 Half Day PM P-T Conferences (additional work hours 3:20–7:20 pm) (4 hours) Mar. 28-31 District No School, Spring Break
April	19	152	19	Apr. 1 District No School, Spring Break Apr. 4 District Late Start Day (Work Time only) (work hours-7:20 am–3:20 pm) Apr. 15 District No School, Holiday, Makeup Day, if needed
May	21	168	21	May 30 District No School, Memorial Day
June	3	32	4	June 6 Full Day District Staff Dev/Work Day (work hours-7:20 am –3:20 pm) (8 hours) June 7-8 Staff Makeup Days, if needed
Total	173 Days	1464 Hrs	183 Days	

RMS-CES 2021-22 Calendar DETAILS

	RMS-CES Student	RMS-CES	Staff	Detail
August	0	16 Hrs	2 Days	Aug. 17-18 New Faculty Workshop Days Aug. 30-31 Full Day District Staff Dev/Work Day (work hours-7:20 am–3:20 pm) (16 hours)
September	18	163	20.375	Sep. 1 Full Days Staff Dev/Work Day (work hours-7:20 am –3:20 pm) (8 hours) (additional work hours-3:20-6:20 pm for RMS-CES Open House (<i>Public Hours 4-6 pm</i>)) (11 hours) Sep. 2 Full Day Staff Dev/Work Day (work hours-7:20 am –3:20 pm)) <i>Eight work-time hours can be flexed during week of August 24-27, upon principals approval</i> Total 4.375 days (35 hours)
October	19	155	19.375	Sept. 6 District No School, Labor Day Oct Tuesdays -Half Day Teacher Office Hours (additional work hours 3:20 –6:20 pm) (3 hours) <i>Oct 5: Grade 5 Oct. 12: Grade 7 Oct. 26: Grade 6</i> <i>Oct 12: Grade 5 Oct. 19: Grade 8</i> <i>(Flexing time– Gr 5 only—for 3 hours on Nov 8)</i>
November	19	164	20.5	Oct. 21-22 District No School, MN Teacher Convention Nov. 8 Full Day Staff Dev/Work Days (work hours-7:20 am–3:20 pm) (8 hours) (<i>one hour from open house & each P-T conference used</i>) Nov 11 RMS-CES STEM Showcase (additional work hours 3:20 –7:20 pm (<i>Public hours 5-7 pm</i>)) (4 hours) <i>(1/2 RMS Staff works at STEM Showcase/1/2 RMS Staff works Arts & Academic Showcase March 9 (hours counted in this months totals)</i>
December	17	136	17	Nov. 25-26 District No School, Thanksgiving Break Dec. 24-31 District No School, Winter Break (<i>Year-Round Staff Holiday Observed 24, 27, 30 and 31</i>)
January	20	171	21.375	Jan 6-14 PM Parent-Teacher Contact Hours (additional after hours) (3 hours) (<i>Teachers to contact families Jan 6-14</i>) Jan. 17 Full Day District Staff Dev Day (work hours-7:20 am–3:20 pm) (8 hours) Jan. 24 District Late Start Day (<i>Work Time only</i>) (work hours-7:20 am–3:20 pm)
February	19	152	19	Feb. 21 District No School, President’s Day
March	19	155	19.375	Mar Tuesdays - PM Teacher Office Hours (additional work hours 3:20 –6:20 pm) (3 hours) <i>Mar 1: Grade 5 & 6 Mar. 22: Grade 8</i> <i>Mar. 15: Grade 7</i>
April	19	152	19	Mar. 28-31 District No School, Spring Break Apr. 1 District No School, Spring Break Apr. 4 District Late Start Day (<i>Work Time only</i>) (work hours-7:20 am–3:20 pm) Apr. 15 District No School, Holiday, Makeup Day, if needed Apr 28 RMS-CES Arts and Academic Showcase (additional work hours 3:20 –7:20 pm (<i>Public hours 5-7 pm</i>)) (4 hours) <i>(1/2 RMS Staff worked at STEM Showcase/1/2 RMS Staff works Arts & Academic Showcase (hours counted in November)</i>
May	21	168	21	May 30 District No School, Memorial Day
June	3	32	4	June 6 Full Day District Staff Dev/Work Day (work hours-7:20 am–3:20 pm) (8 hours) June 7-8 Staff Makeup Days, if needed
Total	174 Days	1464 Hrs	183 Days	

RHS 2021-22 Calendar DETAILS

	RHS Student	RHS Seniors	RHS	Staff	Detail
August	0	0	16 Hrs	2 Days	Aug. 17-18 New Faculty Workshop Days Aug. 30-31 Full Day Staff Dev/Work Days (work hours-7:20 am–3:20 pm) (16 hours)
September	18	18	166	20.75	Sep. 1 Full Day Staff Dev/Work Day (work hours-7:20 am–3:20 pm), (8 hours) Sep. 2 Full Day Staff Dev/Work Day (work hours-7:20 am–3:20 pm) (8 Hours) RHS Open House (additional work hours--5:00-7:00 pm) (2 hours) <i>Eight work-time hours can be flexed during week of August 24-27, upon principals approval</i> Total 4.25 days (34 hours) Sep. 6 District No School, Labor Day Sep. 27 Parent Schedule Walkthrough Night (additional work hours– 4:00-8:00 pm) (4 hours)
October	19	19	155	19.375	Oct. 21-22 District No School, MN Teacher Convention Oct. 28 Half Day Traditional P-T Conferences (additional work hours –3:30-6:30 pm) (3 hours)
November	19	19	160	20	Nov. 8 Full Day Staff Dev/Work Day (work hours-7:20 am–3:20 pm) (8 hours) Nov. 25-26 District No School, Thanksgiving Break
December	17	17	136	17	Dec. 24-Dec 31 District No School, Winter Break
January	20	20	168	21	Jan. 17 Full Day District Staff Dev Day (work hours-7:20 am–3:20 pm) (8 hours) Jan. 24 District Late Start Day (<i>Work Time only</i>) (work hours-7:20 am–3:20 pm)
February	19	19	156	19.5	Feb. 17 RHS Registration Fair (additional work hours– 4:00-8:00 pm) (4 hours) Feb. 21 District No School, President’s Day
March	19	19	155	19.375	Mar. 17 Half Day Traditional P-T Conferences (additional work hours– 3:30-6:30 pm) (3 hours) Mar. 28-31 District No School, Spring Break
April	19	19	152	19	Apr. 1 District No School, Spring Break Apr. 5 District Late Start Day (<i>Work Time only</i>) (work hours-7:20 am–3:20 pm) Apr. 15 District No School, Holiday, Makeup Day, if needed
May	21	21	168	21	May 27 Commencement May 30 District No School, Memorial Day
June	3	0	32	4	June 6 Full Day District Staff Dev/Work Day (work hours-7:20 am–3:20 pm) (8 hours) June 7-8 Staff Makeup Days, if needed
Total	174 Days	170 Days	1464 Hrs	183 Days	



ROCKFORD AREA SCHOOLS 2021-2022 PARENT CALENDAR

Approved 3/16/2020

Student Days 174

Teacher Days 183

1st Qtr – 42 days End – Nov 5

2nd Qtr – 45 days End – Jan 21

3rd Qtr – 44 days End – Mar 25

4th Qtr – 43 days End – Jun 3

LEGENDS

REAMS
RMS-CES
RHS
NO SCHOOL
LATE START

JANUARY '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 6-14 RMS-CES After School Family Contact Hours
- 17 Dr. M.L. King Day, No School, Staff Dev Full Day
- 21 End 2nd Qtr/1st Sem
- 24 District Late Start (2 hrs. later)

AUGUST '21

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 17 RHS Registration Fair
- 21 Presidents' Day – No School

SEPTEMBER '21

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 RMS-CES Open House
- 2 RHS Open House 5-7pm
- 6 Labor Day
- 7 1st Day of classes (RHS, RMS-CES)
- 7,8 REAMS Assessment Days
- 9 REAMS 1st Day of Classes
- 27 RHS Parent Schedule Night 4-8pm

MARCH '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1, 15, 22 RMS-CES After School Teacher Office Hours
- 3 Kindergarten Round Up
- 7, 10 Gr. K-4 Parent-Teacher PM Conf.
- 17 Gr. 9-12 Parent-Teacher PM Conferences
- 25 End 3rd Qtr
- 28 – Apr 1 Spring Break

OCTOBER '21

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 5,12,19,26 RMS-CES After School Teacher Office Hours
- 21,22 No School
- 28 Gr 9-12 Parent-Teacher PM Conf.

APRIL '22

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Late Start (2 hours later)
- 15 No School - Good Friday
- 28 RMS-CES Arts & Academic Showcase 5-7pm

NOVEMBER '21

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 4 K-4 Parent Teacher PM Conferences
- 8 No School, Staff Dev/Work Day
- 8 K-4 Parent Teacher PM Conferences
- 5 End 1st Qtr
- 11 RMS-CES STEM Showcase 5-7pm
- 25,26 Thanksgiving Break

MAY '22

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 27 Commencement
- 30 No School - Memorial's Day

DECEMBER '21

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24-31 Winter Break

JUNE '22

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Last Day of Classes (Gr. K-11)



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

**Subject: Consent for Principals' Association Master Agreement
2020-2022**

Meeting Date: June 21, 2021

Prepared by: Department of Human Resources

Date Prepared: June 16, 2021

<input type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Enclosure Item(s)
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The District and School Board Negotiations Committee for the Principals' Association Master Agreement are recommending approval of the 2020-21 and 2021-22 Principals' Association Master Agreement.

Key Points:

- Update to MSBA Principals Contract Model Template Language
- Salary Increase
- Dental Contribution Increase
- Removal of Intra-District Travel Stipend in 2021-22
- Removal of Outdated Language



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

Subject: Consent ESY Personnel			
Meeting Date: June 21, 2021			
Prepared by: Department of Human Resources			
Date Prepared: June 16, 2021			
<input type="checkbox"/>	Information	<input type="checkbox"/>	Briefing
<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Enclosure Item(s)

ESY Staffing	
Assignment	Staff
ESY Teaching	
3 hr a day for 12 days	Laura Ellos
July 13-Aug 5, 2021	Linnea Floan
	Lanaya Schnettler
	Madison Holm
	Kacie Penick **Sub**
ESY Paraprofessional	
3 hr a day for 12 days	Amanda Anderson Hume
July 13-Aug 5, 2021	Loryssa Stefanich **Bus Route**
	Merry Lanars **Bus Route**
	Tatyanna Bonk
	Janel Koosman
	Tonya Curtis
	Jacob Roh
	Joyce Nixon
	Shadow Felknor



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

Subject: Property, Liability, Workers Compensation Renewal							
Meeting Date: June 21, 2021							
Prepared by: Human Resources & Business Office							
Date Prepared: June 16, 2021							
<input type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input checked="" type="checkbox"/>	Action	<input checked="" type="checkbox"/>	Enclosure Item(s)
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

The broker, Marsh & McLennan Agency LLC, Department of Human Resources, and Business Office recommend approval for the enclosed renewal for Property, Liability, and Workers' Compensation Insurance effective July 1, 2021.



It's our business
to be there for you in the

**MOMENTS
THAT
MATTER.**

Business Insurance Proposal

ROCKFORD ISD #883

6051 Ash Street Rockford, MN 55373

Presented By: Amy Diedrich, CSR, CEBS

Presented On:

Policy Term: 07/01/21 to 07/01/22

Proposal Expires On: 07/01/21

Table of Contents

BUSINESS INSURANCE PROPOSAL

- Location Schedule
- Property
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- General Liability
- School Leaders Errors & Omissions
- Business Automobile
- Workers' Compensation
- Umbrella

PREMIUM SUMMARY & COMPARISON

- Premium Summary & Comparison
- Coverage Comparison
- Direct Bill Payment Terms
- Compensation Disclosure & Limitation of Liability
- Disclaimer
- Terrorism Risk Insurance Coverage
- Best Rating & Best Financial Performance Rating

Location Schedule

SEE STATEMENT OF VALUES

Property

SEE ATTACHED STATEMENT OF VALUES

COVERAGE:

Coverage is provided on a Special Cause of Loss basis subject to all Policy Conditions, Limitations and Exclusions.

BLANKET BUILDINGS, BUSINESS PERSONAL PROPERTY & PROPERTY IN OPEN:	\$120,467,147	Includes Equipment Breakdown
BLANKET BUSINESS INCOME & EXTRA EXPENSE:	\$1,000,000	
EARTHQUAKE:	\$1,000,000	
FLOOD:	\$1,000,000	
SEWER BACKUP:	Included	
DEDUCTIBLE:	\$5,000 \$25,000 \$25,000 \$1,000	Property Earthquake Flood Gold Property Broadening Endorsement
PROPERTY VALUATION:	Replacement Cost	
EXTENDED PERIOD OF INDEMNITY:	60 Days Included	
COINSURANCE:	Agreed Amount Agreed Amount 100%	Building Business Personal Property Business Income / Extra Expense
BUILDING ORDINANCE & LAW:		
COVERAGE A	\$500,000	
COVERAGE B	Included	
COVERAGE C	Included	
ADDITIONAL INSURED & LLP	American Capital Financial Service, Inc.	

NOTE: The insured is responsible for verifying their property limits are accurate and sufficient.

Crime

COVERAGE	LIMIT	DEDUCTIBLE
Employee Dishonesty (Form A) – Blanket	\$100,000	\$500
Forgery Or Alteration (Form B)	\$100,000	\$500
Theft, Disappearance & Destruction (Form C) – Blanket		
Inside The Premises	\$10,000	\$500
Outside The Premises	\$10,000	\$500
Computer Fraud (Form F)	\$100,000	\$500
Funds Transfer	\$100,000	\$500

Loss Sustained Form: Applies to losses that result from acts committed during the policy period and discovered during the policy period or during the Extended Period to Discover Loss.

Extended Period to Discover Loss: 1 year from the date of termination

Inland Marine

COVERAGE	LIMIT
BAND UNIFORMS & MUSICAL INSTRUMENTS	\$190,600
- subject to a \$500 deductible at Replacement Cost	
MISCELLANEOUS EQUIPMENT	\$32,000
- subject to a \$500 deductible at Actual Cash Value	
COMMERCIAL ARTICLES	\$193,745
- audio-visual equipment and supplies	
- subject to a \$500 deductible at Replacement Cost	
FIBER OPTIC CABLE	\$200,000
- 8000 FT & 2000 FT	
- subject to a \$500 deductible at Replacement Cost	
SMART BOARDS	\$165,300
- Included in EDP limit	
- subject to a \$500 deductible at Replacement Cost	
COMPUTER HARDWARE	\$1,618,933
COMPUTER SOFTWARE	Included
COMPUTER EXTRA EXPENSE	Included
- subject to a \$500 deductible	

Automobile Inland Marine Policy

2015 UNITED CUSTOMIZED TRAILER	\$39,000
- Replacement Cost	
- Stated Value	
- subject to a \$1,000 deductible	

Inland Marine - Data Compromise Coverage Option

DATA BREACH	
Data Breach Coverage Aggregate Limit of Insurance	\$10,000
Data Breach Expense Coverage Aggregate Sublimit of Insurance	\$10,000
Additional Expense Coverage Aggregate Sublimit of Insurance	\$10,000
- subject to a \$1,000 deductible	
Cyber Business Interruption Waiting Period Deductible	24 Hours

COVERAGE OVERVIEW
This service & expense coverage is provided if the loss, theft, accidental release or accidental publication of this data might result in the fraudulent use of such information.

General Liability

COVERAGE - OCCURRENCE FORM	LIMIT
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage To Premises Rented to You	\$100,000
Medical Expense (excluding students)	\$15,000
Sexual Misconduct & Molestation Liability – Each Loss / Aggregate	\$1,000,000 / \$1,000,000
Innocent Party Aggregate Defense Expense Amount	\$300,000
Violent Event Response Coverage –Per Person/Aggregate / Event	\$100,000/\$100,000 / \$100,000
COVERAGE – CLAIMS MADE FORM	LIMIT
Employee Benefits Liability - Each Employee	\$1,000,000
Employee Benefits Liability - Aggregate	\$3,000,000
Retro Date	7/1/2008
Deductible	\$1,000

CLASS CODE	CLASSIFICATION	20-21 PREMIUM BASIS	21-22 PREMIUM BASIS
47471	Schools- K-8	1,155	1,155
47473	Schools- Public High school	492	492
41716	Day Care Centers	200	200
48638	Stadiums operated by insured-not for profit	6,300	6,300
47469	Schools- Faculty Liability for corporal punishment of students	209	209
	nurses	1	1
49870	YMCA	47,000	47,000
47051	Vacant Land – Real Estate Development Property – 6051 Ash Street, Rockford	56 Acres	56 Acres

General Liability (Continued)

COVERAGE EXCLUSIONS/LIMITATIONS *(Exclusions/Limitations included but not limited to the following. Please refer to your policy for a complete list of Exclusions/Limitations):*

- Pollution Liability Exclusion
- Employment - Related Practices Exclusion
- Lead Exclusion
- Fungi/Mold or Bacteria Exclusion
- Law Enforcement Exclusion
- Trampoline Exclusion

COMMENT:

- This policy is not subject to annual audit.

School Leaders Errors & Omissions Liability

COVERAGE – CLAIMS MADE FORM	LIMIT
Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000
Deductible – One Wrongful Act	\$10,000
Retro Date	7/1/2008
Aggregate Defense Expense Amount – Non-Monetary Relief	\$100,000
EDUCATIONAL INSTITUTION EMPLOYMENT PRACTICES LIABILITY	
Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000
Deductible – One Wrongful Act	\$10,000
Retro Date	7/1/2008

<p>WHO IS PROTECTED:</p> <ul style="list-style-type: none"> Educational Institutions Trustees, Board Members or Commissioners Employees and Student Teachers Volunteer Workers Administrators 												
<p>AREAS OF COVERAGE:</p> <p>Wrongful acts reported during the policy period, subject to policy conditions and exclusions</p>												
<p>DEFENSE COSTS:</p> <p>Defense costs are in addition to the limit of liability for an amount equal to the limit of liability</p>												
<p>EXCLUSIONS:</p> <table border="0"> <tr> <td>Libel, Slander, Defamation of Character</td> <td>Intentional Fraudulent, Dishonest or Criminal Acts</td> </tr> <tr> <td>Bodily Injury or Property Damage</td> <td>Asbestos</td> </tr> <tr> <td>Sexual Abuse or Molestation of Students</td> <td>Pollution</td> </tr> <tr> <td>Cross Claims or Counter Claims</td> <td>Lead</td> </tr> <tr> <td>Hazardous Properties of Nuclear Material</td> <td>Punitive Damages</td> </tr> <tr> <td>Pending & Prior Litigation</td> <td>Salary Awards</td> </tr> </table>	Libel, Slander, Defamation of Character	Intentional Fraudulent, Dishonest or Criminal Acts	Bodily Injury or Property Damage	Asbestos	Sexual Abuse or Molestation of Students	Pollution	Cross Claims or Counter Claims	Lead	Hazardous Properties of Nuclear Material	Punitive Damages	Pending & Prior Litigation	Salary Awards
Libel, Slander, Defamation of Character	Intentional Fraudulent, Dishonest or Criminal Acts											
Bodily Injury or Property Damage	Asbestos											
Sexual Abuse or Molestation of Students	Pollution											
Cross Claims or Counter Claims	Lead											
Hazardous Properties of Nuclear Material	Punitive Damages											
Pending & Prior Litigation	Salary Awards											

Business Automobile

COVERAGE	VEHICLES COVERED	LIMIT
Liability	Any Auto	\$1,000,000
Personal Injury Protection	All Autos Subject to No-Fault Laws	Basic
Uninsured Motorist	Owned Autos Only	\$1,000,000
Underinsured Motorist	Owned Autos Only	\$1,000,000
Hired/Non-Owned Liability	Hired/Non-Owned Autos	Included
Physical Damage		
Comprehensive Coverage	Owned Autos Only	\$500
Collision Coverage	Owned Autos Only	\$1,000
Hired Car Physical Damage	Hired Autos	\$50,000
Owner's Actual Loss of Use		\$1,000
Coverage Enhancement:	Form #: 461-0252	

COVERAGE FEATURES:

- Educational Institution Business Auto Coverage Broadening Endorsement

COVERED AUTOS: Rating basis 11 auto's & trailers

NOTE: Mobile Equipment that is subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state it is licensed or garaged is now deemed an auto and must be scheduled under the Automobile Policy.

Volunteer Accident Coverage

Class of Insured Persons: All volunteer workers of the Policyholder for who premium has been paid.

Description of Hazards Covered: Insured persons are covered for injury resulting from an accident which occurs directly from; 1) activities that are scheduled, sponsored or supervised by the policy holder; or 2) premises owned, leased or borrowed by the policy holder; or 3) travel scheduled sponsored or supervised by the policy holder.

Eligible Persons: All authorized volunteers of the policyholder.

Covered Activities: Participation in and attendance at the following Policyholder Supervised and Sponsored activities: All volunteer activities.

Philadelphia Insurance		
Accident Medical Expense:	\$5,000 (per Participant, per Accident)	\$100,000 (per Participant, per Accident)
Accident Medical Expense Aggregate:	No Aggregate	No Aggregate
Benefit Amount:	100% of Usual & Customary Charge	100% of Usual & Customary Charge
Accident Dental Expense:	Included in Medical	Included in Medical
Deductible:	\$0	\$0
Deductible Type:	None	None
Benefit Period:	1 year	1 year
Plan Type:	Full Excess	Full Excess
Accidental Death:	\$25,000	\$25,000
Accidental Dismemberment:	Up to \$50,000 per Schedule of Covered Losses	Up to \$50,000 per Schedule of Covered Losses
Accidental Paralysis:	\$50,000	\$50,000
AD&D and Paralysis Aggregate:	\$500,000 (per accident)	\$500,000 (per accident)

Workers' Compensation – SFM

EMPLOYER'S LIABILITY:

Bodily Injury by Accident:	Each Accident	\$500,000
Bodily Injury by Disease:	Per Policy	\$500,000
Bodily Injury by Disease:	Each Employee	\$500,000

STATES: MN

SCHEDULE OF OPERATIONS:

STATE	CODE	CLASSIFICATION	20-21 PAYROLL	21-22 PAYROLL	20-21 RATE	21-22 RATE	PREMIUM
MN	8868	Professional EE's	\$10,209,588	\$9,994,216	.59	.59	\$58,966
MN	9101	All other EE's	\$569,569	\$530,125	5.42	5.76	\$30,535
						Manual Premium	\$89,501
						Increased Limit Factor	716
						Experience Mod (1.55)	49,619
						Schedule Mod	-19,577
						Premium Discount	-10,934
						Expense Constant	205
						Terrorism	526
						Estimated Annual Premium	\$110,056
						MN Special Compensation Fund Assessment	3,894
						*Total Estimated Cost:	\$113,950

* This Workers' Compensation policy is subject to an annual audit. The final premium is determined after the audit has been completed.

Workers' Compensation (Continued)

- The Minnesota Department of Commerce approved the 2013 Minnesota Ratemaking Report **effective April 1, 2014**. Formula increases in the minimum and maximum individual weekly remuneration for executive officers, partners, sole proprietors and members/owners of limited liability companies will be phased in over the next three years. The intent is to gradually align MWCIA and Minnesota ratings with NCCI ratings in other states.
 - **Effective January 1st, 2021** the maximum annual remuneration for executive officers, partners, sole proprietors and members/owners of limited liability companies increases from \$231,296 to **\$237,952**. Minimum annual remuneration will also increase from \$57,824 to **\$59,488**.

NOTATIONS:

- Workers' Compensation quotation contemplates exposures in the states listed above. Some carriers are not licensed in all states. Therefore, you must notify us if you have any operations or plan to hire any employees to work in states other than those listed above.
- Beginning January 1, 2003, the information page on your Workers' Compensation policy will show a surcharge for Minnesota's Special Compensation Fund assessments. Until now, the amount of the assessment has been built into your rates and included in the total estimated annual premium amount. New state law does not consider the SCF assessment as premium and requires insurers to take the assessment out of their rate and identify it separately.
 - This new "SCF assessment" line item on your policy information page does not represent a new charge to you.
 - The SCF assessment used to be built into your insurance rate. Now it will be displayed separately.
 - The separately displayed amount should be comparable to what you paid last year, assuming the factors that go into figuring your estimated premium are also comparable.
 - The SCF, administered by the Minnesota Department of Labor and Industry, pays benefits to injured workers of uninsured employers and supplemental benefits to certain low-wage workers. It also pays the cost of operating the state's worker's compensation system, including the Office of Administration Hearings, the Workers' Compensation Court of Appeals and certain department divisions including MN OSHA.
- You may be required under the Workers' Compensation law of your state to include liability for compensation to employees of contractors (or subcontractors) as well as to contractors (or subcontractors) without employees performing work for you. However, this does not apply if the contractor (or subcontractor) has furnished you with a Certificate of Insurance indicating he has Workers' Compensation coverage.

Umbrella

LIMIT OF LIABILITY	LIMIT
Each Occurrence	\$5,000,000
Annual Aggregate	\$5,000,000
Retention	\$0

COVERAGE:

The policy agrees to *pay on behalf of* the Insured for all sums, which they are obligated to pay as damages resulting from all operations. The Limit of Liability is over the policy limits of the primary insurance.

COMMENTS:

- This policy includes a Fungi/Mold or Bacteria Exclusion.
- This policy is not subject to audit

UNDERLYING SCHEDULE:

COVERAGE		LIMIT
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products Aggregate	\$2,000,000
	Personal and Advertising Injury	\$1,000,000
Automobile Liability	Combined Single Limit	\$1,000,000
Employers Liability	B.I. Each Accident	\$500,000
	B.I. by Disease Policy Limit	\$500,000
	B.I. by Disease each Employee	\$500,000
Employee Benefits Liability	Each Employee/Aggregate	\$1,000,000/\$3,000,000
Sexual Misconduct	Each Loss/Aggregate	\$1,000,000/\$1,000,000
Educators Legal Liability	Each Loss/Aggregate	\$1,000,000/\$1,000,000

Premium Summary & Comparison

COVERAGE	2020 – 2021 (HANOVER) ANNUALIZED EXPIRING PREMIUMS	2021 – 2022 (HANOVER) PROPOSED RENEWAL PREMIUMS
Property	\$74,588	\$85,466
General Liability	\$15,103	\$15,281
Educators Legal Liability	\$6,104	\$7,089
Crime	\$922	\$943
Inland Marine	\$4,755	\$4,755
Equipment Breakdown	Included	Included
Automobile	\$8,224	\$9,057
Automobile – Inland Marine Policy	\$1,091	\$1,189
Umbrella	\$7,229	\$8,033
MN Surcharge	\$372.87	\$427.27
Terrorism	Included	Included
Package Policy Sub-Total	\$118,388.90	\$132,240.30
Workers' Compensation – SFM	\$108,400	\$113,950
Volunteer Accident - HSR	\$350	\$350
Total Estimated Annual Premium:	\$227,138.90	\$246,540.30

*Expiring Premium does include endorsements processed during the policy term.

Premium Summary & Comparison (Continued)

TERMS AND CONDITIONS:

- **Expiring premium does not include endorsements processed during the year.**
- Gold Broadening Enhancements

PAYMENT TERMS & PLAN(S):

- Direct Bill - Annual
- Philadelphia – Volunteer Accident – annual pay

Request to Bind Insurance Coverage

Please bind insurance coverage as specifically quoted and identified in this proposal. I understand coverage is ONLY bound when written confirmation is received from the carrier(s).

Signature: _____ Date: _____

Print Name: _____ Title: _____

Direct Bill Payment Terms

Your policy is what we refer to as Direct Bill. This means that you are billed directly by the insurance company, instead of making payments to Marsh & McLennan Agency.

You will receive all future bills from your insurance company, and will make out your checks directly to them.

You will be given a number to call with any billing questions you might have, but you are welcome to call us for help in resolving your billing questions.

PREMIUM DEPOSIT:

We must receive the required deposit premium from you before coverage can be put in force. All future installments under the payment plan will be billed to you even if the policy has not yet been issued. You will be provided with “binders” as proof of coverage once the deposit is paid.

INSTALLMENTS:

Future installments will be billed to you by the insurance company in advance of the day they are due. They should be mailed in time to be received by the insurance company by the due date. It is important that you pay your premiums on time because some carriers are eliminating the existing pay plan if there are too many late payments.

ENDORSEMENTS (POLICY CHANGES):

For most policy changes, you will not be billed until the change (endorsement) is processed by the insurance company. Then, depending on the insurance company and the amount, it will either be due in thirty (30) days, or split out over your remaining installments. If you have problems understanding the bill, call us.

AUDITS:

Certain policies (usually Workers' Compensation and General Liability) are auditable policies. This means that the premium you are charged throughout the year is based on the estimates of payroll, sales, etc. that were included on the application. After the policy period ends, you will be contacted by someone representing the insurance company to do an audit of your actual payroll or sales figures.

These audited figures are used to re-figure your premium. You may either owe additional premium or have money coming back. Audit billings are usually due immediately. Audits should be reviewed in detail to be sure they are correct. Audits should get prompt attention when you get them. (Make sure to ask for a copy of the auditor's work papers before they leave. This can help you understand an audit and will also help determine if people are included under the correct classification codes.)

We thank you for your business.

Compensation Disclosure & Limitation of Liability

Marsh & McLennan Agency LLC (“MMA”) prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest. As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients. MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <http://global.marsh.com/about/>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA’s services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA’s engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client’s placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.

Compensation Disclosure & Limitation of Liability

- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/resource/compensation-guide-for-client.pdf>

MMA's aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

Disclaimer

No coverage is provided by this summary, nor can it be construed to replace any provision of the policy. Refer to the actual policy for complete information on the coverages provided. If there is a conflict between the policy and this summary, the provisions of the policy shall govern.

This proposal contains a brief outline of coverages and not a complete explanation of insurance being presented. It is intended to provide a summary of coverage for your review. Only the policy itself can provide a detailed description of the terms conditions, exclusions and endorsements of coverage. A complete specimen policy form will be made available upon your request. For details of coverage refer to the policy itself when issued. This document is neither a binder nor a legal interpretation of the insurance coverage.

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

In order to ensure that your important changes are properly communicated, please contact us as questions arise and or exposure changes occur. We must discuss how they affect your insurance program.

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to another state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

Your insurance program will only be as good as the communication between your organization and Marsh & McLennan Agency.

Terrorism Risk Insurance Act

COMPARISON OF THE FEDERAL TERRORISM INSURANCE BACKSTOP LEGISLATION AS OF JANUARY 8, 2015

	TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2007 (EXPIRED)	TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2015
TERMINATION	December 31, 2014	December 31, 2027
MAKE-AVAILABLE PROVISION	Must make coverage available for certified acts of terrorism on same terms and conditions as for other covered risks.	No change.
COVERED ACTS	Foreign and domestic terrorism in the US and on US interests abroad. Includes an act of war for workers' compensation policies only.	No change.
CERTIFICATION LEVEL	\$5 million	No change.
CERTIFICATION	Act of terrorism must be certified by the Secretary of Treasury, Attorney General, and the Secretary of State	The Secretary of Treasury must consult with the Secretary of Homeland Security (removes the Secretary of State and Attorney General).
PROGRAM TRIGGER	\$100 million in insured loss in a program year.	Phased in increase starting on January 1, 2016: 2015 - \$100 million 2017 - \$140 million 2019 - \$180 million 2016 - \$120 million 2018 - \$160 million 2020 - \$100 million
COVERED LINES	Commercial property/casualty insurance (including excess insurance, workers' compensation, and directors and officers insurance).	No change.
INSURER DEDUCTIBLE (PERCENT OF DIRECT EARNED PREMIUM)	20%	No change.
FEDERAL REINSURANCE QUOTA SHARE	85%	Phased in decrease starting on January 1, 2016. 2015 - 85% / 15% 2017 - 83% / 17% 2019 - 81% / 19% 2016 - 84% / 16% 2018 - 82% / 18% 2020 - 80% / 20%
INSURANCE INDUSTRY RETENTION FOR MANADATORY RECOUPMENT	\$27.5 billion	Increases the current mandatory recoupment amount of \$27.5 billion by \$2 billion each calendar year until the mandatory recoupment amount reaches \$37.5 billion Once the insurance marketplace aggregate retention amount reaches \$37.5 billion, the Treasury Secretary is to issue a final rule to annually revise the amount so that is equal to the annual average of the sum of insurer deductibles for all insurers participating in the program for the prior three calendar years.
RECOUPMENT AMOUNT	133%	140%
RECOUPMENT TIMING	For acts occurring on or after January 1, 2012, recoupment by September 30, 2017.	For acts occurring on or before December 31, 2017, recoupment by September 30, 2019. For acts occurring in 2018, 35% of amount must be collected by September 30, 2019, and the remainder by September 30, 2024. For acts on or after January 1, 2019, recoupment by September, 30, 2024.
CAP ON LIABILITY	\$100 billion	No change.
TIMING OF CERTIFICATION	Not addressed.	Final rules to be issued by the Secretary of Treasury within nine months of its report to Congress, which will include a certification timeline.
NUCLEAR, BIOLOGICAL, CHEMICAL, AND RADIOLOGICAL (NBCR) TERRORISM	No separate treatment of NBCR terrorism.	No change.
DATA COLLECTION	Not addressed.	Beginning in 2016, requires Treasury to collect data from insurers on terrorism insurance, including premiums and take-up rates.
RISK SPREADING MERCHANISMS	Not addressed.	Advisory committee to encourage development of private market risk spreading mechanisms.
DISCRETIONARY RECOUPMENT	Surcharges to not exceed 3%	No change.

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Best Financial Ratings

COMPANY	A.M. BEST RATING	WEBSITE	RATING DATE
Accident Fund	A XII	www.accidentfund.com	11/05/20
Acuity	A+ XV	www.acuity.com	01/17/20
Affiliated FM Insurance Co.	A+ XV	http://www.affiliatedfm.com	01/23/20
Allied Insurance Group	A+ XV	www.alliedinsurance.com	12/17/19
American Compensation Ins Co. (RTW)	A- XI	www.rtw.com	07/16/20
American Interstate	A IX	www.amerisafe.com	06/23/20
Capitol Indemnity	A IX	www.capitolindemnity.com	10/29/20
Catlin Indemnity	A+ XV	www.xcatlin.com	09/29/20
Chartis / AIG	A XV	http://www.chartisinsurance.com	08/19/20
Chubb	A++ XV	www.chubb.com	12/11/19
Cincinnati Insurance Company	A+ XV	www.cinfin.com	01/30/20
CNA	A XV	www.cnacentral.com	07/14/20
Community Insurance Corporation	Not Rated	www.communityinsurancecorporation.com	N/A
Continental Western/Tri State	A+ XV	www.continentalwestern.com	05/19/20
Crum & Forster	A XIII	http://www.cfins.com/	07/10/20
Dakota Truck Underwriters (member of Dakota Group)	VII	www.rascompanies.com	07/22/20
EMC	A XIV	www.emcinsurance.com	06/26/19
Fidelity & Deposit of Maryland	A+ XV	www.zurichna.com	10/02/20
Firemans Fund	A+ XV	www.firemansfund.com	09/10/20
Hanover	A XV	http://hanover.com	06/18/20
Harleysville	A+ XV	www.harleysvillegroup.com	12/17/19
Hartford	A+ XV	www.thehartford.com	06/19/20
Hartford Steam Boiler	A++ X	www.hsb.com	07/21/20
Indiana Insurance (member of Liberty Mutual)	A XV	www.indiana-ins.com	06/26/20
Indiana Lumbermens Mutual	A- VIII	www.ilmgroup.com	04/23/20
Lexington	A XV	http://www.chartisinsurance.com	08/19/20
Liberty Mutual	A XV	http://www.libertymutual.com	06/26/20
Markel	A XV	www.markelcorp.com	09/11/20
Medmarc	A XI	www.medmarc.com	02/26/20
OneBeacon	A+ XV	www.onebeacon.com	04/23/20
Pennsylvania Lumbermens Mutual	A- VIII	www.plmins.com	04/23/20
Philadelphia	A++ XV	www.phly.com	12/12/19
QBE	A XV	www.qbena.com	08/14/20
SFM	A-	www.sfmic.com	03/02/20
Society Insurance	A- VIII	www.societyinsurance.com	06/19/20
The Travelers	A+ XV	http://travelers.com	11/05/20
United Fire & Casualty	A X	www.unitedfiregroup.com	12/12/19
United Heartland (see Accident Fund)			
Virginia Surety	A XIV	http://www.thewarrantygroup.com	07/08/20
Wausau (member of Liberty Mutual)	A XV	www.wausau.com	06/26/20
West Bend Mutual Insurance/NSI	A XII	www.wbmutual.com	05/21/20
Western National Insurance	A+ X	www.wnins.com	07/08/20
Westfield Ins. Co.	A XV	www.westfield-cos.com	12/12/19
WRM America Indemnity Company	Not Rated	www.wrmamerica.com	N/A
Zurich	A+ XV	www.zurichna.com	10/02/20

Secure Best's Ratings Scale

A++ and A+
A and A-
B++ and B+

Superior
Excellent
Very Good

Vulnerable Best's Ratings

B and B-
C++ and C+
C and C-
D
Fair
Marginal
Weak
Poor

Financial Size Category (per million)

FSC I less than 1	FSC V 10 to 25	FSC IX 250 to 500	FSC XIII 1,250 to 1,500
FSC II 1 to 2	FSC VI 25 to 50	FSC X 500 to 750	FSC XIV 1,500 to 2,000
FSC III 2 to 5	FSC VII 50 to 100	FSC XI 750 to 1,000	FSC XV greater than 2,000
FSC IV 5 to 10	FSC VIII 100 to 250	FSC XII 1,000 to 1,250	



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

Subject: Director of Teaching and Learning Report

Meeting Date: 06/21/21

Prepared by: Kevin Keller

Date Prepared: 06/16/21

Information Briefing Action Enclosure Item(s)

Data Update

K – 10th grade longitudinal data

Reading

Math

Reading: Percent of Meet/Exceed by Cohort Year					
Grade	2021	Winter 2019	2019	2018	2017
K	53%				
1st	63%	39%			
2nd	61%	62%	60%		
3rd	75%	74%	64%	57%	
4th	65%	72%	80%	62%	60%
5th	80%	82%	83%	82%	75%
6th	67%	NA	76%	75%	78%
7th	65%	NA	68% MCA	55% MCA	58% MCA
8th	73%	NA	65% MCA	72% MCA	64% MCA
9th	53%	NA	69% MCA	70% MCA	77% MCA
10th	57%	NA	71% MCA	74% MCA	71% MCA

FAST Spring	
FAST Winter	
Star Spring	
MCA Spring	

Math: Percent of Meet/Exceed by Cohort Year					
Grade	2021	Winter 2019	2019	2018	2017
K	59%				
1st	70%	41% K			
2nd	72%	71% 1st	61% K		
3rd	72%	72% 2nd	81% 1st	56% K	
4th	65%	81% 3rd	83% 2nd	80% 1st	66% K
5th	66%	81% 4th	71% 3rd	80% 2nd	82% 1st
6th	65%	NA	62% 4th	59% 3rd	83% 2nd
7th	61%	NA	43% 5th MCA	74% 4th MCA	71% 3rd MCA
8th	65%	NA	61% 6th MCA	59% 5th MCA	74% 4th MCA
9th	55%	NA	63% 7th MCA	68% 6th MCA	65% 5th MCA
10th	65%	NA	65% 8th MCA	67% 7th MCA	66% 6th MCA

FAST Spring	
FAST Winter	
Star Spring	
MCA Spring	



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

Subject: Principal on Special Assignment-Student Services

Meeting Date: June 21, 2021

Prepared by: Dr. Matthew J Scheidler

Date Prepared: June 16, 2021

Information Briefing Action Enclosure Item(s)

Highlighted Items:

- 1) **Update of 2021 RAS Summer Learning Opportunities**
 - a. **Schedule**
 - b. **Enrollment**
 - c. **Communication**
 - d. **Budget**
 - i. **Staffing**
 - ii. **Transportation**
 - iii. **Meals**
 - iv. **Reimbursements**



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

Subject: LTFM 10 Year plan

Meeting Date: June 21, 2021

Prepared by: Jim Leuer RAS / Ryan Hoffman ICS


Date Prepared: June 16, 2021

Information Briefing Action Enclosure Item(s)

This request is for the board to approve the 10 year LTFM plan to be submitted to MDE by July 15th.

This plan has been updated since our Facility study in 2018 conducted by ICS and team.


This report has generated the need for the District to start planning on needs required to maintain the most expensive part of the district which are the buildings.

 DEPARTMENT OF EDUCATION	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	<h2 style="margin:0;">Long-Term Facility Maintenance Ten-Year Expenditure Ap</h2>
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Sta

District Info.	Enter Information	District Info.	Enter Information
District Name:		Date:	
District Number:		Email:	
District Contact Name:			
Contact Phone #			

Expenditure Categories		Fiscal Year				
		2021 (base year)	2022	2023	2024	2025
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.						
Finance Code	Category (1)					
347	Physical Hazards	\$1,500	\$1,545	\$1,591	\$1,639	\$57,964
349	Other Hazardous Materials	\$3,300	\$3,399	\$3,501	\$3,606	\$3,714
352	Environmental Health and Safety Management	\$2,100	\$2,163	\$2,228	\$2,295	\$7,991
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$16,200	\$16,686	\$17,187	\$17,702	\$18,233
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$23,100	\$23,793	\$24,507	\$25,242	\$87,902
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year						
Finance Code	Category (2)					
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151						
Finance Code	Category (3)					
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0
Accessibility						
Finance Code	Category (4)					
367	Accessibility	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects						
Finance Code	Category (5)					
368	Building Envelope	\$100,550	\$22,866	\$0	\$229,363	\$673,924
369	Building Hardware and Equipment	\$0	\$150,277	\$18,566	\$230,019	\$31,514
370	Electrical	\$0	\$0	\$117,123	\$0	\$0
379	Interior Surfaces	\$121,000	\$127,720	\$40,000	\$1,064,306	\$22,510
380	Mechanical Systems	\$16,000	\$72,100	\$69,193	\$28,411	\$964,050
381	Plumbing	\$9,900	\$38,110	\$15,065	\$0	\$12,043
382	Professional Services and Salary	\$45,845	\$50,645	\$50,500	\$286,008	\$493,399
383	Roof Systems	\$0	\$0	\$0	\$1,743,310	\$1,587,938
384	Site Projects	\$211,000	\$95,378	\$293,286	\$468,343	\$225,102
Total Deferred Capital Expense and Maintenance		\$504,295	\$557,096	\$603,733	\$4,049,760	\$4,010,480
Total Annual 10-Year Plan Expenditures		\$527,395	\$580,889	\$628,240	\$4,075,002	\$4,098,382

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Application (LTFM) - Fund 01 and Fund 06 Projects Only				ED - 02478-07	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota standards (UFARS) finance code and by fiscal year in the cells provided.									
District Info.		Enter Information							
District Name:									
District Number:									
District Contact Name:									
Contact Phone #									
				(FY) Ending June 30					
Expenditure Categories				2026	2027	2028	2029	2030	2031
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code		Category (1)							
347	Physical Hazards	\$1,739	\$1,791	\$1,845	\$1,900	\$1,957	\$2,016		
349	Other Hazardous Materials	\$3,826	\$3,940	\$4,059	\$4,180	\$4,306	\$4,435		
352	Environmental Health and Safety Management	\$2,434	\$2,508	\$2,583	\$2,660	\$2,740	\$2,822		
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$18,780	\$19,344	\$19,924	\$20,522	\$21,137	\$21,771		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0		
Total Health and Safety Capital Projects		\$26,779	\$27,583	\$28,410	\$29,262	\$30,140	\$31,044		
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year									
Finance Code		Category (2)							
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0		
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0		
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code		Category (3)							
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0		
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0		
Accessibility									
Finance Code		Category (4)							
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0		
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0		
Deferred Capital Expenditures and Maintenance Projects									
Finance Code		Category (5)							
368	Building Envelope	\$8,347	\$8,597	\$8,855	\$53,458	\$9,394	\$9,676		
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0		
370	Electrical	\$17,389	\$1,945,111	\$0	\$629,901	\$0	\$0		
379	Interior Surfaces	\$85,786	\$471,651	\$24,597	\$25,335	\$26,095	\$26,878		
380	Mechanical Systems	\$0	\$101,494	\$11,069	\$0	\$0	\$0		
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0		
382	Professional Services and Salary	\$98,828	\$266,238	\$5,744	\$103,235	\$4,919	\$5,067		
383	Roof Systems	\$365,514	\$0	\$0	\$0	\$0	\$0		
384	Site Projects	\$511,240	\$135,525	\$12,914	\$323,660	\$13,700	\$14,111		
Total Deferred Capital Expense and Maintenance		\$1,087,104	\$2,928,616	\$63,179	\$1,135,590	\$54,109	\$55,732		
Total Annual 10-Year Plan Expenditures				\$1,113,883	\$2,956,199	\$91,589	\$1,164,852	\$84,249	\$86,777

Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).

projects for Fiscal Year (FY) 2022 and FY 2023. The later years can be a rough estimate. Fiscal 2021 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2021 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2021 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2021, FY 2022 and FY 2023 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2021, FY 2022 and FY 2023 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2022 or FY 2023 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost -**narrative from contractor/professional engineer**.
- b. For **fire safety projects**, include a project description and an estimate of the cost **from the professional engineer**. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, **submit State Fire Marshal orders to substantiate**.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings - **narrative from professional engineer**.

Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year

For districts with deferred maintenance projects for FY 2022 or FY 2023 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - **narrative from professional engineer/architect**.

Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2021, FY 2022 and FY 2023 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2021 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 20-21 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 20-21 school year, under Report select "All" and then List Reports.

Long-Term Facilities Maintenance

Scenario	Project Description
A - Fund 01	Project(s) between \$100,000 to \$1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
B - Fund 06	Project(s) \$2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
C - Fund 06	Project(s) between \$100,000 to \$1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.

D - Fund 06	Project(s) \$2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
E - Fund 01	Funding in Fund 01 has accumulated over time providing for a project over \$2 million per site.
F - Fund 06	Project(s) \$2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

<p>G - Fund 06</p>	<p>Project(s) under \$2 million per site funded with debt issued, project is completed with excess funds remaining.</p>
<p>H - Fund 06</p>	<p>Project(s) \$2 million or more per site funded with debt, project is completed with excess funds remaining.</p>
<p>Long-Term Facilities Maintenance Guide for Transfers</p>	
<p>end of worksheet</p>	

ce (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the project. At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

<p>At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.</p>	<p>475.61 (transfer)</p>	<p>6 to 7</p>
<p>Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.</p>	<p>123B.595 (reserve)</p>	<p>1 to 6 to 1</p>
<p>Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.</p>	<p>123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19</p>	<p>1 to 6 to 1</p>

<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer), 475.65</p>	<p>6 to 7</p>
<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer), 475.65</p>	<p>6 to 7</p>

RESTRICTED GRID CODES

Program Code(s)	Finance Codes	Object Code	Source Code
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 Fund 06-867	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

Journal Entry

No Entry Required

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-866-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000



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

Subject: FY2022 Budget and Budget Presentation

Meeting Date: June 21, 2021

Prepared by: Tanley Lego

Date Prepared: June 17, 2021

Information Briefing Action Enclosure Item(s)

Presentation of our budget for 2021-2022 school year by the Business Manager, Tanley Lego.

There are still some pending legislative topics and state applications delayed due to the pandemic.

This budget represents the best estimates of revenue and expenditures at this time based on our low enrollment numbers as of June 6, 2021.

This budget for 2021-22 is an action item to be approved.



Rockford Area Schools

Presented by
Tanley Lego, Business Office Manager
Budget 2021-2022

#ROCKETS883





2021 - 2022 - Budget Overview

This budget is presented on June 21, 2021 to the Board with **best estimates** (low enrollment June 6, 2021, pandemic) for FY 2022.

The Revised Budget revenue and expenditures were audited by the former Business Manager.

The Revised Budget was presented and approved by the board on February 17, 2021.

The budget represents our **best estimates** of revenues and expenditures at this time.

83





Budget Assumptions - General Fund

2020 - 2021 Revised Budget Assumptions

Budget is based off 1,702 Adjusted Pupil Units (actual student count of 1,555 as of February 17, 2021)

State Aid Formula allowance was \$6,567 (year 2 of 2 years) which expires June 30, 2021.

Estimated 2% inflation on other expenditures (contract services, supplies & materials, equipment, etc.). Salary contracts not yet settled

The budget represents our best estimates of revenues and expenditures at this time.

2021 - 2022 Budget Assumptions

Budget is based off 1695 Adjusted Pupil Units (actual student count of 1,547 currently enrolled for FY2022 as of June 6, 2021).

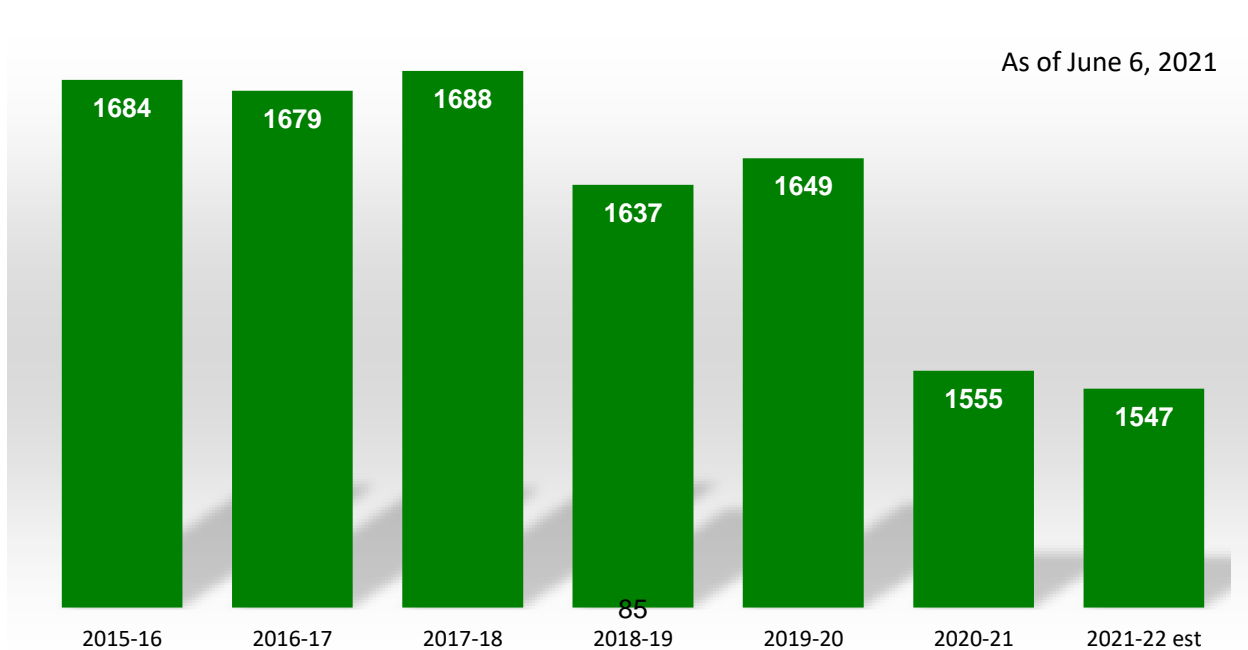
State Aid Formula allowance \$6,633 (year 1 of 2 years) which expired June 30, 2023.

Estimated 2% inflation on other expenditures. Salary contracts not yet settled. \$146,170 Compensatory loss.

The budget represents our best estimates of revenues and expenditures at this time.

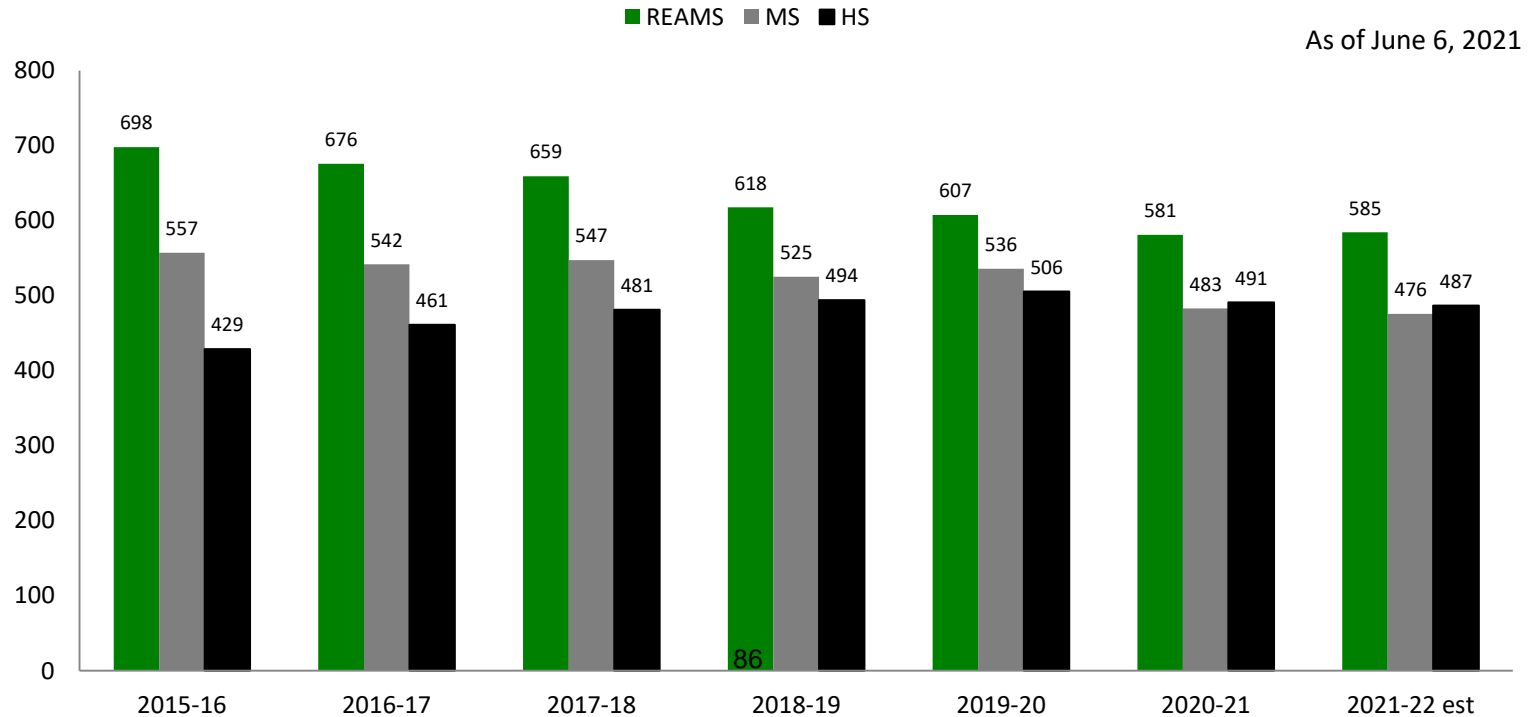


Total Enrollment



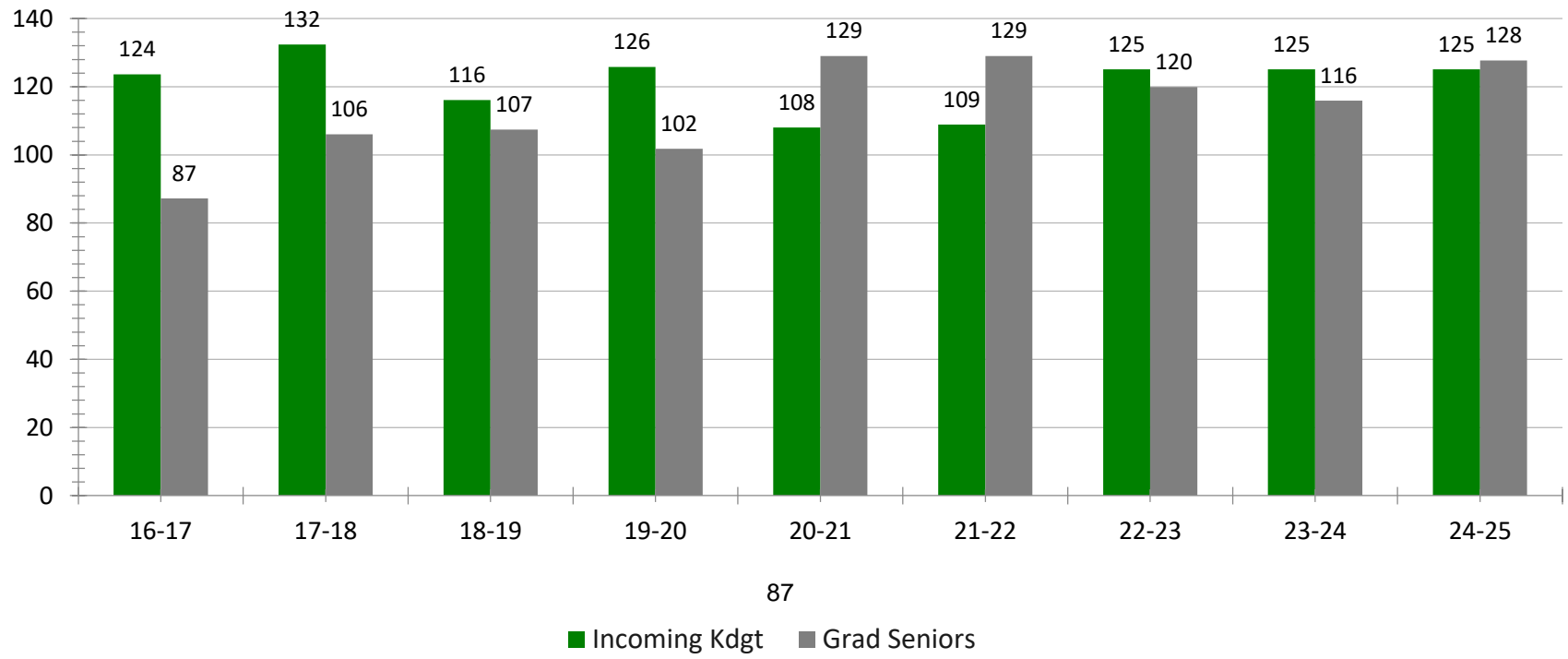


Enrollment per building





12th Graders vs Kindergarten Enrollment





Future Budget Projection Assumptions

- 0% state aid
- No increase in other revenues
- Operating referendum ends fiscal year 2025-26
- IB revenue ends fiscal year 2022-23
- No additions to staff
- Projected salary increases
- Projected benefit increases
- Other expenditures, inflation increase

0% State Aid increase	2020-21	2021-22	2022-23	2023-24	2024-25
Projected Enrollment	1555	1547	1585	1568	1541
Projected Fund Balance	13.90%	14.31%	12.50%	3.50%	-9.10%
1% State Aid increase	2020-21	2021-22	2022-23	2023-24	2024-25
Projected Enrollment	1555	1547	1585	1568	1541
Projected Fund Balance	13.90%	14.31%	16.20%	7.70%	-3.70%
2% State Aid increase	2020-21	2021-22	2022-23	2023-24	2024-25
Projected Enrollment	1555	1547	1585	1568	1541
Projected Fund Balance	13.90%	14.31%	17.70%	10.70%	1.00%



General Fund Budget

FY21-22 General Fund Revenues		\$20,434,742
FY21-22 General Fund Expenditures		\$21,186,304

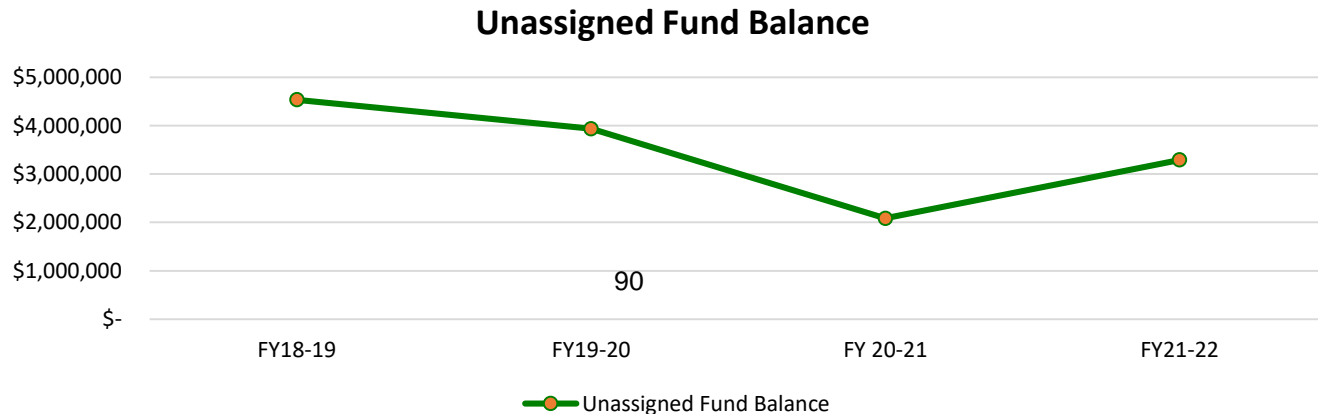
Deficit **-\$751,752**

Ending Fund Balance June 2021	\$	3,782,302
Estimated Fund Balance June 2022	\$	3,030,740
June 30, 2022 Fund Balance %		14.31%



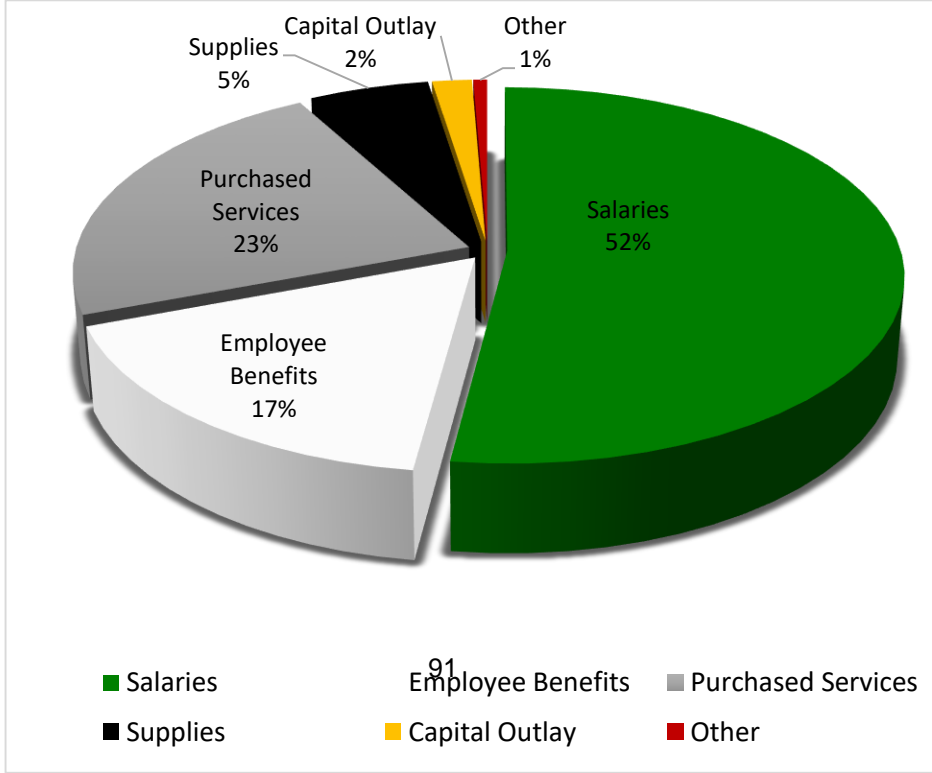
General Fund Unassigned Fund Balance

	Actual FY18-19	Actual FY19-20	Rev Budget FY 20-21	Budget FY21-22
General Fund Expenditures	\$ 20,960,021	\$ 19,938,953	\$ 22,978,909	\$ 21,186,304
Unassigned Fund Balance	\$ 4,534,279	\$ 3,934,044	\$ 2,084,784	\$ 3,030,740
Fund Balance %	21.63%	19.73%	9.07%	14.31%





General Funds Allocations

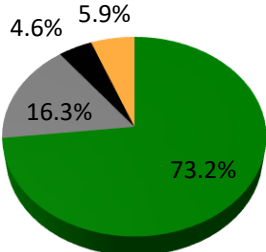




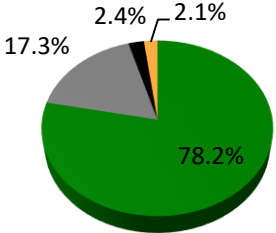
Revenue By Source

Revenue Source	FY 21 Rev Bdgt	FY21 %	FY 22 Budget	FY22 %
State Revenues	\$16,449,323	73.2%	\$15,982,792	78.2%
Local Revenues	\$3,668,637	16.3%	\$3,542,591	17.3%
Federal Revenues	\$1,027,711	4.6%	\$486,181	2.4%
Incoming Other Funds	\$1,318,933	5.9%	\$423,178	2.1%
Total	\$22,464,604	100.0%	\$20,434,742	100.00%

FY2020-21



FY2021-22



- State Revenues
- Local Revenues
- Federal Revenues
- Incoming Other Funds

- State Revenues
- Local Revenues
- Federal Revenues
- Incoming Other Funds



Food Service

FY21-22 Food Service Revenues	\$807,744
FY21-22 Food Service Expenditures	\$803,890
Surplus	\$3,854
Ending Fund Balance June 2021	\$ 220,928
Estimated Fund Balance June 2022	\$ 224,782



Community Education

FY21-22 Community Education Revenues	\$1,119,789
FY21-22 Community Education Expenditures	\$1,119,429
	Surplus \$360
Ending Fund Balance June 2021	\$ 150,796
Estimated Fund Balance June 2022	\$ 151,066



Debt Service

FY21-22 Debt Service Revenues	\$4,654,732
FY21-22 Debt Service Expenditures	\$3,621,586
	Surplus \$1,033,146
Ending Fund Balance June 2021	\$ 825,156
95 Estimated Fund Balance June 2022	\$ 990,200



Student Activity

FY21-22 Student Activity Revenues	\$146,300
FY21-22 Student Activity Expenditures	\$146,300
	Surplus \$0
Ending Fund Balance June 2021	\$ 10,516
Estimated Fund Balance June 2022	\$ 10,516



Other Post Employment Benefits (OPEB)

FY21-22 OPEB Revenues	\$500
FY21-22 OPEB Expenditures	\$31,797
Deficit	-\$31,297
Ending Fund 45 Balance June 2021	\$ 1,131,527
Estimated Fund 45 Balance June 2022	\$ 1,100,230
Ending Fund 47 Balance June 2021	\$ 134,833
Estimated Fund 47 Balance June 2022	\$ -



Restricted Funds Projections

	LTFM	Operating Capital	Safe Schools	Staff Development
FY21-22 Revenues	\$163,250	\$1,149,441	\$52,227	\$149,851
FY21-22 Expenditures	\$163,250	\$1,149,441	\$52,227	\$149,851
	\$0	\$0	\$0	\$0
Ending Fund Balance June 2021	\$ 163,250	\$ 1,199,441	\$ 52,227	\$149,851
Estimated Fund Balance June 2022	\$ 163,250	\$ 1,199,441	\$ 52,227	\$149,851



Other Funds Projections

	Capital Projects	Activity Fund	Q Comp	Machine Shop	Green House
FY21-22 Revenues	\$302,451	\$100,564	\$277,673	\$1,903	\$0
FY21-22 Expenditures	\$302,451	\$100,564	\$277,673	\$1,903	\$0
	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance June 2021	\$ 302,451	\$ 100,564	\$ 277,673	\$ 1,903	\$ 0
Estimated Fund Balance June 2022	\$ 302,451	\$ 100,564	\$ 277,673	\$ 1,903	\$ 0



Questions/Comments

Tanley Lego
Business Manager
Rockford Area Schools District
legot@rockford.k12.mn.us

	Revised Budget	Original Budget	Original Budget	Projected
	Fund Balance	21-22	21-22	Fund Balance
General Fund	Jun-21	Revenue	Expenditures	Jun-22
Restricted/Reserved Funds:				
380 LTFM (src 317)	163,250	163,250	163,250	163,250
316-Staff Development	149,851	149,851	149,851	149,851
302-Operating Capital	1,199,441	1,149,441	1,149,441	1,199,441
342-Safe Schools	52,227	52,227	52,227	52,227
Student Activity Fund	100,564	100,564	100,564	100,564
Total Restricted/Reserved Fund Balance	\$ 1,665,333.00	\$ 1,615,333.00	\$ 1,615,333.00	\$ 1,665,333.00
Assigned- for Capital Future	302,451	302,451	302,451	302,451
335-Q Comp Carryover	277,673	277,673	277,673	277,673
Covid Relief Funds	0	261,352	261,352	0
Native American Fund	0	21432	21432	0
Greenhouse	0	0	0	0
Machine Shop	1,903	1,903	1,903	1,903
Activity Fund (Fund 21_)	10,516	10,516	10,516	10,516
Total Assigned Fund Balance	592,543	875,327	875,327	592,543
Unassigned funds	3,782,302	17,944,082	18,695,644	3,030,740
Total Unassigned Fund Balance	\$ 3,782,302.00	\$ 17,944,082.00	\$ 18,695,644.00	\$ 3,030,740.00
Grand Total General Fund	\$ 6,040,178.00	\$ 20,434,742.00	\$ 21,186,304.00	\$ 5,288,616.00
Food Service	220,928	807,744	803,890	224,782
Community Education	150,796	1,119,789	1,119,519	151,066
OPEB (Fund 45)	1,131,527	500	31,797	1,100,230
OPEB (Fund 47)	134,883	0	0	134,883
Debt Service (Fund 07)	825,156	4,654,732	3,621,586	990,200
Grand Total	\$ 8,503,468.00	\$ 27,017,507.00	\$ 26,763,096.00	\$ 7,889,777.00
		Revenues over Expenditures	\$ 254,411.00	
				14.31%



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

Subject: Department of Human Resources Update

Meeting Date: June 21, 2021

Prepared by: Superintendent's Office

Date Prepared: June 16, 2021

Information Briefing Action Enclosure Item(s)

Update Topics

- Talent Acquisition
- Safety & Wellbeing
- Exit Interview Insights
- Title IX Training & Resources
- Human Resources Updates



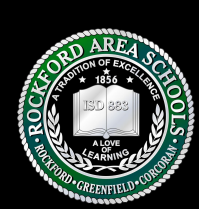
DEPARTMENT OF HUMAN RESOURCES

June 21, 2021



AGENDA

- Talent Acquisition
- Safety & Wellbeing
- Exit Interview Insights
- Title IX Training & Resources
- Human Resources Updates



TALENT ACQUISITION

CANDIDATE EXPERIENCE

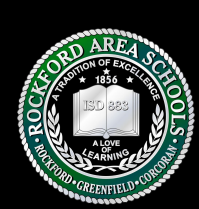
- Timely and consistent communication.
- Valuable interview feedback.
- Transparent hiring process.

HIRING MANAGER EFFICIENCY

- Reduced administrative work.
- Consistent interview and onboarding resources.
- Elevated engagement with new hire onboarding.

HUMAN RESOURCES SUPPORT

- Consistent new hire connection.
- District orientation implementation.
- Centralized posting, interview, and hiring process.



SAFETY & WELLBEING

COVID 19

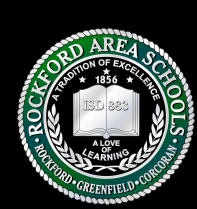
- Vaccine Opportunities
- Emergency Paid Sick Leave

SAFETY COMMITTEE

- Quarterly Meetings
- Committee Resources
- Seasonal Staff Updates

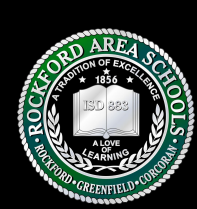
STAFF SAFETY

- Report of Injury
- Return to Work Protocol
- New Hire Training
- Resources



EXIT INTERVIEW INSIGHTS

ATTRACTING TALENT <ul style="list-style-type: none">▪ Local▪ Small Community▪ Differentiated Culture	EXITING TALENT <ul style="list-style-type: none">▪ Relocation▪ Career Growth
RETAINING TALENT <ul style="list-style-type: none">▪ Student Focus▪ Colleague Support	AREAS OF FOCUS <ul style="list-style-type: none">▪ Inclusive & Consistent Culture▪ Transparent Communication▪ Orientation & Training



TITLE IX TRAINING & RESOURCES

TRAINING

Investigator Training

Decision Maker Training

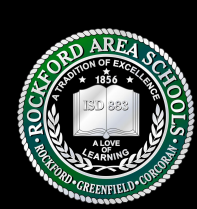
Team Case Study Activity

RESOURCES

Department of Human Resources Webpage

Notice, Investigation, & Report Templates

Annual Resource Review & Refresh



HUMAN RESOURCES UPDATES

CONTRACTS

- Union Negotiations
- Non-Classified Annual Contracts

JOB ANALYSIS

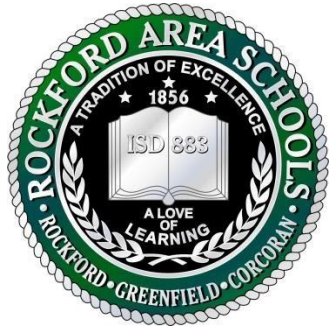
- District Office
- Backfill Positions

DEPARTMENT SITE & RESOURCES

- Navigation
- New Content

Human Resources	
Home	
Pay	
Benefits	
Title IX	
Lane Change	
Job Descriptions	
Contracts	
Employment	
403b	
Workers Comp	
	Human Resources
	Mission
	Deliver exceptional Human Resources support to create a safe, positive, and inclusive working environment where each employee feels valued.
	Staff Handbook
	Smart Systems





TALENT ACQUISITION & ONBOARDING

HUMAN RESOURCES DEPARTMENT

POST POSITION

POSITION POSTING

Hiring Manager	Human Resources
Send Resignation to Superintendent & HR Utilize Interview Planning Guide	Post Updated Job Description Send Internal Position Announcement



INTERVIEW PREPARATION

Hiring Manager	Human Resources
Review Applications Ongoing Review Prior Applications (If Applicable) Notify Human Resources of Talent to Interview	Create Interview Guide(s) Schedule Interviews & Prepare Candidates Prepare Hiring Manager for Interview Process

INTERVIEW APPLICANTS

FIRST ROUND INTERVIEW

Hiring Manager Utilize Interview Guide Lead Interview Process Facilitate Recap Discussion	Human Resources Collect Interview Guides & Feedback Notify Declined Candidates Provide Interview Feedback
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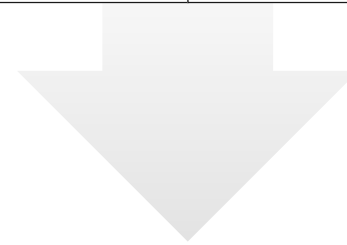
SECOND ROUND INTERVIEW | VENTURES ASSESSMENT

Hiring Manager Utilize Interview Guide Ventures Assessment Lead Interview Process Facilitate Recap Discussion	Human Resources Collect Interview Guides & Feedback Notify Declined Candidates Provide Interview Feedback
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HIRE CANDIDATE

PRE HIRE TASKS

Hiring Manager	Human Resources
Conduct Reference Checks (HR Assist) Review & Confirm Licensure Requirements Review Wage Recommendation (HR & Superintendent)	Schedule Superintendent Screen Send Candidate Background Check Create Letter of Assignment or Contract



POSITION OFFER

Human Resources
Extend Offer & Email Letter of Assignment Send HR Welcome Email Close Position Posting

ONBOARD CANDIDATE

ONBOARDING PREPARATION

Hiring Manager Notify Team District of New Hire Update Onboarding Guide Set Up Workspace	Human Resources Add Consent Personnel for School Board Submit New Hire Technology & Building Request Schedule New Hire Orientation
--	--



FIRST 30 DAYS

Hiring Manager Review Onboarding Guide Facilitate Role Specific Training Coordinate Facilities Tour	Human Resources Set Up Fingerprint Scan Schedule Pay & Benefits Orientation Conduct 30 Day Check In
---	---

ACTIVITIES | BUILDINGS & GROUNDS | COMMUNITY CENTER

POSITION POSTING

Hiring Manager

Send Resignation
Optional Interview Guide

Human Resources

Post Job Description
Send Announcement

INTERVIEW

Hiring Manager

Review Applications
Conduct Interviews
Conduct Reference Checks

Human Resources

Send Background Check

POSITION OFFER

Hiring Manager

Extend Offer
Notify HR of Acceptance

Human Resources

Send HR Welcome Email
Notify Declined Candidates
Close Position Posting

ONBOARDING

Hiring Manger

Coordinate First Day
Optional Onboarding Guide

Human Resources

Set Up Finger Scan
Coordinate Paperwork



Onsite Injury

Department of Human Resources

Injury & Investigation

First Report of Injury

- Staff report injury.
 - Staff contact Nurses Line (855-675-3501) with Supervisor immediately.
 - If Supervisor unavailable, staff contact Nurses Line independently.
 - Supervisor notifies Human Resources of injury immediately.
- Human Resources completes Smart System first report of injury submission within 1 business day of SFM incident report notification.

Injury Investigation

- Human Resources investigates injury.
 - Contact employee and Supervisor independently to investigate incident utilizing SFM Four Point Approach and Accident Analysis Worksheet within 3 business days of report.
 - Collect Data
 - Identify Cause
 - Analyze Findings
 - Implement Corrective Action
 - Partner to further investigate and determine if staff followed procedures and safety measures to mitigate risk of injury.
 - If staff did not follow necessary procedures and safety measures, partner with Supervisor to determine applicable next steps.
 - Document and notify staff of outcome of investigation for personnel file.

Cyclical Communication Plan

- New Hire Orientation process overview and SFM card.
- Semester start all-staff reminders.

Protocol Maintenance

- Annual protocol review with District Administrative Team.
- Semester start review with Director of Building & Grounds.



Return to Work

Department of Human Resources

Employee Support & Protocol





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

Subject: Branding

Meeting Date: June 21, 2021

Prepared by: Superintendent's Office

Date Prepared: June 16, 2021

Information Briefing Action Enclosure Item(s)

Superintendent Dean will give an update on the changes in our branding and will brief on the changes that will start taking place to reflect this change.

Rockford Area Schools Style Guide 2021

This style guide contains information about the usage of District terminology, logo, and other general suggestions to enhance the overall quality of District publications.

General Formatting Tips

Fonts:

For body or text -- Calibri 10-12 points

For Headers -- **Eras** is recommended

Alternative for Headers: Gill Sans MT, Lucida Sans, TW Cen MT, Century Gothic

Please use 1.15 spacing, is easier to read.

Who We Are

The preferred name of our organization is Rockford Area Schools.

- **Rockford Area Schools' tagline is:** *A Tradition of Excellence, One Student at a Time*
- **Rockford Area Schools' Mission Statement is:** *In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.*
- **Rockford Area School's Vision is:** *Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.*
- **Rockford Area School's Core Values are:** *Excellence, Student's First, Community, Integrity, Stewardship, Student Experience.*

Colors

School Colors

Forest Green

RGB #- 0-128-0 to 0-102-0

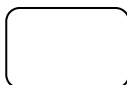
CMYK#- 82-10-100-14 to 84-25-96-28

Pantone # -356 or gradient range 351-357

Hexidecimal Color- 008000 to 006600



Basic white



Accent colors

Gray RGB # 191-191-191

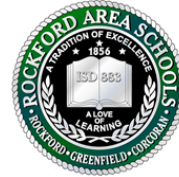


Basic Black



Logos

For official documents and district-wide items, use the district seal:



For Rockford High School, use the RHS Crest:



For Rockford Middle School, use the STEM logo:



For Rockford Elementary Arts Magnet School, use this logo:



For extracurricular activities, and other Rocket pride items, use the Rocket R:



For Rockford Community Education, use the CE logo:



Galaxy Kids - School Age Care



Early Childhood Education



Names

Please use the following names for our schools and community center (acceptable alternatives and second references are included in parentheses):

- Rockford Elementary Arts Magnet School (REAMS)
- Rockford Middle School – Center for Environmental Studies (RMS-CES)
- Rockford High School (RHS)
- Galaxy Kids – School Age Care
- Early Childhood Education
- Rockford Area Schools Community Education

Other suggestions:

- The official name of our high school is Rockford High School, not Rockford Senior High School.
- Please use the word staff to mean all employees. If you mean only teachers, please use teachers or faculty.

Capitalization

Board of Education

Always use Rockford Board of Education in first reference. In second and subsequent references, always capitalize Rockford School Board, School Board, or Board.

The Rockford School Board has four officers—chair, vice chair, clerk, and treasurer. The rest of the School Board members are directors. Examples:

- Chair Amy Edwards
- Vice Chair Beth Praska
- Treasurer Eric Gordee
- Clerk Jessica Johnson
- Director Brady Anderson
- Director Jenny Kneeland

It is OK to say "Rockford School Board members."

Titles

Capitalize titles when they come in front of the name. Examples:

- Superintendent Rhonda Dean
- Principal Paul Menard
- Board Chair Amy Edwards

Because some of our titles are long, it is recommended that you place them behind the names. In this case, do not capitalize the title; however, you should capitalize the name of the school, department, division, or office. Examples:

- Tanley Lego, business manager
- Dan Pratt, activities director at Rockford High School
- Brenda Nyhus, principal of Rockford Elementary Arts Magnet School

We want to honor the education degrees and accreditations that have been earned by Rockford Area Schools' staff members; however, please put the appropriate degree or accreditation behind the name.

Examples:

- Principal Bobbi Anderson-Hume, Ph.D.
- Jane Doe, Ed.D., principal of Rockford High School

Do not capitalize superintendent, principal, governor, etc., when the title does not come before or after a name and stands alone in the text.

It is not necessary to capitalize city or state when referring to a specific city or state, i.e., city of Rockford, city of Greenfield, state of Minnesota.

Other tips:

- Capitalize names of departments, divisions, and offices.
- Do not capitalize names of curriculum areas, except when a language or other proper noun is included.
- Use capital letters with official course titles.
- Do not capitalize grade levels.
- Capitalize principle words, including verbs of any length, and prepositions and adverbs of four or more letters, in capitalized titles.
- Do not capitalize merely to lend importance to certain words. This device is outmoded, difficult to read, and comparable to shouting.

Email Signatures

First name Last name | Title

Rockford Area Schools

Street, City MN 55373

T: 763-477-XXX x XXXX | C: 000-000-000 | www.rockford.k12.mn.us



Kevin Keller, M.A. Ed. | Director of Teaching and Learning

Rockford Middle School

6051 Ash Street Rockford, MN 55373

T: 763-477-9165 x 4023 | C: 612-571-9899 | Fax:763-477-5833 | www.rockford.k12.mn.us



Ryan Sparrman | Business Education

Link Crew Coordinator, DECA Advisor, Step-Up Coordinator, Head Varsity Baseball coach, Football coach

Rockford High School

7600 County Road 50, Rockford, MN 55373

T: 763-477-6123 x 3577 | C: 952-829-4567 | Fax:763-477-5833 | www.rockford.k12.mn.us





**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: Revision of 2020-21 Academic Calendar

Meeting Date: June 21, 2021

Prepared by: Superintendent's Office

Date Prepared: June 15, 2021

Information
 Briefing
 Action
 Enclosure Item(s)

Since the school year ended, the Board needs to approve the 2020-21 academic year calendar to accurately reflect any closures.

Dates	Details
November 23-25	The district used 3 transition days (issued by the State in the Safe Learning Plan) for teachers to plan and prepare for the transition to Distance Learning and Hybrid (No School)
November 25	Galaxy closed to prepare for a possible increase in enrollment due to the instructional model changes.
November 30	Start new instructional model: Distance Learning for Grades 5-12 (Mon-Fri) and In-person Instruction for Grades PreK-4 (Mon-Thurs)
Fridays (Dec 4, 11, 18 & Jan 8, 15)	REAMS distance learning days
January 19	Resumed the last instructional model of being in person 4 days a week.
January 25	No school for students – Transition day
January 26 (1 st day of 2 nd semester)	REAMS resume In-Person instruction Monday – Friday Week of January 26 (only): In-Person Tues-Friday Secondary resume Hybrid Model Monday – Thursday (DL on Fridays) Week of January 26 (only): Hybrid Tues-Friday



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: District Parent-Students Handbook 2021-2022

Meeting Date: June 21, 2021

Prepared by: Superintendent's Office

Date Prepared: June 9, 2021

Information Briefing Action Enclosure Item(s)

Changes were noted at the May regular meeting. If the Board agrees, approval is recommended.

A complete draft of this handbook was included in the extra section of the May meeting.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

Subject: REAMS Staff Handbook Supplement

Meeting Date: June 21, 2021

Prepared by: Brenda Nyhus

Date Prepared: June 3, 2021

Information Briefing Action Enclosure Item(s)

The only changes made to the staff handbook were name changes.

A complete draft of the handbook is enclosed.

This handbook will be an action item at the July regular meeting.

ROCKFORD ELEMENTARY ARTS MAGNET SCHOOL

STAFF HANDBOOK *Supplement to RAS Staff Handbook 2021-2022*

**Rockford Elementary Arts Magnet School
Independent School District #883
7650 County Road 50
Rockford, Minnesota 55373
763/477-5837
Fax: 763/477-5025**

Serving the communities of Corcoran, Greenfield, Rockford and Rockford Township



Introduction

Welcome to the 2021-2022 school year!

Thank you for being a part of our Rockford Elementary Arts Magnet School family! I am looking forward to working with each of you as we make every effort to provide our students with extraordinary learning experiences.

We are beginning our eighteenth year as an arts magnet school. As a magnet school, we will continue to integrate the arts into all subject areas, whenever appropriate. We will also continue to integrate our kindness project into each facet of our students' day. Together we can give our students the skills and opportunities to create a positive environment for learning and growing.

Our mission at Rockford Elementary Arts Magnet School states:

Rockford Elementary Arts Magnet School encourages student imagination, inquiry, and discovery by using an arts-infused academic curriculum that fosters critical thinking and creativity.

The information in this document is intended to supplement the Rockford Area Schools' District Handbook. The district handbook is on the district website at www.rockford.k12.mn.us and is intended to provide you information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you REAMS specific information, procedures, guidelines for consequences and general information.

At REAMS, we are a family. We care for our students and each other. We also have many resources available to support you professionally. Please take advantage of them. When we work together, we are able to do great things for our students! I look forward to working with each of you to make the **2021-2022** school year an outstanding school year!

Warmly,

Brenda Nyhus
Principal

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ROCKFORD AREA SCHOOLS 2021-2022 PARENT CALENDAR

Approved 3/16/2020

Student Days 174

Teacher Days 183

1st Qtr – 42 days End – Nov 5

2nd Qtr – 45 days End – Jan 21

3rd Qtr – 44 days End – Mar 25

4th Qtr – 43 days End – Jun 3

LEGENDS

REAMS
RMS-CES
RHS
NO SCHOOL
LATE START

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 6-14 RMS-CES After School Family Contact Hours
- 17 Dr. M.L. King Day, No School, Staff Dev Full Day
- 21 End 2nd Qtr/1st Sem
- 24 District Late Start (2 hrs. later)

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 17 RHS Registration Fair
- 21 Presidents' Day – No School

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 RHS Open House 5-7pm
- 2 RMS-CES Open House
- 6 Labor Day
- 7 1st Day of classes (RHS, RMS-CES)
- 7,8 REAMS Assessment Days
- 9 REAMS 1st Day of Classes
- 27 RHS Parent Schedule Night 4-8pm

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1, 15, 22 RMS-CES After School Teacher Office Hours
- 3 Kindergarten Round Up
- 7, 10 Gr. K-4 Parent-Teacher PM Conf.
- 17 Gr. 9-12 Parent-Teacher PM Conferences
- 25 End 3rd Qtr
- 28 – Apr 1 Spring Break

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 5,12,19,26 RMS-CES After School Teacher Office Hours
- 21,22 No School
- 28 Gr 9-12 Parent-Teacher PM Conf.

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Late Start (2 hours later)
- 15 No School - Good Friday
- 28 RMS-CES Arts & Academic Showcase 5-7pm

NOVEMBER '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27				

- 4 K-4 Parent Teacher PM Conferences
- 8 No School, Staff Dev/Work Day
- 8 K-4 Parent Teacher PM Conferences
- 5 End 1st Qtr
- 11 RMS-CES STEM Showcase 5-7pm
- 25,26 Thanksgiving Break

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 27 Commencement
- 30 No School - Memorial's Day

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24-31 Winter Break

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Last Day of Classes (Gr. K-11)



INFORMATION

Arrival and Dismissal Hours

Classes begin at 8:05 a.m and conclude at 3 p.m. The teacher duty day at REAMS is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so, provided they have a fob and four-digit security access code. All staff should use Door 1 when entering and exiting the building during non-school hours to ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The REAMS office is open from 7 a.m. until 4 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held four times during the school year. Scheduled conference dates for the 2021-2022 school year are: November 4 and 8, 2021 and March 7 and 10, 2022. Additional conferences and/or reports will be used throughout the year as needed. For more information, contact the building principal.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; which is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for equipment.

Conference Rooms/Computer Labs

Computer labs (Media Lab and PIE Lab) need to be scheduled using FMX; the system which is the district's new facilities and technology scheduling system. Please contact REAMS principal's secretary for scheduling of REAMS Office Conference Room.

Cumulative Records

Refer to District Policy 515

Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate education interest, which includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data.

Daily Attendance

Refer to District Policy 503R

Attendance (tardies and absences) must be recorded at the beginning of the day in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email regularly.

Field Trips

Refer to District Policy 610

Field trips and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field trip. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field trips, such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to insure that parents have timely access to information.

iTeam

In Tier I of the MTSS framework, all students receive high-quality, arts-infused core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Activities

Outdoor activities are encouraged when appropriate and weather permitting at REAMS. To ensure the safety of students and staff, please follow these expectations when taking students outside:

1. Let the office staff know when you are taking your class outside during a time that is not regularly scheduled.
2. Never prop open or unlock exterior doors.

Parent Communications

Communication between parents and teachers is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Student Announcements

Daily Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers should share "Student Announcements" each day with students.

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, parent conference, iTeam referrals, or academic support. Parents must be contacted before a failing grade is assigned for a grade.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked out by a parent or guardian in the school office.

Student Testing

Assessments used to evaluate student achievement and progress include:

MCA Reading and Math (grades 3-4)

FAST Assessment Math and Reading (grades K-4)

ACCESS for ELL

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district's internet use agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is a resource available.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways or at the bus drop-off areas during their scheduled time.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accord with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor or other school district personnel, and verbal warning; parent contact; parent conference; removal from class; lunch detention; in-school suspension; suspension from extracurricular activities; detention or restriction of privileges; loss of school privileges; in-school monitoring or revised class schedule; referral to in-school support services; referral to community resources or outside agency services; financial restitution; referral to police, other law enforcement agencies, or other appropriate authorities; a request for a petition to be filed in district court for juvenile delinquency adjudication; out-of-school suspension under the Pupil Fair Dismissal Act; preparation of an admission or readmission plan; expulsion under the Pupil Fair Dismissal Act; exclusion under the Pupil Fair Dismissal Act; and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the “Stop and Think Room” for minor behaviors. Students who are sent to the “Stop and Think Room” will work with an adult to identify the behavior that resulted in removal from class, take responsibility, and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the “Stop and Think” process, the student will be referred to an administrator.

An administrator will be notified immediately if a student who exhibits a major behavior, such as possession of drugs or weapons, and the administrator will remove the student from the classroom.

Lunch Detention

A lunch detention may only be assigned by an administrator.

In-School Suspension

In-School Suspension (ISS) may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities, whenever possible.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking; conduct which poses a threat to the safety of pupil, personnel, or school property; or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56

(<http://education.state.mn.us/mde/static/000099.pdf>). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

<i>Policy 413</i>	<i>Sexual, Racial And Religious Harassment And Violence</i>
<i>Policy 418</i>	<i>Drug-Free Workplace/Drug-Free School</i>
<i>Policy 419</i>	<i>Tobacco-Free School</i>
<i>Policy 501</i>	<i>School Weapons</i>
<i>Policy 502</i>	<i>Search of Student Lockers, Desks, Personal Possessions and Student's Person</i>
<i>Policy 503</i>	<i>Student Attendance</i>
<i>Policy 504</i>	<i>Student Dress And Appearance</i>
<i>Policy 507</i>	<i>Corporal Punishment</i>
<i>Policy 514</i>	<i>Bullying Prohibition</i>
<i>Policy 524</i>	<i>Internet Acceptable Use</i>
<i>Policy 526</i>	<i>Hazing</i>
<i>Policy 709R</i>	<i>Student Transportation Safety</i>

GENERAL INFORMATION

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- All students, staff, and visitors will be directed to classrooms
- Lock classroom doors
- Stay away from windows and doorways

- Remain in classroom until an all-clear signal is given by building principal/designee

The Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Distribution of Materials for Outside Groups

Principal or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the principal.

Food Service

Taher, Inc. handles the food service in our district. If a staff member would like a lunch account set up, please contact Paula Wanous (wanouspaula@rockford.k12.mn.us or x4003) at the district office.

Adult Lunch: \$3.85

Milk: \$.60

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (found online under Staff) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Absences

All absences must be entered into Teachers on Call (see RAS Staff Handbook for details) in a timely fashion. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder must be prepared and readily available in the classroom for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc...)

- Names and contact information for staff members who can help if questions arise

Lost and Found

A lost and found is located in the lunchroom and in each grade level hallway for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed at the end of the year will be given to a local charity.

Money

The method of collecting money from students for class projects or field trips is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the REAMS office to set-up a fee through Infinite Campus; which enables parents to pay online
- Work with Christa Larson in the REAMS office to collect money

Teachers should not collect or store money in their classrooms.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the elementary school office.

- **Video Surveillance:** REAMS is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school require prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

<u>Topic</u>	<u>Policy Number(s)</u>
Accidents	806
Alternative Educational Opportunities	605
Attendance	503R
Bullying Prohibited	514
Cell Phone and Pagers	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613R
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527R
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620R
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527R
Student Dress and Appearance	504
School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623

PART VI – APPENDIX (con't)

Policy Cross Reference Table

<u>Topic</u>	<u>Policy Number(s)</u>
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501



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

Subject: Galaxy Kids Program Staff and Parent Handbooks

Meeting Date: 06/21/21

Prepared by: Jessica Peters

Date Prepared: 06/16/21

Information

Briefing

Action

Enclosure Item(s)

-
- Galaxy Kids Program Staff Handbook- No updates
 - Galaxy Kids Program Parent Handbook- Updated Fee Schedule and added to last page.



Rockford Area Schools
**COMMUNITY
EDUCATION**

2021-2022

Parent Handbook



GALAXY KIDS

School Age Care

Galaxy Program

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Introduction

Welcome to Galaxy Kids Program! We are pleased that you have selected our program for your child. Galaxy Kids Program is a quality school-age care program offered for children in preschool through grade six. The goal of our program is to create a caring, quality, learning environment that will complement your child's needs. Galaxy Kids is an accredited program through MnAEC-MnSACA and certified through the Department of Human Services.

Galaxy Kids Program offers your child choices for experiences in the areas of art and drama, music, sports, language arts/reading, group games, technology, community service, homework assistance, and quiet time. The children are encouraged to pursue their interests, develop confidence and independence, make new friends, and of course, have fun!

Galaxy Kids Program is sponsored by the Rockford Area School District 883 Community Education Department. Like all other district programs, we are governed by the policies and guidelines of the Board of Education.

This Parent Handbook is designed to inform you about our program procedures. Please read through the handbook carefully, paying special attention to the policies and schedules. Since the Galaxy Kids Program is housed in the Rockford Elementary Arts Magnet School (REAMS) building, it is important to familiarize yourself with the REAMS handbook. It is available on the Rockford Schools website under REAMS Office.

Please feel comfortable contacting us through phone calls, emails or stop-in visits. Our goal is to work in partnership with our families in order to provide the children with a safe and caring environment.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continually improving our program.

We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive environment for students of varying abilities and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Open Door Policy

Parents are welcome visitors to our program. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments and complaints to the program coordinator, either verbally or in writing. You are welcome to leave a note in the Parent Box or be sending an email. You are also welcome to direct questions, concerns, and comments to our Community Education Director.

Registration and Enrollment Information

Openings are determined on the basis of the number of adult staff-to-child ratio (1 Adult: 15 K-6 children and 1 Adult: 10 preschool children). When openings occur, parents/guardians of registered children are contacted for enrollment on the basis of: 1) the time slot indicated on the registration form, and 2) on a first-come basis for the time slot according to the date of registration.

How to Register

Parents will register using their Eleyo account. You can register for an account by visiting <https://rockford.ce.eleyo.com/>. Parents will pay a non-refundable enrollment fee at the time of registration. Your child is not registered until the fee is paid. If you are enrolling your child after the registration dates you will need to work with the supervisor to determine a start date for your child within the program. Non-payment of previous Galaxy charges will result in a delay in enrollment until all fees are paid.

Please allow a minimum of three to five business days to process enrollments.

Enrollment Periods

Galaxy Kids has 2 sessions each year, School Year and Summer. Each session requires a separate registration. The school year enrollment period is from the first day of school until the last day of school. The summer enrollment period is for 10 weeks, starting the first Monday after the school year ends and ending the last week in August.

**Please note the 2021 Summer Program begins on the first Tuesday after the school year ends.*

Hours of Operation

Galaxy is open Monday through Friday, from 6:00am to 6:00pm, including during the summer session and on theme days. The program will be closed the following district holidays: Labor Day, Thanksgiving Thursday and Friday, Winter Break, Presidents Day, Good Friday, Memorial Day, the Friday after the end of the school year, week of Independence Day, and the week before the start of the new school year. Weather-related school closings are addressed in a separate section of this handbook.

Schedule Options

Consistent Schedule Option: Choose this option if you need care on the same days of the week each month. 2 days per week is required to receive the regular rate. One day or less is billed at the Drop-in rate.

Pick-Your-Day Schedule Option: Choose this option if your care needs vary from week to week and will not always be on the same day each week. 8 days per month are required. 7 or less days will automatically be billed at the Drop-in rate.

Drop-In Option: Families have the option to register as Drop-in only. Choose this option if you do not consistently need care or need less than 8 days per month. Drop-In days should be requested 3 business days in advance using your Eleyo account. There is an additional charge of \$2.00 above the regular fee. These days can be accommodated based on space and staff availability. Drop-in care may not be available on certain field trip days. No refunds are available for canceling a requested drop-in date.

**Field trips are typically scheduled for every other Friday during the summer program. On-site care isn't available on field trip days. A field trip fee will be applied to your account if you register your child for*

a day a field trip is scheduled. Field trip fees are listed on the permission form (\$10 or less).

Fee Schedule

Please see last page for Fee Schedule

Additional Fees

Finder's Fee: \$5.00 if your child does not come to Galaxy after school and the buses are delayed while searching.

Late Payment Fee: \$25.00 will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact the supervisor to discuss payment arrangements. If no payment or contact is made within 7 business days of the due date, child care may be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

If payments are not consistently being made on time, auto-pay may be required to continue care.

Late Schedule Fee: \$25.00 will be applied to your account if your Pick Your Own schedule is not received by the due date. If you have questions on your schedule, please contact the supervisor before the date the schedule is due. If you no longer need care, please submit a Contract Change Form and request to withdraw your contract using your Eleyo account.

Late Pick-Up Fee: Galaxy Kids Program closes at 6:00pm each evening and it is important that our daily operations can conclude on time. Due to the additional expense of staff members staying late when parents arrive after the program closes you may be charged a Late Pick-Up Fee. Galaxy Kids Program will apply a fee of \$5 for the first 10 minutes a child is picked up late. After the first 10 minutes, \$1 per minute will be applied to your Eleyo account.

Financial Assistance

Financial assistance may be available for qualifying families through state or county funds. Contact Wright or Hennepin County Human Services based on your county of residence. Written authorization from the county must be received by Galaxy before a child can begin care. If financial assistance is

cancelled, you will be responsible for all expenses incurred. Families receiving assistance must assume responsibility for fulfilling county requirements such as providing child care schedules, submitting timely reports and making payments not covered by the assistance program in a timely manner. If co-pays and remaining care payments are not made in a timely manner, Galaxy Kids Program reserves the right to end care until your balance is paid in full. Parents participating in financial assistance programs are responsible for checking their balance due on their Eleyo account and paying the remaining balance due after assistance payments are applied.

Invoicing/Payments

Summer 2021- Care will be billed on a bi-weekly basis. You will receive an invoice every other Monday, with payment due the following Thursday.

School Year 21-22- Care is billed based on the days you have contracted for. Invoices will be available for payment on the 15th of the month prior to care. Payments are due by the 25th of the month prior to care being provided (i.e. September payment is due by August 25th). Payments can also be made by cash or check. Galaxy Kids Program is a pay ahead program. If your payment is not received by the due date, care cannot be provided.

Drop-in Care will be invoiced during the next billing cycle.

If making a cash payment be sure to put the cash in an envelope with your family name and the amount on the front of the envelope. Please place the envelope in our locked payment box at Galaxy Kids Program.

Forms

All Galaxy Kids form that you will need are located on-site in the main Galaxy classroom and on our website. The Drop-In Care Form is NOT located on the website. This form is located on-site in our main classroom to ensure the safety of each child when additional care is scheduled. Please contact a Galaxy staff member or the Galaxy coordinator for help filling out a Drop-In Form.

Drop-In Care Form

If you need emergency Drop-in care (less than 3 business days' notice) please call Galaxy Kids

Program directly. You will be asked to sign a Drop-in Form when you arrive to pick-up your child.

Contract Change/Withdrawal Form

If you need to withdraw your child from Galaxy, we require a ten business day written notice. Please give notice using the Contract Change Form, in addition to withdrawing your contract using your Eleyo account. If you withdraw your child without the required written notice, you will be billed tuition for the rest of the required time. Re-enrollment will be dependent on space availability and cannot be allowed until any outstanding balance is paid in full. There is a \$5 Contract Change Fee for all Contract Changes.

Vacation Credit Request Form

If you have planned time that your child will be away from the program and you are contracted for a Consistent Schedule at least 2 days a week, you may request a Vacation Credit for the days your child will not be attending Galaxy. Forms are due by the 14th of the month for the following month (example: September Vacation Credit Request Forms are due by August 14). Families on consistent schedules may receive a credit for up to one week of care per month, based on the number of days your child attends per week. Example: If your consistent schedule is set for 3 days per week, you may use up to 3 credit days per month.

You are responsible for all costs incurred for your contracted days, whether your child attends or not, unless we have received a Vacation Credit Request, contract change or withdrawal with sufficient notice.

Activity Form

If your child will be attending an activity while scheduled for care at Galaxy Kids, please fill out and return an Activity Form 10 business days prior to the activity. On this form you can indicate if you would like a Galaxy staff member to bring your child to and from the activity, date, time, and location of activity, and special instructions for the staff member.

Transportation Form

~~If your child will be attending an off-campus activity that requires transportation in a school approved vehicle please fill out and return a Transportation~~

Form 10 business days prior to the activity. A \$30 per season fee is charged for transportation using school vehicles.

Not available during COVID-19 pandemic.

Communication

Galaxy Kids strives to maintain open and clear communication. We will regularly send out updates and monthly newsletters, as well as individual communication with each child's family on an as-needed basis. You will also receive monthly reminder emails when forms and payments are due.

Each family is assigned a mail slot to receive periodic communication (cubby). Children can also store completed projects and items; however parents are responsible for making sure your family's cubby is emptied each day.

Reports

If your child has an accident, incident, or serious behavioral issue you will be notified by Galaxy staff using either an Incident/Accident Report or a Behavior Report. You will also receive a form indicating if your child isn't feeling well, along with what actions were taken while your child was at the program.

Orientation

An orientation will be offered at the beginning of each session. An email orientation will also be sent out to all families at the beginning of each session.

Parent Feedback

We welcome feedback, both positive and negative, at all times. If you would like to share feedback you may email the coordinator, leave a note in the locked wooden box, or call and speak directly with a staff member. You may also request a conference with the coordinator regarding your child. The coordinator may also request a conference regarding your child if the need arises. You will also be asked to participate in a survey at least annually.

We encourage parents to be as involved with our program as they prefer. You are invited to participate in the Community Education Advisory Board or Accreditation Stakeholder team if you would like to advise on policies and procedures regarding the program.

Galaxy Kids follows ISD 883's grievance procedures

and policy # 103 regarding complaints from students, employees, parents, or other persons. You may report concerns or complaints directly to the school district or to an individual employee. The employee will advise their immediate supervisor of the complaint. For more information, please see policy #103 on the district website.

Conferences

If you would like to meet to discuss your child's progress while at Galaxy Kids Program you may request a conference with the program supervisor and classroom assistants that work with your child. Please be sure to schedule conferences in advance so staff members can prepare and additional staff members can be scheduled if need. The program coordinator may request a conference with you regarding your child if the need arises.

Arrivals/Departures

Sign-In and Sign-Out

Parents are required to sign their child(ren) in and out of the program each day. Please sign your child in/out using the Galaxy Kids iPad and make sure a Galaxy staff member knows you are taking your child. This is a safety measure. Parents are responsible for keeping their Authorize Pick-Up list current on their Eleyo account. If an emergency arises and some not on your authorized list will be picking up your child, please call Galaxy kids BEFORE the person arrives to pick up your child. You will be asked to follow-up with the information in writing as soon as you can (example: email). All persons not recognized by staff will be asked for photo identification. Be sure we have current phone numbers where you can be reached during your child's time at Galaxy in order for us to verify that you are aware of this change.

If a parent sends a sibling to pick up child from Galaxy, the sibling must be at least 12 years of age and must be listed on your Authorized Pick-Up List as someone who can pick up the child. The sibling must either be known to staff or have a picture ID.

Unauthorized Pickup

If you do not want your child's other parent or grandparent to pick up said child, you must give us a copy of a court order with that information.

Health and Safety

Please keep your child's emergency information current. Registration and emergency information is kept at our program for each child. You may update your information using your Eleyo account. If you update your information after your initial registration, please notify us so we can update our safety lists.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members will support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits. Breakfast is available on school days through the district hot lunch program. Breakfast may be purchased through the REAMS office. You must contact the supervisor to set up an account if you do not have one. We will be taking the children to the lunchroom before the start of the school day. Please check the district menu and if you do not want to participate in the breakfast program for that day, you are welcome to send a breakfast snack with your child. On non-school days a breakfast snack will be provided through the Galaxy Program.

Lunch is provided on school days through the District 883 hot lunch program. Lunch may be purchased through the REAMS office or using your Parent Portal. You must contact the Galaxy supervisor to set up a lunch account if you do not have one. Milk will be available for purchase to supplement lunches brought from home.

2020-2021 LUNCH AND BREAKFAST PRICES

Breakfast \$1.85

Elementary Lunch \$2.65

Middle/High Lunch \$2.90

Adult Lunch/2nd Lunch \$3.60

Milk \$.60

Lunch and Breakfast Prices subject to change as determined by Taher Food Services.

For more information regarding your child's lunch account, payment methods, and eligibility for free or reduced price meals, contact 763-477-9165. Please see District Policy 730R in the District Student/Parent Handbook.

Cold lunch is necessary to bring on all non-school days and during the summer program unless otherwise stated. When sending a cold lunch with your child/children, families are responsible for ensuring that the contents of your child's/children's lunch are appropriately packed and cooled, especially if sending a milk product or a perishable food item. We ask that you do not send pop to drink.

Afternoon snacks are included in the tuition fees and will be served each day at 3:30pm. Please check the monthly menu on our webpage to see what is being served each day. During the summer program, a breakfast snack will be served at 7:45am each day. Breakfast snacks are included in your tuition fees during the summer.

Accidents/Injuries

All adult Galaxy staff members receive training in 1st Aid and CPR. If a child has a minor injury, the attending staff person will treat the injury and inform the **parents/guardians via phone call or through our accident/injury report form.** If a serious accident should occur, the staff will contact the parent/guardian and call 911. If emergency treatment is necessary, the child will be taken to Buffalo Emergency Care and the parent will be responsible for all medical expenses.

Illness and Absence from the Program

In case of illness a child should not attend Galaxy Kids Program if ANY of the following symptoms occur: Fever above 99 degrees, severe cold, undiagnosed rash, vomiting, diarrhea, sore throat, upset stomach, body aches or head lice. Please contact the coordinator if your child has any communicable diseases so that we can inform other parents that their child may have been exposed.

Chronic Health Conditions

If your child has a medical need or chronic health condition, please contact the Galaxy coordinator to schedule a meeting prior to your child beginning our program. It is important to us that we have as much

information as possible to provide the highest quality care for your child.

If a child should become ill with any of the symptoms described above, Galaxy Kids Program staff will contact a parent/guardian and request that the child be picked up from the program within one hour of being contacted. If a parent/guardian cannot be reached, a program staff member will get in touch with an emergency contact as listed on your Parent Portal.

Communicable Diseases

To avoid the spread of germs and for the benefit of the ill child, a child displaying any of the above symptoms will be asked to rest in a quiet area away from other children while waiting. Your child/children may not return to Galaxy Kids Program until she/he has a written doctor's notice, has not vomited or had diarrhea for 24 hours, or has been on medication for at least 24 hours.

Please Note: Because head lice is terribly contagious and extremely difficult to eradicate, Galaxy Kids Program reserves the right to check each child's head upon arrival and may refuse to care for any child who shows any evidence of lice infestation.

If you have signed up your child for a day to attend the Galaxy Kids Program and your child is ill and unable to attend we ask that you call us as soon as possible. To call your child in sick, please call the Rockford Attendance Line at 763-477-7525 and select Option 4. You will be charged for the day. However, if we need to locate where your child is because you have not notified us, we will also charge a Finder's Fee.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children. Over-the-counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive

medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Insurance

Medical insurance coverage for the Galaxy Kids Program is the responsibility of the parents.

Sunscreen

Children will have the opportunity to go outside each day that weather permits. It is important that you put sunscreen on your child each day. Students are allowed to keep this in their backpacks to re-apply throughout the day. Parents are responsible for supplying sunscreen for their child during program hours. Sunscreen should be labeled with your child's name and grade. If sunscreen is not provided, your child will do alternative indoor activities in place of outdoor activities unless a waiver is signed.

Blankets/Extra Clothes

Preschool/kindergarten students should bring the following for daily use: blanket for nap time and an extra set of clothing and underwear in case of accidents. Please put the extra clothing in a storage bag labeled with the child's name and kept in his/her backpack at all times. Notices will be sent home if extra clothing was used or if you need to take the blanket home to wash. We take precautionary measures to maintain the blankets here as well.

Galaxy Kids Program follows District Policy 516 in regards to Health and Safety in the District Parent/Student Handbook.

Child Guidance/ Behavior Management

Galaxy Kids Program is dedicated to creating a positive and encouraging classroom community by implementing positive behavior guidance techniques with all children. Our program is dedicated to being inclusive of children of all abilities. Our goal is to teach children positive ways of dealing with conflict while maintaining a safe and caring environment for each child. Galaxy Staff

follow the School Discipline Policy 506 from the District Student/Parent handbook.

Our program staff use developmentally appropriate language to help children make desirable choices, to become cooperative persons who are responsible for their own actions, and who respect the rights, feelings, and property of others. Staff members are committed to being positive role models, employing positive, non-threatening techniques, and consistently acknowledging and encouraging positive behaviors and attitudes.

Behavior Expectations

The basic expectations for students to remember are:

1. We respect ourselves, others and property
2. We behave in a safe and orderly way.
3. We act as responsible citizens.

Unacceptable Behaviors:

- Any violations of the District Disciplinary Policy
- Violations of listed basic expectations.

Examples of unacceptable behaviors include, but are not limited to:

- Physical aggression
- Drugs, alcohol, tobacco or weapons used or in possession on the premises.
- Destruction of property.
- Unsafe activities such as leaving the area without permission, behavior which endangers others, etc.
- Behaviors that disrupt activities and/or other program participants.

Consequences for Unacceptable Behaviors:

- Loss of Galaxy privileges or activities.
- Positive conflict resolution between all parties involved and program staff.
- Meeting with Galaxy staff and other children involved. Positive redirection.
- If behavior is severe, parents will be contacted to pick up their child immediately.
- Suspension from the program from 1-5 days.
- If negative behaviors are continuous, parents will meet with program staff for a conference. Behavior improvement action steps will be developed and signed by child, parent, and program staff.
- If there is no improvement using the new behavior plan, parents will be notified to discuss possible disenrollment from the program.

Galaxy Staff will notify enrollees, as well as parents, of any violations and resulting disciplinary actions. The Galaxy staff will document this notification on a behavior report and give a copy to the Galaxy supervisor.

We follow district policies 506 and 525 for all violent and severe behaviors from the District Student/Parent Handbook.

For additional information regarding students with disabilities, please see the Americans with Disabilities Act. <https://www.ada.gov/>

Program staff will meet with the Community Education Director and other appropriate district staff regarding decisions that need to be made due to severe discipline.

Bullying

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines

“Bullying” as:

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, “bullying,” specifically includes cyberbullying as defined in this policy.

“Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, 514-3 including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.”

If children are displaying behavior that is consistent with bullying and previous behavior interventions have not been successful, a meeting will be scheduled with the parents and program coordinator to discuss a Behavior Plan.

Staffing Ratios

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they will not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)

Kindergarten-Grade 6: 1: 15 (maximum 30)

Mixed Group: For mixed age group we staff in accordance with the youngest age group present

Emergency Procedures

Galaxy Kids Program follows all of ISD 883's Emergency Procedures. Emergency drills are completed and documented on a scheduled basis.

Lockdown Procedures-Soft

Soft lockdown procedures will be implemented if there is a threat outside the school building or a non-threatening emergency circumstances that people need to be kept away from.

1. Coordinator or building principal will announce "SOFT lockdown" procedures.
2. Staff members will direct all students to the nearest classroom, including those outside.
3. Custodians will lock exterior doors.
3. Staff will clear hallways, restrooms, and other rooms that cannot be secured.
4. Staff members will close all shades, lock classroom doors and control all movement inside the classroom. Students will **continue activities as planned within the classroom.**
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Lockdown Procedures-Hard

The threat/intruder is inside the building

1. Coordinator or building principal will announce "HARD lockdown" procedures.
2. Staff will immediately direct all students, staff, and visitors into the nearest classroom or secured space and **LOCK THE DOORS.**
3. Staff members will turn off lights and keep all students away from windows and doors and out of sight.
4. Staff members will not allow parents/guardians to enter the building during an active hard lockdown. Parents will be notified if a hard lockdown occurs and will be notified as soon as it is safe to pick up your children.
5. Everyone in the building will remain in place until the situation has resolved.
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Evacuation Procedures

In the event of a fire or smoke from a fire that has been detected staff members will:

1. Evacuate students to the nearest designated safe area. See map located on each classroom door.
2. Staff members will take their tracking board along with them and ensure all children have been accounted for. A designated staff member will take the master attendance sheets along and ensure all students signed into the program have been accounted for.
3. Report missing or unaccounted for students to the coordinator right away.
4. No one may reenter the building until the building is declared safe by fire or police personnel.

Sheltering Procedures

1. Coordinator or building principal will announce when students should take shelter.
2. Staff members will move their group to the designated safe area nearest to where the group is located. Staff members will take their tracking board along with them and ensure all children have been accounted for. Staff and students will take the closest and safest route to the designated shelter.
3. Staff members will implement "drop and tuck" procedures": Face an interior wall, drop to knees and roll forward on the balls of your feet. Tuck head down and place hands on top of head and neck.
4. Once all students are safely sheltered, staff will

take attendance to ensure all students are accounted for.

Severe Weather

School Closing: Galaxy Kids Program will be CLOSED if school is closed for the day.

2-Hour Late Start: Galaxy will OPEN at the regular time. If the decision is made to close school, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.

Early Dismissal: If school is dismissed early, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.

After School Activities Cancelled: If after school activities are cancelled, Galaxy will remain OPEN regular hours depending on the severity of the weather conditions.

Invoices will be adjusted in the event a child's time at Galaxy is extended.

Announcements will be made on the district website at www.rockford.k12.mn.us, local radio and TV stations as well as phone call notice to district families.

During summer session, Galaxy Kids Program will maintain the following inclement weather policies:

If inclement weather occurs and poses a risk for children and program staff, Galaxy Kids Program may close. Program staff will contact you to inform you of the program closing. Supervision will be provided up to 2 hours after the closing announcement.

We follow District Policy 806 Crisis Management for all Emergency Situations from the District Student/Parent Handbook. This manual can be found on the Rockford Schools website at www.rockford.k12.mn.us. Click on District and then District Policies.

Energy Curtailment

During the summer months Rockford Area Schools participate in a program called Excel Energy Peak Control, which means we are obligated to shut down the majority of electricity in our district. The school district works with Excel to make the best use of

available power during these limited power use times. To keep our kids cool and safe, we may bring them to the Community Center Field House on these days. The hours of peak control vary with each control period. These days only take place in our district on odd numbered days when the heat index is high. If it is an even numbered day, we are allowed to operate as usual unless there is an extreme emergency.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Transportation

Students will only be transported during program hours in authorized school vehicles. Field trip transportation is provided by 4.0 Transportation. Transportation can also be provided by Galaxy employees who have received training to drive a district-owned van. Children will never be transported in staff member's personal vehicles for any reason.

Field Trips

During non-school days, especially the summer program, Galaxy Kids Program will be attending field trips. It is essential to arrive with adequate time before departures as Galaxy Kids will not delay a departure to wait for late arriving children. Please do not send additional money with your child unless informed that you may do so. On the days of field trips, no other on-site care will be available. As a reminder, children will need to bring a cold bag lunch/drink for ALL field trips. Parents/guardians are responsible for contacting program staff by 8:00 AM if a child/children are unable to attend a field trip. You will pay for the field trip if you have signed up your child on your monthly Calendar Form.

We will also take walks to the Rockford Public Library during the summer program. You will receive a monthly schedule of our visits. It is important that your child have a valid library card in order to attend. This only applies to students entering grades 1-6 as we do not take preschool and kindergarten students. To see which days your child will be attending, be sure to check our website or the on-site parent bulletin board for the schedule.

Cell Phones and Electronic Devices

Galaxy staff members plan activities that are designed for students to be actively involved with other Galaxy kids during their time in the program. Bringing personally owned electronic devices to Galaxy is discouraged. Galaxy is not responsible for lost, broken, or stolen items of this nature. Student use of district-owned technology is closely monitored. Students must follow guidelines for appropriate use of devices such as iPads. Galaxy will not allow photos to be taken of staff or other students. Posting photos on social media will result in a conference with parents and further disciplinary action. Please see District Policy 506 and 524R in the District Student/Parent Handbook.

Pets/Animals in the Program

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Data Privacy

This notice is being given to you to make you aware of your rights with any family information that you provide to Galaxy Kids Program. The information we request on your registration forms is important for us to be able to serve your child. Certain information, such as emergency and health information, is required by the MN Department of Human Services to have on file. All information provided to Galaxy Kids Program will be kept in confidence and made available within our program to our staff only. If your services are subsidized, fully or in part, we are required to allow access by the funders of your services to your records if requested. Please see policy 515 in the District Student/Parent Handbook.

2021-2022 School Year Fees		
Before School Care 6:00am-8:05am	\$9.25 per day	Consistent Schedules
	\$10.25 per day	Pick Your Day Schedules
	\$11.25 per day	Drop-In Care
Preschool Half-Day Care 8:00am-12:15pm or 10:45am-2:55pm	\$15.50 per day	Consistent Schedules
	\$16.50 per day	Pick Your Day Schedules
	\$17.50 per day	Drop-In Care
Preschool School-Day Care 8:05am-2:55pm	\$25.75 per day	Consistent Schedules
	\$26.75 per day	Pick Your Day Schedules
	\$27.75 per day	Drop-In Care
After School Care 2:55pm-6:00pm	\$14.00 per day	Consistent Schedules
	\$15.00 per day	Pick Your Day Schedules
	\$16.00 per day	Drop-In Care
1 hour, Before or After School 7:00am-8:05am or 2:55pm-4:00pm	\$6.25 per session	Consistent Schedules
	\$7.25 per session	Pick Your Day Schedules
	\$8.25 per session	Pick Your Day Schedules
Non-School Day 6:00am-6:00pm	\$36.00 per day	Consistent Schedules
	\$37.00 per day	Pick Your Day Schedules
	\$38.00 per day	Drop-In Care
Activity Fee for field trip or on-site presenter	Cost of Activity	
2021 Summer Fees		
Full Day 6:00am-6:00pm	\$36.00 per day	Consistent Schedules
	\$37.00 per day	Pick Your Day Schedules
	\$38.00 per day	Drop-In Care
Weekly Rate Monday- Friday, 6:00am-6:00pm	\$164.75 per week Consistent Schedules Only	
Activity Fee for field trip or on-site presenter	Cost of Activity	
Partial Day AM or PM 6:00am-12:00pm OR 12:00pm-6:00pm	\$25.75 per day	Consistent Schedules
	\$26.75 per day	Pick Your Day Schedules
	\$27.75 per day	Drop-In Care
Additional Fees as Needed		
Finder's Fee	\$5.00	
Late Payment Fee	\$25.00	
Late Schedule Fee <i>For Pick Your Day Schedules</i>	\$25.00	
Transportation Fee	\$30/season Not available during COVID pandemic	
Late Pick-Up Fee	\$5/First 10 minutes, \$1 per minute after the first 10 minutes.	
Registration Fees		
Registration (required fall and summer)	\$40.00 per child OR \$75 max per family	



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

Subject: RMS-CES Handbook 2021-22

Meeting Date: June 21, 2021

Prepared by: Bobbi Anderson-Hume, Ph.D.

Date Prepared: June 4, 2021

Information Briefing Action Enclosure Item(s)

Information/Action:

Supplemental information to the Rockford Area Schools Staff Handbook -
SPECIFIC TO Rockford Middle School – Center for Environmental Studies

- Updated staff names and email addresses to reflect current staffing
- Updated to current dates

Handbook will be an action item at the July regular meeting.

Rockford Middle School Center for Environmental Studies



~~2020-2021~~2021-
2022

Supplemental information to the RAS
Staff Handbook
(RMS-CES specific)

Introduction

Welcome to the ~~2021-2022~~2021-2022 school year!

Thank you for being a part of our Rockford Middle School – Center for Environmental Studies team! I look forward to working with each of you as we strive to provide our students with extraordinary learning experiences!

RMS-CES is beginning our Eleventh year as a Science, Technology, Engineering and Mathematics magnet school. As a magnet school, we integrate STEM principles into all subject areas whenever appropriate. Our specific focus is our environment and all it encompasses. Not only is our environment constantly with us, it's a never ending source of real-world teachable moments. We also adhere to research-supported best practices for adolescent learners, including making cross-curricular connections, providing hands-on learning experiences, connecting learning to the world, and perhaps most importantly, creating relationships and connections that make our students feel a part of their school.

Our mission at Rockford Middle School – Center for Environmental Studies reads as follows:

At RMS-CES, students are empowered to become innovators through engaging, authentic, and developmentally appropriate opportunities, access to a strong academic foundation, and a commitment to lifelong learning.

This information is a supplement to the Rockford Area Schools' District Handbook. The district handbook can be found on the district website at www.rockford.k12.mn.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RMS-CES specific information, procedures, guidelines for consequences and general information.

At RMS-CES, we are a team. When we work together, we are able to do great things for our students! One of our greatest resources is each other. I look forward to working with each of you to create excellent opportunities for our students!

Sincerely,

b

Bobbi A. Anderson-Hume, Ph.D.
Principal

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2021-2022 DAILY STUDENT SCHEDULE

Teacher hours: 7:20 a.m. to 3:20 p.m.

Student building hours: 7:30 a.m. to 2:45 p.m.

GRADE 5			GRADE 6		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Boost	10:38	11:10	Lunch/Recess	10:35	11:09
Lunch/Recess	11:11	11:45	Boost	11:13	11:47
Advisory	11:49	12:01	Advisory	11:51	12:01
Period 4	12:01	12:53	Period 4	12:01	12:53
Period 5	12:57	1:49	Period 5	12:57	1:49
Period 6	1:53	2:45	Period 6	1:53	2:45

GRADE 7			GRADE 8		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Period 4	10:38	11:30	Period 4	10:38	11:30
Advisory	11:30	11:44	Advisory	11:30	11:42
Lunch/Recess	11:45	12:19	Boost	11:46	12:20
Boost	12:23	12:53	Lunch/Recess	12:21	12:55
Period 5	12:57	1:49	Period 5	12:57	1:49

Period 6	1:53	2:45	Period 6	1:53	2:45
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Employee Directory

To leave a message for a staff member, please dial (763) 477-5831. When prompted, dial the 4-digit extension number (2 + room number). Begin recording your message after the tone. Please note the custodial (x2040) and food service staff (x2050) have one general voicemail for each department.

SCHOOL BOARD	
Amy Edwards	Chair
Beth Praska	Vice Chair
Eric Gordee	Treasurer
Beth Praska	Clerk
Brady Anderson	Director
Jessica Johnson	Director
Jenny Kneeland	Director
Rhonda Dean	Superintendent

Office	EXT	EMAIL
Anderson-Hume, Bobbi – Principal	2002	humb@rockford.k12.mn.us
Wirth, Molly – Counselor	2600	wirthm@rockford.k12.mn.us
Support Staff		
Principal’s Secretary-Monica Palmer	2000	palmerm@rockford.k12.mn.us
Robertson, Stacey – Attendance, Student Records	2004	robertsons@rockford.k12.mn.us

Staff		
AgriScience Gregory, McKenzie	gregorym@rockford.k12.mn.us	10
Art Gunderson, Sarah	gundersons@rockford.k12.mn.us	307
EL Bird, Krista TBD Stacey Welborn	birdk@rockford.k12.mn.us welborns@rockford.k12.mn.us	125
EXCEL Biorn, Holly	biornh@rockford.k12.mn.us	122
Language Arts/Reading Hendrickson, Jan - 8 th Gr Udalla, Janee - 7 th Gr Korzendorfer, Cassandra - 6 th Gr Mateyka, Kristine - 5 th Gr	hendricksonj@rockford.k12.mn.us udallaj@rockford.k12.mn.us korzendorferc@rockford.k12.mn.us mateyak@rockford.k12.mn.us	118/119 116/117 112/113 9

Math Mickelson, Marv – 8 th Gr, Algebra 1 Reeck, Tucker – 7 th Gr Petroski, Steve – 6 th Gr Sharp, Rachel – 5 th Gr	mickelsonm@rockford.k12.mn.us reeckt@rockford.k12.mn.us petroskis@rockford.k12.mn.us sharpr@rockford.k12.mn.us	120 114 104 103
Music Larson Meghan - 5 th /6 th Gr Choir/Music Ferdig, Jerald - 7 th and 8 th Gr Band Augsburger, Miriam - 7 th and 8 th Gr Choir Bauer, Britta - 5 th and 6 th Gr Band	larsonm@rockford.k12.mn.us ferdigj@rockford.k12.mn.us augsburgherm@rockford.k12.mn.us bauerb@rockford.k12.mn.us	310 311 310 311
Nystrom (School-based Therapy) Cameron Munson	carmeronmonson@nystromcounseling.com	108
Physical Education/Health Lingo, Julie Peterson, Colleen – DAPE Roelofs, Joe – Health	lingoj@rockford.k12.mn.us petersonc@rockford.k12.mn.us roelofsj@rockford.k12.mn.us	Gym REAMS 107
Science Weddel, Shawn – 8 th Gr Sarsland, Corina – 7 th Gr Werth, Elisabeth – 6 th Gr Oliverius, Hannah – 5 th Gr	weddels@rockford.k12.mn.us sarslandc@rockford.k12.mn.us werthe@rockford.k12.mn.us oliveriush@rockford.k12.mn.us	124 101 106 13
Social Studies Hill, Kevin – 8 th Gr Kaufman, Abbey – 7 th Gr Wilts, Bonnie - 6 th Gr Reeck, Kelly - 5 th Gr	hillk@rockford.k12.mn.us kaufmana@rockford.k12.mn.us wiltsb@rockford.k12.mn.us reeckk@rockford.k12.mn.us	122/123 115 111 11
Speech Bartels, Emily	bartelse@rockford.k12.mn.us	125
Special Education Bartels, Emily Belanger, Amy – DCD/LD Bowen, Kirstin – LD Schnettler, Lanaya Sanner, Tracy – EBD/ASD	bartelse@rockford.k12.mn.us belangera@rockford.k12.mn.us bowenk@rockford.k12.mn.us fredericksenl@rockford.k12.mn.us sannert@rockford.k12.mn.us	125 305 125 121 304
STEM Literacy Madson, Jamie Russell, Beth	madsonj@rockford.k12.mn.us russellb@rockford.k12.mn.us	301/302 303
Writing Beattie, Amber	beattiea@rockford.k12.mn.us	110
SUPPORT STAFF		
Custodial Jorgensen, John Kasheimer, Pat	jorgensenj@rockford.k12.mn.us kasheimerp@rockford.k12.mn.us	

Media Center Anderson, Connie - Para	andersonc@rockford.k12.mn.us	
Health Services Morgan, Becca - District Nurse Langford, Natalie - Building Nurse	morganb@rockford.k12.mn.us langfordn@rockford.k12.mn.us	Health Office
Stop and Think TBD Stephanie Seiler	seilers@rockford.k12.mn.us	105

Link to the online district parent/academic calendar: [2021-2022 School Year Calendar](#)

INFORMATION

Arrival and Dismissal Hours

Classes begin at 7:50 a.m and conclude at 2:45 p.m. The teacher duty day at RMS-CES is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so provided they have a fob and four-digit security access code. All staff should use Door 1 when entering and exiting the building during non-school hours to ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The RMS-CES District Office is open from 8:00 a.m. until 4:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please check out the academic calendar in Part 1 of the handbook or contact the building office.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; this is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for school equipment.

Conference Rooms/Computer Labs

Conference rooms and computer labs need to be reserved or scheduled using the FMX system which is the district's facilities and technology scheduling system.

Cumulative Records

Refer to District Policy 515

Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate educational interest, which includes queries directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare and the ability to respond to a request for educational data.

Daily Attendance

Refer to District Policy 503R

Attendance (tardies and absences) must be recorded at the beginning of each hour in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email at the beginning and end of each day, at minimum.

Field Experiences

Refer to District Policy 610

Field experiences and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field experience. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field experiences; such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information. Any sudden change in student performance, especially if it results in a failing grade mandates an attempted contact to parents/guardians.

iTeam

In Tier I of the RtI framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; the iTeam will determine if Tier II instruction (e.g. supplemental instruction, strategies and/or programs) would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Learning Targets

At RMS-CES, we are committed to providing students with clear daily learning targets, assessing students regularly to determine whether or not they are meeting the targets and providing students with meaningful feedback to help them achieve the learning targets. Learning targets should be posted daily in all classrooms as "I can" statements using student-friendly language. RMS-CES also posts Learning Targets and/or other classroom information each day on our webpage for parent/student access.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3:00 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Learning

Outdoor learning is a vital part of our curricula at RMS-CES. To insure the safety of students and staff, please follow these expectations when taking students outside:

1. Check-out a walkie-talkie from the office to bring with you and note where your class will be outside
2. **Exit and enter through doors 1 (near District Office), 4 (near RMS-CES Office), 13 (near room 122) or 17 (near room 107); all of which have fob entries. Please do not ring the District Office to be admitted.**
3. **Never prop open or unlock exterior doors**

Parent Communications

Communication between families and teachers is vital. Teachers are required to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade decreases dramatically or is below passing.

Teacher websites and profiles are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events, share resources and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to: weekly parent bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers. Jeans should be reserved for Fridays, field trips, messy classroom work or special occasions when Rockford spiritwear is encouraged.

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a

student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Staff Announcements

Staff Announcements are the means with which we can communicate valuable information with staff in a timely manner. These should be viewed each morning for important updates/announcements.

Student Announcements

Student Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers must share "Student Announcements" each day during "Advisory."

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, family conference, iTeam referrals or academic support.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked-out by a parent or guardian in the school office. Notes sent by parents should be submitted directly to the office.

Student Testing

Assessments used to evaluate student achievement and progress include:

- FAST Reading and Math Testing (grades 5-8)
- MCA Reading and Math (grades 5-8)
- MCA Science (grades 5 & 8)
- ACCESS for ELL (grades 5-8)

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district's Internet Use Agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. Specifically, students will keep all personal electronics silent and out of sight during the school day (7:45 AM-2:45 PM), this includes passing time. The exception is lunch and recess time; students in good standing are allowed to use personal electronics during this time. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is an available resource.

Student Withdrawals

Students who withdraw must complete a check-out form prior to leaving the school. The check-out form will be provided to the student in the office. Teachers must record the student's current grade and initial to indicate that all class materials have been returned in acceptable condition.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accordance with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor and/or other school district personnel and verbal warning. Other consequences are: parent contact, parent conference, removal from class, lunch detention, in-school suspension, suspension from extracurricular activities, detention or restriction of privileges, loss of school privileges, in-school monitoring or revised class schedule, referral to in-school support services, referral to community resources or outside agency services, financial restitution, referral to police, other law enforcement agencies, or other appropriate authorities, a request for a petition to be filed in district court for juvenile delinquency adjudication, out-of-school suspension under the Pupil Fair Dismissal Act, preparation of an admission or readmission plan, expulsion under the Pupil Fair Dismissal Act, exclusion under the Pupil Fair Dismissal Act, and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the “Stop and Think Room” for minor behaviors. Students who are sent to the “Stop and Think Room” will work with an adult to identify the behavior that resulted in removal from class, take responsibility and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the “Stop and Think” process, the student will be referred to an administrator.

An administrator will be notified immediately if a student exhibits a major behavior, such as possession of drugs or weapons and the administrator will remove the student from the classroom.

Lunch Detention

A lunch detention must be approved by an administrator.

In-School Suspension

In-School Suspension (ISS) may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking, conduct which poses a threat to the safety of pupil, personnel or school property, or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (<http://education.state.mn.us/mde/static/000099.pdf>). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District's policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

<i>Policy 413</i>	<i>Sexual, Racial And Religious Harassment And Violence</i>
<i>Policy 418</i>	<i>Drug-Free Workplace/Drug-Free School</i>
<i>Policy 419</i>	<i>Tobacco-Free School</i>
<i>Policy 501</i>	<i>School Weapons</i>
<i>Policy 502</i>	<i>Search of Student Lockers, Desks, Personal Possessions and Student's Person</i>
<i>Policy 503</i>	<i>Student Attendance</i>
<i>Policy 504</i>	<i>Student Dress And Appearance</i>
<i>Policy 507</i>	<i>Corporal Punishment</i>
<i>Policy 514</i>	<i>Bullying Prohibition</i>
<i>Policy 524</i>	<i>Internet Acceptable Use</i>
<i>Policy 526</i>	<i>Hazing</i>
<i>Policy 709R</i>	<i>Student Transportation Safety</i>

Refer to the additional district policies listed above.

GENERAL INFORMATION

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute.. A folder, as well as the Sub-Folders (on Google) must be prepared and readily available in the classroom and on Google for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc...)
- Names and contact information for staff members who can help if questions arise

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that

- may result in harm to persons inside the school building.
- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system, but staff should lock-down whenever they feel at risk.
- All students, staff and visitors will be directed to classrooms
- Lock and barricade classroom doors
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee

Distribution of Materials for Inside Groups

Principal or designee must approve all materials from inside groups prior to distributing within the school. This includes information posted in public spaces.

Distribution of Materials for Outside Groups

Superintendent or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the district administration.

Food Service

Taher Foods operates the school hot lunch program.

Adult Breakfast: \$1.60

Adult Lunch: \$3.75

Milk: \$.60

Payment for meals is prepaid using Infinite Campus. Each employee has a lunch account number.

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnessed the accident is responsible to prepare and sign the **Student Accident Report** (found in the office) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers' Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Lost and Found

A lost and found is located outside the Media Center for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed will be donated at regular intervals.

Money

The method of collecting money from students for class projects or field experiences is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the middle school office to set up a fee through Infinite Campus, which enables parents to pay online
- Work with Stacey Robertson in the middle school office to collect money

Teachers should not collect or store money in their classrooms for any reason.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the middle school office.

- **Lunchroom:** Students are not allowed to leave the building for lunch without being accompanied by the building principal or principal designee. Visitors during lunch must be pre-approved by the principal or principal designee.

- **Student Passes:** If a student finds it necessary to leave their assigned classroom, the student must have a pass signed by a staff member.
- **Video Surveillance:** RMS-CES is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school require prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a non-emergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

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

Subject: Early Childhood Staff Handbook

Meeting Date: 6/21/2021

Prepared by: Tiffany Reinhard

Date Prepared: 6/8/21

Information

Briefing

Action

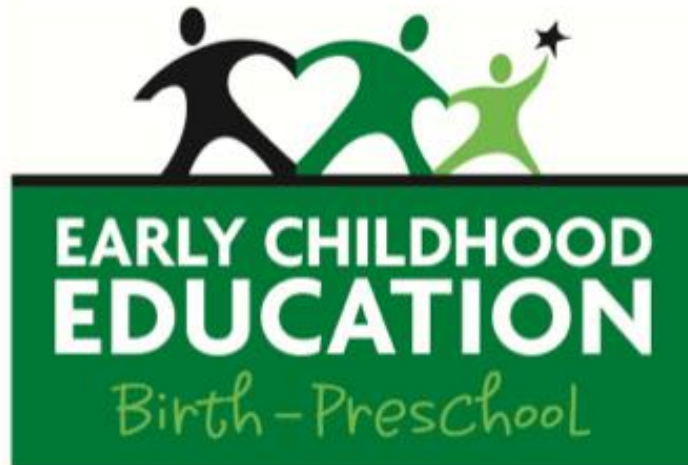
Enclosure Item(s)

Changes to the 21-22 Early Childhood Staff Handbook:

- **Page 5, Guidance Procedures, Referral:**
 - The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.

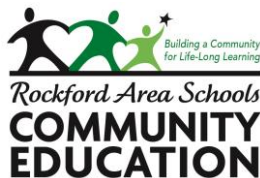
- **Page 6, Time Sheets/Pay Day (new procedure with Time Clock Plus)**
 - All staff will use Time Clock Plus to sign-in and out during their work day. Changes/corrections need to be communicated in writing to the Coordinator by 3:30 PM on the 15th and last day of every month. If you have questions, please see the ECP Coordinator.

Rockford Area Early Childhood Programs



2021-22

Staff Handbook



Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

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Introduction

Welcome to Rockford Early Childhood Programs; we are glad to have you as part of our team. The purpose of this handbook is to assist you in knowing more about the Early Childhood Programs, your responsibilities as staff, and Early Childhood policies and procedures.

Whether a staff of ECFE (Early Childhood Family Education) or SR (School Readiness (Launching Pad Preschool)), our first mission is to be a warm, welcoming and safe place where parents and children feel a sense of belonging and importance. We strive to provide this for all of our families and help it guide us in our work with them.

Please take some time to familiarize yourself with the contents of the Early Childhood Staff Handbook. The introduction includes general information specific to the Early Childhood Programs. Also included in the Handbook are important Personnel Policies. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us. Since the Early Childhood Programs are part of the Rockford Elementary Arts Magnet School, its handbook is included as well.

Philosophy

ECFE's Mission and Message: To strengthen families through education and to offer support for parents as they provide the best possible home environment for the healthy growth and development of their children. The task of parenting is important. ECFE recognizes and supports parents' understanding of their children, as well as their parental roles. What parents do to guide and nurture their own children along with their skills in working with others who share responsibility for their child's development (teachers, schools and other in the community) is critical to each child's future and the future of our nation.

ECFE/SR: We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are a child's first and primary teachers and we enhance and support parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only

developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves.

~ Jean Piaget

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia-Inspired Philosophy. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and continually explore literature about Reggio to broaden our knowledge.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect "best practices" for age and developmentally-appropriate activities that are exciting, creative, and best encourage children's growth and learning.

What is a Reggio-inspired approach?

Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential; it envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child's construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:

- The image of the child as curious, competent, and able to build theories.
- Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.
- The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.
- The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken and written words, visual arts, drama, music, movement, construction and more.
- The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and foster critical thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.
- Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.
- Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning.

Coordinator: Tiffany Reinhard

Administrators: Melissa Joseph, Community Education Director

Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program.

Absences/Sick Days/Substitutes

When a sub is needed unexpectedly due to illness, sick child, etc., please call the Early Childhood Program (ECP) coordinator. If it is after hours or you can't reach the coordinator in the office, call his/her cell phone and leave a message, or text him/her. Then, contact Teachers on Call to request a substitute. Often the coordinator can assist you in securing a substitute for subsequent days, if needed, due to your own or your child's illness. Sometimes the coordinator can adjust staff or check on other staff's availability.

When you are requesting to be gone for a family function, vacation, appointment, etc., approval must be gotten from the ECP Coordinator in advance of looking for a sub. Our first priority is to staff our program, and sometimes you may not be aware of other circumstances that have evolved that may affect staffing. Though the coordinator will try to be flexible and honor your requests, there could be a time when it may not be feasible due to extenuating circumstances. Once it is approved, then secure a substitute and let the Coordinator know who/when, etc.

Confidentiality

It is expected of all staff to be vigilant about confidentiality and data privacy. You will often be aware of sensitive information regarding children and their families and it is expected that this information will not be discussed except with the coordinator, the Community Ed Director, and/or other staff working directly with the child/family, on a need-to-know basis.

When speaking about an incident to a parent, always use the phrase, "the other child;" DO NOT USE NAMES.

Home or work phone numbers/addresses, etc., of staff, or parents and children should not be given out to anyone other than staff. Staff can take a message and relay the information needed to the other party.

The only exception is when a parent has given written permission to share phone numbers, email address, or mailing address with other children/families in the class.

Dress

Staff should wear clothing that is comfortable and appropriate for working with children. Appearance should be neat and clean.

Emergency School Closing/Late Start

If school is closed for any reason, then Preschool and ECFE classes (including evening) will also be canceled. If there is a two-hour late start, there will be no morning Preschool or morning ECFE classes; afternoon/evening classes will be in session as usual.

Every effort will be made to make-up any classes that have been cancelled, dependent on time permitting in the K-12 school calendar/ECFE session. Please refer to District Policy 806, district school closing procedure for more information.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

The following procedures would be followed for these specific emergencies:

1. Tornado - designated place of safety in our building
2. Fire – designated emergency exit routes
3. Winter weather closing - children will be dismissed to parents/guardians, buses, or GKP according to emergency procedures outlined by parents on Emergency Dismissal forms.
4. Power failure in the building – the program will follow the direction of the Superintendent; children may be sent home.
5. Minor scrapes and scratches - school health staff have been trained in first aid to be able to deal with this type of medical care.
6. *Stranger in the building, or threat in the community* drills, referred to as "safety" drills, are practiced regularly with a lockdown procedure in place.
7. Missing child - staff will search the area while the coordinator/teacher contacts the parents. If necessary, police will be called.

Guidance Policy for Children

By noticing children behaving positively and commenting to them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and the easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Termination: Referral:

The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated general community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then

we will seek parental permission to begin the referral process for consultation and/or assessment to the Early

Childhood Special Education (ECSE) team. **If a parent refuses the referral of their child, and/or ECSE to provide services to their child if he/she qualifies, then we retain the right to terminate their child's preschool admission. This is a result of our concern of disproportionate services given to any one child. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.**

Gifts to Employees

Refer to District Policy 421

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Health Information

District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. A child in preschool must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when a child reaches the age of 3 years and 7 months. Parents should call our office to set up an appointment at 763-477-7500.

For a child's well-being and the protection of the other children, a child should be kept home if he/she has the following:

Red eyes	Heavy cough
Upset stomach	Ear ache
Open sores	Swollen glands
Fever	Diarrhea

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, a child should wait to return to school until it has been 24 hours since the last incident.

The classroom teacher or coordinator is responsible for contacting a parent if there is a concern regarding a child coming to school without adhering to this policy. Respect for the parent and concern for the child and the child's classmates should always be conveyed.

If a child becomes ill at school, the teacher will notify the parents, or the contact person listed on the emergency contacts if the parents cannot be reached. The child should rest in the nurse's office, if possible, while waiting to be picked-up. If not possible, the child should rest in a quiet place in the classroom away from the other

children, if possible. There may be a possibility of the child resting in the ECP Office, if staff is available.

If a contagious illness exists among the preschool children, please notify the ECP Office staff so appropriate notification can be sent home with the children. Please keep the ill child's name in confidence when addressing any concerns of other parents.

The district student health services office is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Medication

With the exception of EPI-Pens, no medications should be administered by ECP staff to any child. The School nurse, trained elementary office staff, or parents are the only adults who should administer medications.

On time/Late Staff

All employees are expected to report to work on time. If you are going to be unexpectedly late, contact the ECP Coordinator immediately.

Photo ID's

Staff is required to wear a photo ID/name badge. Children and parents should be able to easily identify staff if they have a concern or question. These will be provided each year, though staff must have their photo taken when the all-school picture day takes place. If joining the staff during the year, please see Paula at the District Office for your photo and name badge.

Pick-Up for Preschool children:

- Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
- Parent must notify LPP if someone other than the parent will pick the child up from school on any one day or on a regular basis.
- Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
- Parents should pick their child up outside the classroom promptly at the scheduled release time.

Telephone/Copier/Computer/Fax

The use of cell phones or work phones should be kept to a minimum, be brief, and on an emergency basis during work/teaching time. The same is expected in regards to texting, IM, etc. Teaching time is defined as, "when children/parents are present." Work time includes prep time before and after class, including time between classes, unless it is an employee's break/lunch time. The copier/fax machine/computer should not be used for personal use.

Time Sheets/Pay Day

~~Non-licensed~~ **All** staff will use Time Clock Plus to sign-in and out during their work day. Changes/corrections need to be communicated in writing to the Coordinator by 3:30 PM on the 15th and last day of every month. **Licensed staff will use a Payroll/Payment Voucher. These are due in the ECP Office by 3:30 PM on the 15th and last day of every month. It is the staff person's responsibility to maintain their time sheet and sign it. Time sheets should be filled out legibly and properly in ink. If a time sheet is not signed or turned in on time, you are not guaranteed a paycheck the next pay period.** If you have questions, please see the ECP Coordinator.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Toileting Assistance

Two staff members should be present, if possible, to assist a child with his/her toileting issues. If two staff are not available, the staff person assisting the child will notify another staff member that they will be assisting a child with toileting needs. The staff person providing assistance should use the bathroom that is usually used by the children. Respectful and appropriate conversation and actions will be employed at all times with the child requiring assistance.

Acknowledgement Form

I have received a copy of the 2021-22 Rockford Area Early Childhood Programs Staff Handbook.

Staff Printed Name

Staff Signature

Date



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

Subject: Early Childhood Parent Handbook

Meeting Date: 6/21/2021

Prepared by: Tiffany Reinhard

Date Prepared: 6/8/2021

Information

Briefing

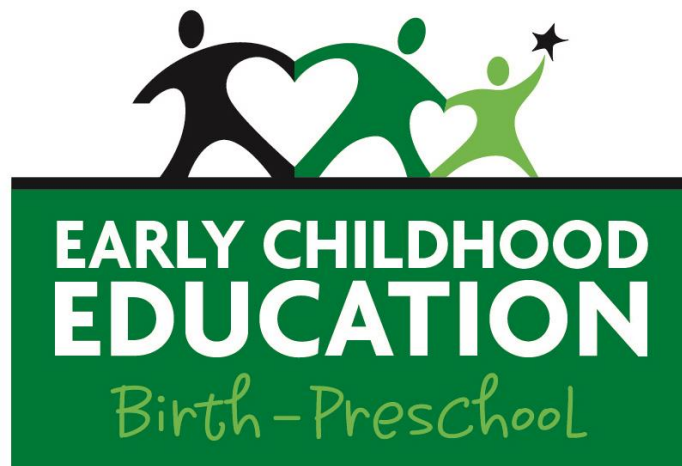
Action

Enclosure Item(s)

Change to the 20-21 Early Childhood Parent Handbook:

- **Page 5, Guidance Procedures, Referral:**
 - The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.

The Launching Pad Preschool



2021-22 Parent Handbook



Launching Pad Preschool is a 4-Star rated Parent Aware Program. The highest rating offered, it reflects a commitment to high quality programming using research-based best practices, while preparing children for success in kindergarten and beyond.

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

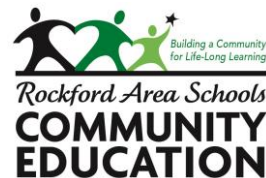


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Introduction

Welcome to the Launching Pad Preschool! The purpose of this handbook is to assist you in knowing more about this program offered through Rockford Community Education. Please take some time to familiarize yourself with the contents of this handbook. It includes information specific to the Launching Pad Preschool.

Tiffany Reinhard, Coordinator
reinhardt@rockford.k12.mn.us

Philosophy

We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are the child's first and primary teachers and we enhance and support the parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves. ~ Jean Piaget

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning. Assistants are all parents and some have had children in our program. District #883 has a licensed school nurse on duty at all times.

Coordinator - Tiffany Reinhard

Children's Teachers - Michelle Anderson, DeAnn Lommel, BethAnn Brooks, Lindsey Stotts

Assistant Teachers - Melanie DeWolfe, Becky Bills, Lisa Feyen, Julie Wascheck, Shadow Felknor

Administrator: Melissa Joseph, Community Education Director

Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program. Please contact your child's teacher or the coordinator if you wish to serve on the Advisory Council.

Program Information

Enrollment: Each class has one teacher and one assistant and a maximum of 16-18 children.

Funding: Our program is supported by tuition fees from parents along with a small amount of funding from the state for tuition assistance purposes.

Location: Rockford Elementary Arts Magnet School, 7650 County Road 50, Rockford, Minnesota, classrooms 209, 210, 211, 212, and 305.

Telephone Calls - Messages

The Early Childhood Programs phone number is 763-477-7500. All teachers have voice mail and you will be able to leave a message for your child's teacher. *If it is a very important message, such as a change in your child's dismissal routine, please speak to someone in the Early Childhood Office or REAMS office.*

Birthday Snacks

Please send nutritious foods rather than sweets. Since nutrition is one of the main components in our preschool program, **please do not send cake, cupcakes, cookies, candy, caramel-type popcorn, "fruit snacks," or other sweets.** State law does not allow homemade treats.

Hours:

Morning class: 8:05 - 10:45 AM

Afternoon class: 12:15 - 2:55 PM

All-day class: 8:05 AM - 2:55 PM

Days: Launching Pad Preschool classes are scheduled for 60, 90, or 150 class sessions during the 2021-22 school year. The days off due to no school are built into the total, so you are not losing any of the 60/90/150 days when there is no school.

School closings/delays: If school is closed for any reason, then preschool classes will also be canceled. If there is a two-hour late start, there will be no morning preschool; all day preschool will be 2 hours late and PM preschool will be held as usual.

Make-Up Days: When preschool is cancelled due to weather related events, Launching Pad Preschool will make-up as many preschool sessions as the K-12 school calendar and program calendar permits. As these occurrences are beyond our control, refunds will not be issued.

Transportation: Parents are expected to provide transportation or arrange for car-pooling. Free transportation is available if there is room on regularly scheduled district bus routes.

Children who ride the bus to and/or from school are met by the assistant teacher at the bus stop every morning and at mid-day. Teachers and assistants walk children to the individual buses each afternoon.

Snacks: Nutritious snacks will be served daily. We ask that parents help provide snack food to assist in keeping the cost of tuition down. Food will not be used as punishment or reward. Again, no sweet treats, please.

Field trips: Parents will be notified of any field trips and may be asked to volunteer to help supervise children. A small fee may be required for some field trips.

Clothing/backpack: Your child's clothing should be comfortable, washable, and designed so that he/she is generally able to manage toileting by him/herself. Classes go outside when the weather permits. Therefore sweaters, snowsuits, raincoats, caps, mittens and boots should be easy and big enough for the child to dress him/herself. Please clearly mark each item with the child's name for identification, particularly snow boots, snowsuits, jackets, etc. Your child will need to carry a large backpack so he/she can bring artwork, notices and other items to and from school.

Student Withdrawal: If you need to withdraw your child from Launching Pad Preschool, we require a written notice of 10 business days prior to your end date. Failure to do so will result in you being billed for the tuition of the required 10 business days.

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia curriculum. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and explore literature about the Reggio approach to early education.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to

ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect “best practices” for age and developmentally-appropriate activities that are exciting, creative, and best encourage children’s growth and learning.

What is a Reggio-inspired approach?

Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential and envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child’s construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:

- The image of the child as curious, competent, and able to build theories.
- Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.
- The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.
- The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken and written words, visual arts, drama, music, movement, construction and more.
- The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and critical thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.
- Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.
- Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

All-Day Preschool

Children will have preschool in the morning and then there will be a lengthy break for lunch and a quiet time, or naptime, for those who choose to sleep. The afternoon will continue with another session of preschool that will be at a more relaxed pace. There will be time for enrichment activities, the large motor room, and a brief group time with a story.

Please send a small blanket, one that can remain at school with your child for naptime. We will furnish a soft mat for your child, but a blanket from home will add to their comfort. Please put your child's name on the blanket.

SNACK/LUNCH:

A nutritious snack is available. Parents provide cold lunches and purchase milk, or parents may choose to purchase an elementary school hot lunch for their child. Lunch is to be eaten in designated areas only. If your child brings his/her lunch:

- Make sure the lunch is clearly labeled.
- Low sugar and high fiber are important.
- Remember protein/vegetables/fruits/grains.
- Please don't send candy or more than one cookie.

2021-22 LUNCH PRICES

Breakfast \$1.85

Elementary Lunch \$2.65

Adult Lunch/2nd Lunch \$3.85

Milk \$.60

Email or letter will notify parents when their student's balance is at a positive \$10.00. Students will not be permitted to charge meals to their account if they have a \$-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Deb Graunke. Students can also bring deposits to their building office. A child's lunch balance can be viewed by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in Appendix 6 of the District Student-Parent Handbook.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office and at the district office. For more information regarding your child's lunch account, payment methods, or eligibility for free and reduced price meals, contact 763-477-9165.

Calendar

We follow the school year calendar of Rockford Elementary Arts Magnet School, except that we begin later and end earlier, and offer mid-year parent-teacher conferences.

Conferences

Every family has a parent/child conference with the teacher before classes begin in September. Parents also have the opportunity to have a formal conference to discuss their child's progress in January. At the end of the year, each parent receives a summary report of his/her child's progress.

Daily electronic journals

Teachers e-mail parents a recap of each day. Parents who do not have e-mail service receive a paper copy of the e-mail.

Gifts to Employees

Refer to District Policy 421

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Guidance Procedures

By noticing children behaving positively and praising them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Termination: Referral:

The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated ~~general~~ community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. **If a parent refuses the referral of their child, and/or ECSE to provide services to their child if he/she qualifies, then we retain**

the right to terminate their child's preschool admission. This is a result of our concern of disproportionate services given to any one child. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

Health Information

District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. Your child must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when your child reaches the age of 3 years and 7 months. Please call our office to set up an appointment at 763-477-7500.

For your child's well-being and the protection of the other children, your child should be kept home if he/she has the following:

Red eyes	Heavy cough
Upset stomach	Ear ache
Open sores	Swollen glands
Fever	Diarrhea

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, please wait to return to school until it has been 24 hours since the last incident.

If your child becomes ill at school, the teacher will notify the parents or the contact person on the emergency card if the parents cannot be reached. You should have someone who can care for your child if he/she cannot remain at school.

The district student health service is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Please notify us if your child has a contagious illness. The staff will notify you if a contagious illness exists among the preschool children.

The preschool staff is not allowed to give medications, except for EPI-Pens, in an emergency. If medication is required, contact the school nurse who will tell you what procedure the school follows regarding medication. The school nurse can be reached by calling the Rockford Elementary School 763-477-5837.

Attendance:

If your child will be absent from preschool, please call the attendance line at 763-477-7525 and leave a message.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Tuition/Fees

Tuition is divided into a nine-payment plan and is due on the 1st of the month – all payments are the same regardless of school vacation days, conferences, etc.

Payment months:

June, by the September conference, October, November, December, January, February, March, April.

TUITION IS DUE ON THE 1st DAY OF EACH MONTH. A \$25.00 LATE FEE WILL BE ASSESSED FOR PAYMENTS MORE THAN 5 BUSINESS DAYS LATE. If your tuition is more than three weeks late, LPP reserves the right to withdraw your child from the program if arrangements have not been made with the Coordinator.

There is a non-refundable registration fee: \$40 for the first child - \$30 for the second child that is due with the application in order to process the registration.

If your child is absent for an extended time, you will still be responsible for preschool tuition, as we cannot offer that slot to anyone else unless you withdraw your child from the program.

Class options

Children must be 3 by 9/1/2021 for all classes. 5 days/week (MTWThF) 8:05 AM–10:45 AM: \$315/month.

3 days/week (MWF) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: \$220/month

2 days/week (T/Th) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: \$170/month.

3 days/week ALL DAY (MWF) 8:05 AM–2:55 PM: \$360/month. This is equivalent to 6 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

2 days/week ALL DAY (T/Th) 8:05 AM–2:55 PM: \$275/month. This is equivalent to 4 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

Late fees: There is a \$25 late fee for tuition payments received more than 5 business days past the first of each month. There is a \$10 late fee for each 15 minutes a child is picked up late from preschool.

Drop-off/Pick-Up for Preschool children:

- Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
- Parent must notify LPP if someone other than the parent will pick the child up from school on any one day, or on a regular basis.
- Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
- Parents should pick their child up outside the classroom promptly at the scheduled release time.

Busing

Bus transportation to and from preschool is available if:

- 1) The pick-up/drop-off point is on the regular bus route and,
- 2) There is space available on the bus. Busing policy permits only one address for pick-up each day and one address for drop-off each day.

Parent Participation

We welcome parents into our classrooms as observers and/or helpers. Please call your child's teacher to arrange a time for your visit.

What we expect from you:

- **Please pay tuition promptly on the 1st of the month. You may pay online on *ELEVO*, or by check or cash in our office.**
- Talk to the teacher or coordinator about any concerns you have about the program, your child, or related matters.
- Inform the EC office of any changes in phone number (work or home), address, or emergency information.
- Make sure your child has an adequate night's rest before sending him/her to school.
- Assess your child's health before sending him/her to school. (See Health Information above.)
- Read any correspondence via email or sent home with your child as you check the backpack each day.
- Label your child's personal items.
- No expensive or fragile items should be sent to school with your child - these may get broken or lost.
- Arrange to have an ill child picked up from the health office promptly.

What you can expect from us:

- An atmosphere of warmth, love and acceptance.
- Individual, positive attention for each child.
- A conscientious and thoroughly planned program with age-appropriate activities.
- A pleasant, safe, well-supervised, and healthy environment.
- Information sent home on a regular basis about activities, special events, or if there are concerns about a particular situation.
- Confidentiality of all information pertaining to children or families.
- Opportunities for you to be involved in your child's education.
- Children who ride buses will be met at the bus in the AM and be placed individually on buses in the PM.
- Our staff is required by law to report any suspected child abuse and/or neglect.

Sample Daily Schedule

A daily schedule and on-going documentation of the children's experiences are displayed in each classroom as well as our common areas. Parents are strongly encouraged to pay attention to the displays as they provide a glimpse into the inner life of the classroom community. Children learn about time from the daily, predictable routines that are established.

A sample of the daily schedule may include:

5-10 minutes

ARRIVAL

Free choice time

15-20 minutes

MEETING

Hello, sharing, story time and explain new activities

80 Minutes

PLAYFUL LEARNING

Hands-on activities, explore learning stations; projects

HEALTHY SNACK & WATER

Wash hands, social interaction, conversation, and manners. Children choose snack as a self-directed, independent activity

15 minutes

MUSIC & MOVEMENT CIRCLE

Songs, music, finger plays

10-15 minutes

GROSS MOTOR

Outdoors or play in large motor room; extra story or songs

10 minutes

DISMISSAL

Get ready, good-byes, pick-up or buses

Interest centers for developmentally appropriate activities:

Creative: Art, music, building blocks and dramatic play.

Literacy: Writing tools, paper, alphabet, books, story writing and documenting.

Science: Exploration, natural science, water/sand experimentation; "How?" "What?" "Why?" "Where?" "How much?"

Music: Experimenting with music, singing, listening, creating, performing, movement exploration, rhythms, playing instruments and exposure to many types of music.

Large muscle activity: A large muscle room and outdoor play area offer many opportunities for running, climbing, jumping, sliding, riding and balancing.

Math: Hands-on activities provide concrete experiences with counting, matching, sequencing, weight, size, volume, and one-on-one correspondence; children also experiment with shapes and manipulatives to learn classifying, sorting and predicting.

Acknowledgement Form

I have received a copy of the 2021-22 Launching Pad Preschool Parent Handbook.

Student Printed Name

Parent/Guardian Printed Name

Parent/Guardian Signature

Date